

## Internal Regulations of the Academy of Performing Arts in Prague

*The Ministry of Education, Youth and Sport, under Section 36 (2) of Act No. 111/1998 Coll., on Higher Education and on a change and supplement to other acts (the Universities Act), registered on 9 August 2010 under ref. no. 21 121/2010-30 the Attendance and Examination Regulations of the Academy of Performing Arts in Prague.*

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director of the higher education department*

### **ATTENDANCE AND EXAMINATION REGULATIONS OF THE ACADEMY OF PERFORMING ARTS, PRAGUE, 21 May 2010**

#### **Part One Basic Provisions**

#### **Article 1 AMU Attendance Regulations**

The Attendance and Examination Regulations of the Academy of Performing Arts, Prague (hereinafter "AMU") lays down the rules for studying in accredited B.A, M.A. and Ph.D. programmes offered by AMU faculties.

#### **Article 2 Academic Year and Course Lengths**

(1) Not later than 15 February every year the Rector shall announce the academic year schedule for the whole of AMU. Among other things, the academic year schedule stipulates the beginning and end of the next academic year, beginnings of the individual semesters, deadlines for enrolling for subjects, vacation periods and other important events organised by AMU.

(2) The academic year comprises the winter and summer semesters.

(3) Unless the accreditation decision for the study programme states otherwise, teaching is generally organised in the form of full-time study according to weekly or semester time-tables.

(4) The Deans announce the schedules for their faculties and in them stipulate the details for the particular courses within their faculty, including weekly time-tables which are not included in this AMU Attendance and Examination Regulations and which are not at variance with them.

#### **Article 3 AMU Information System**

(1) On the day of registration, each AMU student receives corresponding access to the AMU information system (hereinafter the "Information System") and other applications.

(2) AMU communicates with its students primarily through its information system, i.e. by e-mail sent to an assigned address, by notices and through messages on the public portal or Intranet, or on the official notice board on AMU premises. The student shall likewise communicate with AMU primarily through the information system. AMU notifies students of particularly important messages in writing.

(3) The AMU study agenda is managed by means of the information system study components (hereinafter the "study information system"). The data contained in this system are binding. Through the information system, students report any changes to their personal data and continually monitor the fulfilling of their study obligations.

(4) AMU students have the right and obligation to confirm their identity with the AMU identity card.

#### **Article 4 Study Programmes**

(1) The study programme may be:

- a) Bachelor's (B.A.),
- b) Master's (M.A.),
- c) Master's following a Bachelor's,
- d) Doctoral (PhD).

(2) The B.A. programme focuses chiefly on preparing the student for an occupation or to study in the M.A. programme. The standard study period is at least three, and at most four years. Study is duly completed with the state final examination, part of which is the oral defence of a B.A. thesis.

(3) The M.A. programme focuses on the development of the student's creative artistic ability at a high level of mastery. The M.A. programme is connected with the B.A. programme (hereinafter the "connected M.A. programme"); the standard study period is one, two, or three years. If the M.A. programme does not follow on from the B.A. programme (hereinafter the "M.A. programme"), the standard study period is four years. Study in the M.A. and connected M.A. programme is duly completed with the state final examination, part of which is the oral defence of the diploma thesis.

(4) The Ph.D. programme focuses on independent research based on theoretical and theoretical methodological research, or research and development through creative artistic activity. The standard period of study is three or four years, depending on accreditation. Studies are completed with the due completion of a State Doctoral Examination, a part of which is the defence of a dissertation. Study is duly completed with the state doctoral examination, part of which is the oral defence of the dissertation.

#### **Article 5 Study Plans and Subjects**

(1) The teaching of the various subjects follows the study plans of the relevant field. The study plan outlines the obligations that the student must fulfil for the due completion of the studies. The study plan is made

up of subjects and stipulates the sequence and connectedness involved in completing them.

(2) The subject is the basic study plan unit. The subject is defined by its title, course description, number of credits and the method of completion. In addition to the subjects required in the study plan, a student may also take subjects as electives from other study disciplines, even from other AMU faculties, or from another university, if this is organizationally possible.

(3) The study plan is made up of separate parts (academic years and semesters) and stipulates the conditions for their successful completion. The study plan defines the connection between subjects and sets the teaching semesters for the mandatory subjects.

(4) The subjects or subject groups in the study plan are organised by category. The category of the subject makes it possible to determine whether the instruction is elective, the possibility of make-up examinations, and the possibility of deferring subjects. At AMU the subjects fall into these categories:

- a) main subjects (required subjects for which make-up examinations are not permitted),
- b) required subjects (the subjects cannot be replaced by another subject),
- c) required elective subjects (the subject is one of a set of subjects offered, completion of a part of which is required),
- d) elective subjects.

(5) For reasons of capacity, the student may be denied permitted to register for an elective or required elective subject in a particular semester.

## **Part Two Study in B.A. Programmes**

### **Article 6 Study Organization**

(1) The study of all disciplines follows the accredited B.A. programmes.

(2) Study in B.A. programmes under Section 45 of Act No. 111/1998 Coll., on Higher Education and on the change and supplementing of other Acts (the Higher Education Act), as amended (hereinafter the "Act") is offered either full-time or, in exceptional cases, part-time.

### **Article 7 Admissions Procedure**

(1) Conditions for admission to the B.A. programme and the submission of applications are stipulated in Sections 48 to 50 of the Act. The AMU Faculties lay down the specific requirements for admission and inform their candidates about them in the usual manner (in particular by the website, the notice board or an information brochure).

(2) The admissions procedure begins with the delivery of the application by the deadline announced in the Faculty schedule and concludes with the decision on the result of the procedure (including review of the decision).

(3) No candidate may be exempted from the admissions procedure to study in the B.A. programme. An audition forms a normal part of the admissions procedure. If the candidate fails to complete it successfully, the admissions procedure for the applicant may be terminated prematurely.

(4) The Dean shall decide on whether to accept a candidate for the B.A. programme at the recommendation of the entrance committee. The final authority in the admissions procedure is the Rector. His/her decision is final.

(5) Only candidates who have proven their knowledge of the Czech language during the admissions procedure may be accepted for a B.A. programme accredited in Czech. The Dean shall decide on the specific scope of the required knowledge of Czech.

## **Article 8**

### **Course of Studies**

(1) After being accepted the candidate becomes an AMU student upon registering to study. The Faculties decide on the deadlines for registration. In serious cases the Dean may permit the student to postpone taking up their studies by one year.

(2) After registering for a course the student shall take the matriculation oath.

(3) A student may register for a higher school year if he/she has met the conditions stated by the relevant course's study plan for the previous school year.

(4) Students shall monitor the fulfilment of their study obligations on an ongoing basis and shall discuss any uncertainties with their study department. AMU and its faculties use the information system and other usual methods to inform students of their duties and binding deadlines relating to the study.

(5) Study in B.A. programmes offered by AMU is quantified by a credit system based on the European Credit Transfer System (hereinafter "ECTS"). Credits allocated to the various subjects indicate how demanding they are and the corresponding volume of work and degree of difficulty that the student must master in order to successfully complete the relevant subject.

(6) In the three-year B.A. programme the student must obtain 180 credits. 240 credits are required for the four-year B.A. programme.

(7) A student can ask for a registered subject to be deferred to the following semester. A student may request to withdraw from an elective subject for which he/she is registered.

(8) Credits are used to enable the student's mobility. A student sent by AMU to study at a foreign university has subjects and credits obtained at the foreign university recognized in accordance with the contents of his/her study programme. The Dean rules on recognition of credits. The AMU credit system is compatible with the European Credit Transfer System (ECTS), facilitating the mobility of students within the framework of European educational programmes.

(9) Where there are pressing grounds to do so, studies may be interrupted, even repeatedly. Studies may be interrupted for not more than two years in total. Interruptions of studies are subject to the rules laid down by the individual faculties.

(10) If there are material grounds to do so, a student may ask for a year of study to be spread over two academic years. A year can only be spread once during study on one B.A. programme.

(11) In extraordinary cases a student may ask the Dean to combine years.

## **Article 9 Grading and Assessment of Studies**

(1) Studies are assessed by credits and examinations stipulated by study plans; the student is notified of these through the information system.

(2) Before the end of instruction in a semester, the pedagogue schedules a sufficient number of regular examination dates and publishes them on the information system. The student registers for examinations in the information system.

(3) The student is entitled to a second and third attempt to pass an examination. If neither of these attempts proves successful, the Dean may in exceptional cases permit a fourth attempt, known as a Dean's Examination. A Dean's Examination is administered by a commission with the participation of the dean or of a vice-dean appointed by the dean. No repeat of an examination is permitted for the main subjects and for written examinations.

If the student is evaluated with an "F" or "credit denied", his/her studies shall be terminated in accordance with Section 56 (1)(b) of the Act. The decision is covered by Section 68 of the Act.

(4) If, for serious reasons, a student is unable appear at an examination, he/she shall excuse him/herself in advance; otherwise he/she shall be regarded as having failed the examination. A student may also arrange with a pedagogue to sit for an examination before the stipulated date.

(5) The credit is an ungraded form of assessment of studies. It is allocated upon fulfilment of obligations stipulated for individual subjects and is recorded in the information system with the word "Credited" (Z).

(6) An examination is a graded form of assessment of studies, which tests knowledge and level of creativity in the relevant subject. It may be

practical, written, oral or a combination of the above. For the main subjects, the examinations are usually conducted before the committee. The examinations are graded on the scale "A, B, C, D, E, F".

A (excellent work exceeding the relevant criteria),  
B (above-average work with a minimum of errors),  
C (average work with an acceptable number of errors),  
D (acceptable work with a large number of errors),  
E (work that meets the minimum requirements),  
F (unacceptable work).

Apart from the aforementioned scale, the letter "X" may also be used in the information system; this indicates that it has been decided not to allocate a grade for the relevant examination date.

(7) The evaluation of the student is registered in the information system and is recorded in writing. In the event of a discrepancy, the written record shall have priority. The evaluation must be registered in the information system within two working days following the examination or the allocation of the credit.

(8) Fulfilment of study requirements is inspected at the end of each semester or academic year. Inspections of fulfilment of study requirements primarily involve:

- a) completion of study of required subjects,
- b) earning of the minimum number of credits or completion of subjects from groups of required elective subjects,
- c) earning a sufficient number of credits from elective subjects.
- d) completion of study of deferred subjects,
- e) conditions established by a pedagogue at the beginning of instruction of each subject for completion of study of the subject including attendance at the required percentage of classes and the criteria for work required.

## **Article 10**

### **State Final Examinations**

(1) The Bachelor's programme is duly completed with the state final examination. This examination is held before an examination committee comprised of the faculty's professors, assistant professors and expert assistants, or of invited experts approved by the faculty's artistic council. The state final examination and announcement of the results are public.

(2) The student must sit for a state final examination within two academic years of fulfilling the study obligations of the relevant study plan.

(3) A student who has fulfilled the conditions for the relevant study plan, submitted a Bachelor's thesis with all required formalities and obtained the required number of credits may register for the state final examination. The examination includes an oral defence of the Bachelor's thesis. The Dean stipulates the content of the state final examination for individual study fields on the basis of the recommendation of the relevant division.

(4) The supervisor's and examiner's written assessments of the Bachelor's thesis must expressly state whether they recommend or do not

recommend the work for oral defence. If the supervisor and examiner do not recommend the thesis for oral defence, the student cannot be allowed to defend the Bachelor's thesis. A student who has not been permitted to defend the Bachelor's thesis or has failed to defend the thesis is given the grade of "F" by the examination committee.

(5) The state final examination is classified with the marks "A, B, C, D, E, F". The examination committee decides the overall assessment for the state final examination by a vote taken in private. For an overall grade of "A" the artistic work and defence of the Bachelor's thesis must be assessed "A" and none of the subjects may be assessed lower than "B". If the student is graded "F" for any part of the state final examination, the overall result of the final examination shall also be graded as "F".

(6) The defence of a Bachelor's thesis and the state final examination may only be repeated once. The student repeats only those parts of the state final examination that have been marked with the grade "F". The artistic part of the state final examination may not be repeated.

### **Article 11 Completion of Studies**

(1) Studies in a Bachelor's programme conducted at an AMU faculty are duly completed with the state final examination.

(2) Studies may also be completed pursuant to Section 56 of the Act.

(3) Section 65 (1)(c) of the Act and Section 67 of the Act stipulate the student's expulsion from the school as the most severe penalty possible for a disciplinary misdemeanour.

(4) A student who gives up his/her studies, has been expelled or who has otherwise terminated his/her studies, is entitled to a document confirming the examinations successfully completed and credits earned. The document must also state that the student has not duly completed the studies.

(5) Graduates of the Bachelor's programmes are awarded the academic title "Bachelor of Arts" ("BcA.", the title coming before the name). An addendum to the diploma containing a list of the completed subjects and earned credits for the whole study period forms a supplement to the University diploma.

### **Part Three Studies in Master's and follow-on Master's programmes**

#### **Article 12 Organization of Studies**

(1) The study of all disciplines follows the accredited Master's and follow-on Master's programmes.

(2) The Master's and follow-on Master's programmes (Section 45 of the Act) are offered full-time and part-time.

### **Article 13 Admissions Procedure**

(1) Acceptance to the follow-on Master's study programme is based on an admissions procedure. The conditions for admission to Master's and follow-on Master's studies and the method of submitting applications are stipulated in Sections 48 to 50 of the Act. The AMU faculties lay down the specific requirements for admission and inform their candidates in the usual manner (in particular by the website, the official notice board or information brochure).

(2) The admissions procedure begins with delivery of the application by the deadline announced in the faculty schedule and concludes with a decision on the result of the procedure (including a review of the decision).

(3) No candidate may be exempted from the admissions procedure to study in the Master's and follow-on Master's programme. An audition forms a normal part of the admissions procedure. If the candidate fails to complete it successfully, the admissions procedure may be terminated prematurely.

(4) The Dean shall decide on whether to accept a candidate for the Master's or follow-on Master's programme at the recommendation of the admissions committee. The final authority in the admissions procedure is the Rector. His/her decision is final.

(5) Only candidates who have duly proven their knowledge of the Czech language may be accepted for the Master's and follow-on Master's programme accredited in Czech. The Dean shall decide on the specific scope of the required knowledge of Czech.

### **Article 14 Course of Studies**

(1) After being admitted the candidate becomes an AMU student upon enrolling to study. The faculties decide on the deadlines for enrolment. In serious cases the Dean may permit students to postpone taking up their studies by one year.

(2) After enrolling, the student becomes a member of the academic body.

(3) A student may enrol for a higher school year if he/she has met the conditions stated by the study plan of the relevant subject for the previous school year.

(4) Students shall monitor the fulfilment of their study obligations on an ongoing basis and shall discuss any uncertainties with their faculty's study department. AMU and its Faculties use the information system and other usual methods to inform students of their duties and binding deadlines relating to the study.

(5) Studies in Master's study programmes offered by AMU are quantified by a credit system based on the European Credit Transfer System

(hereinafter "ECTS"). The credits allocated to the various subjects indicate how demanding they are and the corresponding volume of work and degree of difficulty that the student must master in order to successfully complete the relevant subject.

(6) In the follow-on Master's study programme, the student must earn 120 credits in two-year, 180 in three-year and 240 in four-year Master's study programmes.

(7) A student can ask for the registered subject to be deferred to the following semester under conditions stipulated by the faculty.

(8) Credits are a tool enabling students' mobility. A student sent by AMU to study at a foreign university has subjects and credits obtained at the foreign university recognized in accordance with their contents of his/her study programme after a prior statement by the guarantor. The Dean rules on the recognition of credits. The AMU credit system is compatible with the European Credit Transfer System (ECTS), facilitating the mobility of students within the framework of European educational programmes.

(9) Where there are pressing grounds to do so, studies can be interrupted, even repeatedly. Studies may be interrupted for not more than two years in total. Interruptions of studies are subject to the rules laid down by the individual Faculties.

(10) If there are serious reasons to do so, a student may ask for a year of study to be spread over two academic years. Only one year of study may be spread over two years during in one follow-on Master's programme or Master's programme.

(11) In extraordinary cases a student may ask the Dean to combine years of study.

## **Article 15**

### **Grading and Assessment of the Study**

(1) Studies are assessed by credits and examinations stipulated by the study plans; the student is notified of these through the information system.

(2) Before the end of instruction in a semester, the pedagogue schedules a sufficient number of regular examination dates and publishes them on the information system. The student registers for an examination in the information system, unless provided for otherwise.

(3) The student is entitled to a second and third attempt to pass an examination. If neither of these attempts proves successful the Dean may in exceptional cases permit a fourth attempt, known as a Dean's Examination. A Dean's Examination is administered by a commission with the participation of the dean or of a vice-dean appointed by the dean. No repeat of an examination is permitted for the main subjects and for written examinations; if the student receives the grade "F", his/her studies shall be terminated in accordance with Section 56 (1)(b) of the Act. The decision is covered by Section 68 of the Act.

(4) If, for serious reasons, the student is not able appear at an examination, he/she shall excuse him/herself in advance, otherwise he/she shall be regarded as not having passed the examination. The student may also arrange with the pedagogue to sit for the examination before the stipulated date.

(5) Credit is an ungraded form of assessing studies. It is allocated upon fulfilment of the obligations stipulated for individual subjects and is recorded in the information system with the word "Credited" (Z).

(6) An examination is a graded form of assessing studies which tests knowledge and level of creativity in the relevant subject. It may be practical, written, oral or a combination of the above. For the main subjects, the examinations are usually conducted before the committee. The examinations are graded on the scale "A, B, C, D, E, F".

A (excellent work exceeding the relevant criteria),  
B (above-average work with the minimum of errors),  
C (average work with an acceptable number of errors),  
D (acceptable work with a large number of errors),  
E (work that meets the minimum requirements),  
F (unacceptable work).

Apart from the aforementioned scale, the letter "X" may also be used in the information system; this indicates that it has been decided not to allocate a grade for the relevant date.

(7) The evaluation of the student is recorded in the information system, and is also recorded in writing. In the event of a discrepancy the written record shall have priority. The evaluation must be recorded in the information system within two working days following the examination or the allocation of the credit.

(8) Fulfilment of study requirements is inspected at the end of each semester or academic year. Inspections of fulfilment of study requirements primarily involve:

- a) completion of study of required subjects,
- b) earning of the minimum number of credits or completion of subjects from groups of required elective subjects,
- c) earning a sufficient number of credits from elective subjects.
- d) completion of study of deferred subjects,
- e) conditions established by a pedagogue at the beginning of instruction of each subject for completion of study of the subject including attendance at the required percentage of classes and the criteria for work required.

## **Article 16**

### **State Final Examinations**

(1) The Master's and follow-on Master's programmes are duly completed with the state final examination. This examination is held before an examination committee comprised of the faculty's professors, assistant professors and expert assistants, or of invited experts approved by the faculty's artistic council. The state final examination and announcement of the results are public.

(2) The student must sit for a state final examination within two academic years of fulfilling the study obligations of the relevant study plan.

(3) A student who has fulfilled the conditions for the relevant study plan, turned in a Master's thesis with all required related formalities and obtained the required number of credits may register for the state final examination. The examination includes an oral defence of the Master's thesis. The Dean stipulates the contents of the state final examination for individual fields of study on the basis of the proposal of the relevant division.

(4) The supervisor's and examiner's written assessments of the Master's thesis must expressly state whether they recommend or do not recommend the work for oral defence. If the supervisor and examiner do not recommend the thesis for oral defence, the student cannot be allowed to defend the diploma thesis. A student who has not been permitted to defend the diploma thesis or has not defended the thesis is graded with an "F" for defence of the thesis by the examination committee.

(5) The state final examination is evaluated with the grades "A, B, C, D, E, F". The examination committee decides the overall assessment for the state final examination by a vote taken in private. For an overall assessment of "A", the artistic work and defence of the diploma thesis must be graded "A" and none of the subjects may be graded lower than "B". If the student is graded "F" for any part of the state final examination, the overall result of the final examination shall also be graded "F".

(6) The state final examination may only be repeated once. The student repeats only those parts of the state final examination that were originally classified with an "F". The artistic part of the final examination may not be repeated.

## **Article 17 Completion of Studies**

(1) Studies in Master's programmes offered by the AMU faculties are duly completed with the state final examination.

(2) Studies may also be terminated pursuant to Section 56 of the Act.

(3) Section 65 (1)(c) of the Act and Section 67 of the Act stipulate the student's expulsion from the school as the most severe penalty for a disciplinary misdemeanour.

(4) A student who gives up his/her studies, has been expelled or who has otherwise terminated his/her studies is entitled to a document confirming the examinations successfully completed and credits earned. The document must also state that the student has not duly completed the studies.

(5) Graduates of the Master's and follow-on Master's programmes are awarded the academic title "Master of Arts" ("MgA.", the title coming before the name). An addendum to the diploma containing a list of the

completed subjects and the number of credits earned for the whole study period forms a supplement to the university diploma.

## **Part Four Studies in Doctoral Programmes**

### **Article 18 Organization of Studies**

- (1) Studies of all fields of study are conducted in accordance with the accredited doctoral study programmes.
- (2) Doctoral programmes focus on independent research based on theoretical or methodological research, or on research or development through creative artistic activity and theoretical reflection upon that work.
- (3) The doctoral programme is offered full-time or part-time. The normal length of the doctoral programme is three or four years, depending on its accreditation. For serious reasons, at the student's request or at the recommendation of the subject committee the Dean may allow the studies to be interrupted for one year, or for longer in exceptional cases.
- (4) The maximum length of the doctoral program from registration to its due completion is five or six years in the case of full-time studies, while in cases of combined studies the period may be extended by a year. This time limit does not include the period for which the student's studies have been interrupted.
- (5) Within the faculty, the Dean or his/her appointed vice-dean is responsible for the organization, administration and assessment of studies in a doctoral study programme; at AMU this is the responsibility of the Rector or his/her appointed vice-rector.
- (6) Studies in a doctoral study programme may be quantified by ECTS credits.

### **Article 19 Admissions Procedure**

- (1) The Dean publicly announces admissions procedures for doctoral programmes at the suggestion of the chairman of a subject committee.
- (2) The Dean appoints the admissions examination committee and its chairman at the suggestion of the subject committee chairman. The committee has at least five members, including possible representatives of the relevant specialisations relating to the candidates' dissertation projects submitted as part of the admissions procedure. The committee decides the examination result by a majority of votes from the members present at a closed meeting. If the votes cast are tied, the chairman's vote shall be decisive.
- (3) The Dean of the relevant faculty decides the course and components of the admissions examination.

(4) The Dean shall decide on whether to accept a candidate for studies in the doctoral programme at the recommendation of the admissions committee. The final authority in the entrance procedure is the Rector. His/her decision is final.

(5) Only candidates who have duly proven their knowledge of the Czech language may be accepted to study in a doctoral programme accredited in Czech, by passing the Czech language examination at the AMU Language Preparation Centre with at level B2 in accordance with the Common European Framework of Reference for Languages (CEFR).

## **Article 20**

### **Course of Studies**

(1) After being admitted the candidate becomes an AMU student on the day of enrolling to study. The faculties decide on the dates for enrolment for individual school years and inform the student in the usual manner.

(2) After enrolling the student becomes a member of the academic body.

(3) Studies in the doctoral program are directed by the chairman of the subject committee or the relevant vice-dean, who is responsible to the Dean for the course of the study. The Dean appoints members of the subject committee primarily from the ranks of the faculty's academic staff and other notable persons in the field.

(4) The subject committee has a quorum if an absolute majority of its members is present. An absolute majority of members present is required for a decision to be approved. If there is an even division of votes, the chairman's vote shall be decisive.

(5) At the proposal of the subject committee, the Dean shall appoint a supervisor for each student in a doctoral programme. These may come from members of the faculty's academic staff or may be teachers from outside the faculty and AMU who have the required qualifications to perform such activity. The Dean shall stipulate the duties and powers of these supervisors.

## **Article 21**

### **Grading and Assessment of Studies**

(1) Studies are assessed by credits and examinations stipulated by the individual study plan.

(2) Credit is an unclassified form of assessment of studies. It is allocated upon fulfilment of the whole set of obligations stipulated for individual subjects and is recorded in the doctoral study records or the information system with the word "Credited" (Z).

(3) The examination is a graded form of assessing studies, which tests knowledge and level of creativity in the relevant subject. It may be practical, written, oral or a combination of the above and is graded with the words "pass" – "fail" and is recorded in the doctoral study records or the information system.

## **Article 22**

### **Dissertation Defence and State Doctoral Examination**

(1) The oral defence of a dissertation is public. A precondition for the holding of an oral dissertation defence is the fulfilment of the requirements of the individual study plan for the doctoral study programme, including the submission of the dissertation with all required formalities. The result of the oral defence is also announced in public by the chairman of the committee for the state doctoral examination. If the result of the oral defence is negative, the Dean shall notify the student in writing of the committee's decision. In accordance with its conclusions the committee shall state in the decision the conditions under which the oral defence may be held again. The student may request an oral defence of the revised dissertation within five months to one year of the unsuccessful oral defence. The oral defence may only be repeated once. A successful oral defence is a necessary precondition for the conducting of a state final examination.

(2) The state doctoral examination is held in public. The precondition for conducting a state doctoral examination is the fulfilment of the individual study plan of the doctoral study programme, the submission of a dissertation with all required formalities, and its successful oral defence.

(3) The student registers in writing for the defence of a dissertation and for the state doctoral examination.

(4) The committee for the oral defence and the state doctoral examination and its chairman are appointed by the dean at the suggestion of the subject committee. Committees shall have at least five members. Eligible for appointment as committee members are professors, associate professors and experts approved by the faculty's artistic council. At least one committee member must be from a department outside of the faculty. The supervisor participates at the oral defence and examination as an auxiliary committee member in an advisory capacity. The thesis of the dissertation must be available to committee members at least ten days in advance of the oral defence.

(5) The result of the oral defence is evaluated with the words "successful defence" or "unsuccessful defence", and the result of a doctoral examination is evaluated with the words "pass" or "fail". The committee for a state doctoral examination deliberates on the results in a closed meeting.

(6) A state doctoral examination may be repeated only once.

## **Article 23**

### **Completion of Studies**

(1) Studies in doctoral programmes offered by AMU faculties are duly completed with the oral defence of a dissertation and the state doctoral examination.

(2) Studies may also be terminated pursuant to Section 56 of the Act.

(3) Section 65 (1)(c) of the Act and Section 67 of the Act stipulate the student's expulsion from the studies as the most severe penalty for a disciplinary misdemeanour.

(4) A student who gives up his/her studies, has been expelled or who has otherwise terminated his/her studies is entitled to a document confirming the examinations successfully completed. The document must also state that the student has not duly completed the studies.

(5) Graduates of doctoral study programmes are awarded the academic title "Doctor" (abbreviated as "Ph.D." after the name). An addendum to the diploma containing a list of the completed subjects for the whole study period forms a supplement to the University diploma.

## **Part Five Concluding Provisions**

### **Article 24**

(1) The Attendance and Examination Regulations registered by the Ministry of Education, Youth and Sport on 12 March 2007 under no. 8 181/2007-30 shall no longer be in force.

(2) These Attendance and Examination Regulations were approved in accordance with Section 9 (1)(b) of the Act by the Academic Senate of AMU on 21 May 2010.

(3) Under Section 36 (4) of the Act, these Attendance and Examination Regulations shall take effect on the day they are registered at the Ministry of Education, Youth and Sport.

(signed) Ivo Mathé,  
Rector of AMU