

*According to the provisions of Section 36(2) of Act no. 111/1998 Coll., on Higher Education Institutions and on Amendments to Other Acts (the Higher Education Act), the Ministry of Education, Youth and Sports registered these Attendance and Examination Regulations of the Academy of Performing Arts in Prague on 3 July 2019 under file number MSMT-22545/2019-1.*

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**COMPLETE WORDING  
OF THE  
AMU ATTENDANCE AND EXAMINATION REGULATIONS  
DATED 3 JULY 2019**

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**ATTENDANCE AND EXAMINATION REGULATIONS  
OF THE ACADEMY OF PERFORMING ARTS IN PRAGUE  
DATED 3 JULY 2019**

*The Academic Senate of the Academy of Performing Arts in Prague,  
under Section 9 (1b), point 3, and Section 17 (1g) of Act No. 111/1998 Coll., on Higher  
Education Institutions and Amendments to Other Acts (the Higher Education Act), as amended,  
has adopted these  
Attendance and Examination Regulations of the Academy of Performing Arts in Prague:*

**- Part I -  
Basic Provisions**

**Article 1: AMU Attendance and Examination Regulations**

- (1) The Attendance and Examination Regulations of the Academy of Performing Arts in Prague (hereinafter "AMU"), within the limits of Act No. 111/1988 Coll., on Higher Education Institutions and Amendments to Other Acts (hereinafter the "Act") and the Statutes of the Academy of Performing Arts in Prague (hereinafter the "Statutes"), govern the rules for studying in the accredited Bachelor's programmes, Master's programmes, and doctoral programmes offered by AMU faculties.

**Article 2: Academic Year and Programme Structure**

- (1) Each year, no later than by 15 February, the Rector shall announce a uniform academic calendar for all of AMU (hereinafter the AMU academic calendar"). The academic year always begins on 1 October and ends on 30 September of the following year. The AMU academic calendar further stipulates in particular the starting dates of the individual semesters, the dates of registration for subjects, examination periods, repeat examination dates, holiday periods and the dates of academic ceremonies and extraordinary festive occasions (e.g. matriculation).
- (2) The academic year is divided into a winter semester and a summer semester.
- (3) Instruction is generally organised on the basis of full-time study according to weekly or semester schedules, unless stipulated otherwise in the programme's accreditation decision.
- (4) The Deans shall announce the academic calendars for their faculties (hereinafter "faculty academic calendars"), in which they stipulate the organisational details of the programmes within their respective faculties which are not at variance with the AMU academic calendar.

**Article 3: AMU Information System**

- (1) On the day of registration, each AMU student shall receive access to the AMU information system (hereinafter the "information system") and other applications.
- (2) AMU communicates with its students, including informing them of requirements and binding deadlines concerning their studies, in particular through its information system, i.e. e-mail to their allocated address, notices posted in the public part of the AMU website, or by a public decree posted on the AMU official notice board on AMU premises. Likewise, the student shall communicate with AMU primarily through the information system. AMU communicates particularly important individual messages to students in writing as well as through the information system or the postal services provider.

- (3) AMU students have the right and obligation to establish their identity with an AMU student identity card.

**- Part II -**

**General Provisions concerning Studies**

**Section 1: Academic Programmes**

**Article 4**

- (1) AMU offers the following types of academic programmes:
- Bachelor's programmes;
  - Master's programmes, including continuing Master's programmes;
  - doctoral programmes.
- (2) Progress in Bachelor's, Master's and continuing Master's programmes offered by AMU is quantified by a credit system based on the principles of the European Credit Transfer System (hereinafter "ECTS"). ECTS credits (hereinafter "credits") allocated to individual academic subjects express the academic burden which the student must bear in order to successfully complete the subject in question. The planned overall academic burden during the course of one academic year is 60 credits. One credit is equivalent to 25-30 hours of student work involving direct instruction and self-study. Credits are a tool serving to facilitate students' mobility. A student sent by AMU to study at a foreign university shall have subjects and credits obtained at the foreign university recognised in accordance with the contents of his/her programme. The Dean shall decide on such recognition.
- (3) Doctoral programmes can be quantified with ECTS credits.

**Article 5: Bachelor's Programme**

- (1) Bachelor's programmes are focused chiefly on preparing the student for an occupation, or to study in a Master's programme. The standard study period is at least three years and at most four years. Programmes are duly completed by passing a state final examination, which includes the oral defence of the Bachelor's thesis and generally a graduate performance.
- (2) In a Bachelor's thesis, the student demonstrates that he/she is capable of independently addressing the problem in question, conducting the necessary review of the secondary literature and/or reflecting on his/her own creative activity, as the case may be. If a written Bachelor's thesis is a supplement to the graduate performance, its minimum length shall be 20 standard pages (36,000 characters including spaces but excluding the list of works cited and any annexes); in other cases its minimum length shall be 40 standard pages (72,000 characters including spaces but excluding the list of works cited and any annexes).
- (3) In a three-year Bachelor's programme, the student is required to obtain 180 credits.
- (4) Graduates of Bachelor's programmes are awarded the academic title "Bachelor of Arts" (abbreviated "BcA.", the title preceding the name).

**Article 6: Master's and continuing Master's Programmes**

- (1) Master's programmes are focused on developing students' creative abilities at a commensurate academic level. Master's programmes follow on from a Bachelor's programme (hereinafter "continuing Master's programmes"); the standard duration of this programme is at least one year and at most three years. If a Master's programme does not follow on from a Bachelor's programme (hereinafter "Master's programme"), the standard

programme duration is at least four years and at most six years. Master's and continuing Master's programmes are duly completed with the state final examination, which includes the oral defence of the Master's thesis and generally a graduate performance.

- (2) In a Master's thesis, the student demonstrates that he/she is capable of defining a problem, proposing and verifying a hypothesis, conducting the necessary review of the secondary literature, working with primary sources, and/or reflecting on his/her own creative activity, as the case may be. The Master's thesis shall have the character of a theoretical text which offers a new view on the issue under investigation or is a well-founded analysis of the problem in question and of various solutions to it. If a written Master's thesis is a supplement to the graduate performance, its minimum length shall be 40 standard pages (72,000 characters including spaces but excluding the list of works cited and any annexes); in other cases its minimum length shall be 60 standard pages (108,000 characters including spaces but excluding the list of works cited and any annexes).
- (3) In two-year continuing Master's programmes the student must obtain 120 credits, in three-year continuing Master's programmes the student must obtain 180 credits, and in four-year non-continuing Master's programmes the student must obtain 240 credits.
- (4) Graduates of Master's and continuing Master's programmes are awarded the academic title "Master of Arts" (abbreviated "MgA.", the title preceding the name).

#### **Article 7: Doctoral Programmes**

- (1) Doctoral programmes are focused on independent investigative work based on theoretical and methodological research, or on research or development through creative artistic activity and its theoretical reflection. The standard programme duration is at least three years and at most four years, depending on the accreditation. Programmes are duly completed by passing a state doctoral examination, which includes the public oral defence of the dissertation.
- (2) The doctoral dissertation is an independent work which is the result of scientific or artistic research based on the student's individual study plan. It is a written, comprehensive treatise with a minimum length of 120 standard pages (216,000 characters including spaces but excluding the list of works cited and any annexes), or 80 standard pages (144,000 characters including spaces but excluding the list of works cited and any annexes) if the dissertation includes an artistic work; there must be an evaluative assessment of this artistic work (or collection of artistic works). The dissertation shall generally be submitted in Czech or Slovak; exceptionally and on the basis of a decision by the Dean, it is possible to submit the work in a different foreign language. If the dissertation is realised under joint supervision (cotutelle), the language of the dissertation as well as other programme requirements, in particular the composition of the committee for the state final examination and for the oral defence of the dissertation, shall be stipulated in the agreement between the schools.
- (3) Graduates of doctoral programmes are awarded the academic title "Doctor of Philosophy" (abbreviated "Ph.D.", the title following the name).

#### **Section 2: Admissions Proceeding**

##### **Article 8**

- (1) The general requirements for admission to Bachelor's, Master's and doctoral programmes and the method for submitting applications are stipulated in Sections 48-50 of the Act and in the relevant provisions of the Statutes and hereof. The procedural provisions are contained in Act No. 500/2004 Sb., Code of Administrative Procedure. Detailed rules for the admissions proceeding, admission requirements and the method for verifying their fulfilment are stipulated by the internal regulations of AMU and the faculties. Each year, the AMU

faculties set out specific admission requirements on the basis of a proposal by the Dean and approval by the faculty academic senate. The faculties inform their applicants of these requirements, including deadlines for submitting applications and the manner in which applications should be submitted, in the public part of the faculty's website at least four months in advance.

- (2) Admissions to academic programmes are decided by means of an admissions proceeding. The admissions proceeding for all Bachelor's programmes and generally also Master's and doctoral programmes includes a practical aptitude test as well as examinations in theoretical and other disciplines. The practical aptitude test shall be in a form appropriate for the nature and type of academic programme, and in the case of doctoral programmes in the form of a project submitted by the applicant. The theoretical examinations may be written or oral. Applicants who do not pass each examination will not advance to the next round of examinations and a decision of non-admission for studies will be delivered to them.
- (3) The admissions proceeding cannot be waived.
- (4) An admissions proceeding commences with the delivery of an application to the AMU faculty offering the relevant academic programme, and terminates with a decision on the matter itself or by means of a procedural resolution. As administrative bodies, the Dean and the Rector shall proceed in accordance with legislation and in accordance with the basic principles of activity of an administrative body enshrined in the provisions of Sections 2-8 of the Code of Administrative Procedure.
- (5) The applicant's application must be delivered by the deadline announced in the published requirements of the admissions proceeding. The decision to admit an applicant to the relevant programme is made by the Dean based on the recommendation of the admissions committee.
- (6) The chair and other members of the committee for the entrance examination (hereinafter the "admissions committee") shall be appointed by the Dean upon the recommendation of the head of the department or subject council. The committee shall have at least five members. For examinations (with the exception of written examinations), at least three members of the committee must always be present. The process of the admissions proceeding and the announcement of results shall not be public. The results of the examinations are decided by majority vote of committee members present at a session in camera. In the event of equal votes, the vote of the chair shall be determinative.
- (7) Only applicants who have demonstrated sufficient knowledge of the Czech language per the Common European Frame of Reference for Languages (CEFR) may be admitted to an academic programme accredited in the Czech language. As part of setting admission requirements, the Dean shall decide on the requirements for knowledge of the Czech language according to the specifics of the fields in question.
- (8) The admissions committee shall keep a protocol of the course of the admissions proceeding (of all examinations and parts thereof, i.e. practical and theoretical, written and oral), in which the assessment of the admissions proceeding shall be recorded and in which the facts bearing on the applicant's admission or non-admission shall be expressly stated. The protocol shall be signed by the chair and all other members of the admissions committee.
- (9) If the applicant meets the admission requirements, the Dean shall issue a decision of admission for studies within 30 days from the review of the applicant's fulfilment of the admission requirements. This decision shall be delivered by means of the AMU academic information system, provided the applicant has consented to this on the application in advance.

- (10) If the applicant does not meet the admission requirements, the Dean shall issue a decision of non-admission within 30 days from the review of the applicant's fulfilment of the admission requirements.
- (11) The applicant shall have the right to view his/her file after having been notified of the decision. Instead of allowing an applicant to view his/her file, AMU may provide the applicant with a copy of the file. The applicant may appeal the Dean's decision of admission or non-admission within 30 days from the date of notification.
- (12) Appeals should be submitted to the Dean.
- (13) The administrative body for appeals is the Rector. The Rector shall review whether the decision being contested and the proceeding on the basis of which it was issued are in accordance with legislation, the internal regulations of AMU, the internal regulations of the faculty in question, and with the admission requirements.
- (14) In the event that a maximum number of applicants has been set for admission to the relevant programme, if an applicant was not admitted for studies solely due to his/her ranking among other applicants and it subsequently becomes possible to admit the applicant, in particular if one of the admitted applicants loses or relinquishes his/her right to register, then the Dean may, no later than by the start of instruction in the following academic year and on the basis of a request by the applicant, renew the applicant's admissions proceeding and issue a new decision of admission for studies.
- (15) For an appeal to a decision in an admissions proceeding, the general provisions for appeals and appellate proceedings stipulated hereby in Article 41 shall apply analogously.

### **Section 3: Studies**

#### **Article 9: Study Plans and Subjects**

- (1) Instruction in academic programmes is provided according to the study plans of the relevant programme. The study plan is divided into individual segments (academic years and semesters) and describes the academic requirements which the student must fulfil in order to duly complete the programme. The study plan is made up of subjects and stipulates the temporal progression, requirements and sequence of their completion.
- (2) The subject is the basic unit of the study plan. The subject is characterised by the following parameters, which collectively constitute the subject's syllabus:
  - a) Name
  - b) Code
  - c) Number of credits
  - d) Manner of completion
  - e) Hours of direct instruction
  - f) Contents
  - g) Learning outcomes
  - h) Prerequisites and other requirements
  - i) Literature
  - j) Evaluation methods and criteria
  - k) Mode of study(hereinafter the "subject parameters")

All of these parameters are described in the information system and are available on the AMU website.

- (3) With the exception of lectures, students' participation in instruction is required unless stipulated otherwise by the subject syllabus. If a student for serious reasons could not

participate in instruction in the stipulated extent, the instructor shall, if possible, set requirements for the student, the fulfilment of which shall substitute for his/her participation in the instruction.

If a student will not be able to participate in instruction for AMU approved reasons of mobility (e.g. ERASMUS+), the instructor may, upon the student's request, set requirements for the student, the fulfilment of which shall substitute for his/her participation in the instruction.

- (4) In addition to the subjects required by the study plan, a student may also take subjects in other academic programmes, even if they are offered by another AMU faculty or by another university, provided this is possible organisationally. The recognition of subjects is governed by the provisions of Article 11.
- (5) Direct instruction is provided in particular in the form of lectures, seminars, exercises, workshops, practice and combinations of these forms. The following terms are understood as described below:
  - a) *lecture* – a form of instruction during which the instructor elucidates a particular topic to the students, mainly as a monologue
  - b) *seminar* – a form of instruction based on active student participation during instruction with the goal of deepening the relevant knowledge, skills and methods of scholarly work or also scholarly discussion on a set topic
  - c) *exercise* – a form of instruction in which the student is directed to perform activities, including instructions explaining the manner in which the activity should be performed and with the goal of reinforcing knowledge and skills and of forming habits
  - d) *workshop* – a form of instruction in a working group in which, under the direction of the participants themselves, opinions and experiences are exchanged, skills are practiced, and solutions to creative problems brought to the workshop by the participants themselves are collectively developed
  - e) *practice* – a form of instruction realised at AMU, in cultural institutions, at educational facilities or in the workplaces of other entities as a component of instruction regularly or in blocks, generally for entire weeks

Students are required to engage in self-study and independent creative activity in an extent stipulated by the instructor or otherwise in an extent commensurate with the requirements for completing the subject per its syllabus.

- (6) The study plan may also stipulate the minimum number of credits that a student must earn in total in order to advance to the next programme year.

#### **Article 10: Categories of Subjects**

- (1) Subjects and subject groups are organised by category in the study plan. Based on its category, it is possible to determine whether an academic subject is an elective, whether repeat examinations are possible, whether it can be registered repeatedly and what the consequences of failing the subject are. At AMU, subjects fall into these categories:
  - a) required main subjects (hereinafter also abbreviated "PH"),
  - b) required subjects that cannot be repeated (hereinafter also abbreviated "PB"),
  - c) required subjects that can be repeated (hereinafter also abbreviated "PO"),
  - d) required elective subjects (hereinafter also abbreviated "PV"),

- e) elective subjects (hereinafter also abbreviated “VV”).
- (2) A subject in the category “required main subjects” (PH):
- must be registered in the semester prescribed by the study plan;
  - must be completed in the semester prescribed by the study plan;
  - does not have a repeat examination date;
  - if the student fails the subject, then his/her programme of study shall be terminated pursuant to Section 56 (1b) of the Act.
- (3) A subject in the category “required subjects that cannot be repeated” (PB):
- must be registered in the semester prescribed by the study plan;
  - must be completed in the semester prescribed by the study plan;
  - has repeat examination dates;
  - if the student fails the subject (after exhausting all repeat examination dates), then his/her programme of study shall be terminated pursuant to Section 56 (1b) of the Act;
- (4) A subject in the category “required subjects that can be repeated” (PO):
- must be registered in the semester prescribed by the study plan;
  - has repeat examination dates;
  - if the student fails the subject, it is possible to request permission to register for the subject again in a future semester; the student must submit a request for permission to register for the subject again at the Office of Academic Affairs (Studijní oddělení) and the Dean will decide on the matter; such permission to repeat a subject may not necessarily be granted; if a subject for which permission to repeat has been granted to a student will no longer be offered, the guarantor of the academic programme shall stipulate which subject it will be replaced by;
  - if the student fails the subject and permission to register for it again is not granted, then his/her programme of study shall be terminated pursuant to Section 56 (1b) of the Act.
- (5) A subject in the category “required elective subjects” (PV):
- is part of a set of offered subjects, a subset of which the student is required to complete; the precise terms and conditions are stipulated by the study plan;
  - has repeat examination dates;
  - if the student fails the subject, it is possible to repeat the subject in a future semester;
  - can be completed repeatedly, provided this is permitted for the subject in question as an elective subject (VV);
  - if the student fails the subject, then his/her programme of study shall not be terminated pursuant to Section 56 (1b) of the Act.
- (6) A subject in the category “elective subjects” (VV):

- a) can be selected entirely at the student's discretion; the study plan prescribes only a minimum number of credits which must be earned for elective subjects during the course of the programme;
- b) has repeat examination dates;
- c) if a student fails the subject, it is possible to register for the subject again in a future semester;
- d) can be completed repeatedly, provided this is permitted for the subject in question;
- e) if the student fails the subject, then his/her programme of study shall not be terminated pursuant to Section 56 (1b) of the Act.

#### **Article 11: Recognition of Subjects**

- (1) Neither the admissions proceeding nor the successful completion of a subject can be waived. In exceptional cases, the Dean may, upon the student's request, recognise as fulfilment of a registered subject completion of a subject at a different university in the Czech Republic or abroad, or in a different academic programme at AMU. In the request for recognition of fulfilment of a subject, the student should include documents demonstrating completion of the subject, the mark or grade received, and the extent and contents of instruction. It is not possible to recognise a subject that was completed more than 5 years previously. By recognising the completion of a subject, the mark or grade is also recognised. If the manner of grading does not correspond to that hereof, the Dean shall set the grade in such a way so that it corresponds as much as possible to the grade which the student achieved upon completing the subject. A subject which the student completed at a university using ECTS shall be transferred including the credits in a number corresponding to the rules of instruction at AMU and to the accreditation requirements of the relevant academic programme realised at AMU. In the case of subjects completed at other universities, the number of credits earned and the grade shall be determined by the Dean.

#### **Section 4: Exemptions from Studies**

##### **Article 12**

- (1) In exceptional cases and for serious reasons (e.g. health, family, social or other reasons preventing fulfilment of requirements and the existence of which the person invoking said reasons credibly demonstrates with relevant documents, hereinafter "serious reasons") which cannot be addressed in a different manner, the Dean may, upon request by the guarantor of the academic programme, grant the student at any time during the programme an exemption from fulfilling certain requirements of the study plan by the stipulated deadlines, mainly from the requirement to complete subjects in the categories PH, PB and PO during the prescribed semester.

##### **Article 13: Change of Programme Year**

- (1) If there are serious reasons, a student may request that a programme year be distributed over two academic years or that two programme years be combined (hereinafter "Change of Programme Year"). A change of programme year can be made only once during the course of any academic programme. Students have no legal right to a Change of Programme Year. The student must submit a request for a Change of Programme Year at the Office of Academic Affairs (Studijní oddělení) and the Dean will decide on the matter based on a recommendation by the guarantor of the academic programme. In the request, the student must specify the semesters during which he/she will complete the individual subjects in the categories PH, PB and PO.

#### **Article 14: Interruption of Studies**

- (1) Studies may be interrupted, even repeatedly, at the request of the student or ex officio. There is no legal right to an interruption of studies, with the exception of interruptions for the reasons stipulated in paragraph 4. Studies are interrupted as of the day on which the decision to interrupt studies shall acquire legal effect, or as of a later date specified therein. For the duration of an interruption of studies, the person whose studies have been interrupted is not considered a student. During this period, no new deadlines for fulfilment of academic requirements are introduced and any existing ones are suspended.
- (2) Unless stipulated otherwise, the period of interruption of studies is counted until the maximum duration of studies is reached. The longest total period of interruption of studies is equivalent to the maximum period of studies less the period of commenced studies counting from the first day of the academic year in which the applicant registered.
- (3) The Dean may interrupt a student's studies ex officio:
  - a) if the student is required to pay a fee for studies under Section 58 (3) of the Act and has not paid this fee in the amount and by the deadlines stipulated in a final ruling;
  - b) if this is necessary in order to avert harm to the student if its origin is unrelated to the studies.
- (4) A student always has the right to interrupt studies in connection with a pregnancy, birth or parenthood for the entire recognised period of parenthood under Section 54 of the Act. The right to interrupt studies is also granted to the student for this period in connection with taking a child into care substituting for parental care on the basis of a ruling by the relevant authority per the Civil Code or legislation regulating state social support. The period of interruption of studies during the recognised period of parental leave shall not count towards the maximum period of studies.
- (5) The student shall have the right to interrupt studies for serious health reasons. The period of interruption of studies for this reason shall not count towards the total period of interrupted studies or towards the maximum period of studies.
- (6) For the duration of an interruption of studies, the person whose studies have been interrupted is required to report to the faculty on the determinative facts for the interruption of studies and its perpetuation.
- (7) Upon termination of an interruption of studies, the student shall have the right to re-register for studies. The Dean shall decide on the student's new placement in the programme.
- (8) In his/her decision on the interruption of studies, the Dean shall set a deadline, no sooner than 5 working days from the date of termination of the interruption of studies, by which the student shall be required to re-register for studies. If the student does not re-register for studies by the set deadline, his/her studies may be terminated in accordance with the provisions of Section 56 (1b) of the Act. This provision shall not be exercised if the student fails to re-register for serious reasons. The Dean shall decide on the validity and timeliness of the excuse and on the seriousness of the reason.
- (9) The Dean shall terminate an interruption of studies on the basis of the student's request if the reasons for the interruption of studies no longer apply.
- (10) If the maximum period of studies is reached during an interruption of studies, then the person whose studies were interrupted shall be considered to have abandoned his/her studies as of the day on which the maximum period of studies was reached.

### **Article 15: Students with the Status of a Studying Parent**

- (1) In connection with caring for a child, the student shall have the right to an extension of deadlines for fulfilment of academic requirements, as well as those for fulfilment of the requirements for advancement to the next semester or programme year, in particular under these Attendance and Examination Regulations. Such deadlines shall be extended by the period during which he/she would otherwise have drawn maternity or parental leave,<sup>1</sup> provided that during this period he/she does not interrupt studies pursuant to Section 54 of the Act. In order for the student to be able to exercise the rights per this paragraph, he/she must notify the Office of Academic Affairs (Studijní oddělení) that he/she is caring for a child and provide documentation. The details shall be stipulated in a Decree of the Rector.

### **Section 5: Termination of Studies**

#### **Article 16**

- (1) Studies in a Bachelor's or Master's programme offered by AMU faculties are duly completed by passing the state final examination; studies in a doctoral programme are duly completed by passing the state doctoral examination and by publicly defending the dissertation.
- (2) Studies are also terminated pursuant to Section 56 of the Act.
- (3) The possibility of expulsion from studies and its terms and conditions are stipulated by Section 65 (1c) and Section 67 of the Act. Expulsion from studies is the most severe sanction that can be imposed on a student for committing a disciplinary infraction, or for cheating which resulted in being admitted to a programme of study.
- (4) A student who has abandoned his or her studies, was expelled or otherwise prematurely terminated his or her studies per Section 56 (1) of the Act shall have the right to request that a confirmation of successfully completed examinations and credits earned be issued (confirmation of studies, documentation of completed examinations per Section 57 of the Act). This confirmation must also specify that the student did not duly complete the programme.

#### **Article 17: Maximum Period of Studies**

- (1) The maximum period of studies is the period during which the student is required to duly terminate his/her studies. The maximum period of studies for Bachelor's programmes, Master's and continuing Master's programmes, and doctoral programmes is **six years**, with the exception of two-year continuing Master's programmes, for which the maximum period of studies is **four years**.
- (2) The maximum period of studies is counted from the first day of the academic year for which the student registered. If an applicant registers for studies after the first day of the academic year, the maximum period of studies is counted from the date of registration.
- (3) After the maximum period of studies has lapsed, the student may not sit for examinations or state examinations, or fulfil other academic obligations. An examination, state final examination or other academic obligation performed after the maximum period of studies has lapsed shall be invalid.
- (4) The student shall be required to duly terminate his/her studies by completing the programme during the maximum period of studies. If the student fails to duly terminate his/her studies by completing the programme during the maximum period of studies, he/she shall not have

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<sup>1</sup> Sections 195, 197 and 198 of Act No. 262/2006 Coll., Labour Code, as amended.

fulfilled a requirement set out by these Regulations and his/her studies shall be terminated in the sense of the provisions of Section 56 (1b) of the Act.

**- Part III -**

**Studies in Bachelor's and Master's Programmes**

**Section 1: Programme Organisation**

**Article 18**

- (1) Studies in all academic programmes are realised according to a valid accreditation and in accordance with the AMU Accreditation Rules.
- (2) Studies in Bachelor's programmes pursuant to Section 45 of the Act and in Master's and continuing Master's programmes (Section 46 of the Act) are realised on a full-time or combined basis.

**Section 2: Course of Studies**

**Article 19**

- (1) Under Section 51 of the Act, an applicant shall have the right to register for courses upon receipt of the decision of admission. After being admitted, the applicant becomes an AMU student on the day of registration for studies at the faculty offering the relevant programme. After registering for studies, a newly admitted student who has not done so in the past shall be required to take the matriculation oath. In the event of a justified absence, the student shall take this oath on an alternate date before the Rector or the Dean.
- (2) The faculty shall stipulate the period of registration for studies in accordance with the provisions of Section 51 (2) of the Act. Faculties shall announce registration dates which fall within this period. The registration dates and the registration period shall be announced in the faculty academic calendar with appropriate advance notice. An applicant who fails to register on any of the announced dates without a duly submitted written legitimate excuse shall forego his/her right to register for studies. In serious cases, the Dean may permit a deferral of the commencement of studies by one year in the form of an interruption of studies. There is no legal right to an interruption of studies for such reasons.
- (3) Upon registering for studies, the student shall become a member of the academic community of the relevant faculty and of AMU.

**Article 20: Rights and Obligations of the Student**

- (1) The student is required to comply with the internal regulations and internal norms of AMU and its parts.
- (2) The student shall be further required to:
  - a) pay the fees connected with studies and state the facts determinative for setting the amount of such fees;
  - b) report to AMU or to the faculty any changes in his/her personal data (including telephone number) or postal address, in particular by means of the information system;
  - c) monitor the fulfilment of his/her academic obligations and, without delay, to consult any problems or anything that is unclear with the subject instructor, the department head, the programme guarantor, if any, or the Office of Academic Affairs (Studijní oddělení) of the faculty in which he/she is registered;

- d) report to the faculty the loss of medical fitness for studies if such fitness was a condition of admission for studies;
  - e) appear at the set time and date when summoned by the Rector, the Dean or an AMU employee authorised by the Rector or the Dean to discuss questions concerning the course of studies or the termination of studies;
  - f) endeavour to fulfil the requirements for all registered subjects in each year of study;
  - g) have a concluded licensing agreement with AMU for the use of school works under the usual terms and conditions.
- (3) Studies may be interrupted, even repeatedly, at the request of the student or ex officio pursuant to the rules stipulated in Article 14.

### **Section 3: Registration for and Completion of Subjects**

#### **Article 21: Registration for Subjects**

- (1) Instruction during the semester is organised according to schedules which are set by the relevant department. The department shall ensure the publication of weekly schedules no later than one week prior to the period of instruction. If there is a reason to do so, the department shall modify the schedule of instruction after its publication in the essential extent. Registration for subjects shall take place in the information system. The period for students to register for subjects is set out for each semester in the AMU academic calendar. Prior to the start of this period, the Office of Academic Affairs (Studijní oddělení) will register students automatically for those subjects in the categories PH, PB and PO which are required for the semester in question. If a particular subject in these categories can be completed in any one of multiple semesters, the student will be automatically registered for it only in the last possible semester (unless the student has already completed it).
- (2) During the period of student registration for subjects, students can register subjects in the categories PV and VV, as well as subjects in the categories PH, PB and PO for which the semester in question is one of those in which it is possible to complete the subject. If a subject is taught at multiple times and by various instructors (hereinafter a subject with “related sections”), the student must select a related section for each such registered subject (even for those subjects automatically registered by the Office of Academic Affairs (Studijní oddělení)). If a student does not select a related section, he/she will be allocated one at the end of the registration period.
- (3) Until the registration period ends, students may make changes to their registered subjects (e.g. registering/de-registering subjects, selecting related sections). After the registration period ends, the state of a student’s registration for subjects can only be changed in justified cases through the relevant Office of Academic Affairs (Studijní oddělení) under terms and conditions set by the faculty, and only until the beginning of the examination period for the semester in question.
- (4) By mutual agreement, faculties may, during the period of student registration for subjects, set a date until which students can register for subjects in particular in the categories PV and VV only up to a certain maximum number of credits.
- (5) For reasons of capacity, the student may not be granted permission to register for an elective (VV) or required elective (PV) subject in the semester in question.
- (6) Exceptionally, in cases where the instruction of a subject is organised on an individual basis, the instructor shall set the schedule of instruction with sufficient advance notice.

- (7) If there is an exceptional reason to do so, the department may modify the schedule of instruction in the essential extent even after its publication and outside the AMU academic calendar by adding a new subject in the category of elective subjects (VV) over and above the weekly schedules. In such cases, the provisions concerning registration of subjects shall apply analogously.

#### **Article 22: Completion of Subjects**

- (1) The completion of a subject is understood as fulfilment of all requirements for its successful termination as described in subject parameters, resulting in the student earning the relevant number of credits.
- (2) Subjects for which the student is registered as of the beginning of the examination period can no longer be dropped and, after the examination period, will be considered terminated – either successfully (duly completed) or unsuccessfully. If the student does not appear for an examination or does not turn in assigned work, the subject may remain ungraded but for purposes of further studies will be considered to have been terminated unsuccessfully, as if it had received a grade of “F” (in the case of an examination) or “N” (in the case of a subject graded as Credited / Not Credited).

#### **Article 23: Repeat Registration for a Subject Not Completed**

- (1) Repeat registration for a subject not completed refers to a situation where the student (on his/her own initiative or by the department or Office of Academic Affairs (Studijní oddělení)) is registered for a subject in which he/she was previously registered but which he/she did not successfully complete. A maximum number of repeat registrations may be set for a subject.

#### **Article 24: Repeat Registration for a Subject Previously Completed**

- (1) Repeat registration for a subject previously completed refers to a situation where the student (on his/her own initiative or by the department or Office of Academic Affairs (Studijní oddělení)) is registered for a subject which he/she previously completed. Such a registered subject is considered a subject in the category VV even if it is listed in a different category in the student’s study plan. Repeat registration for a subject previously completed is only permitted for certain subjects. A maximum number of repeat registrations may be set for a subject.

### **Section 4: Registration for a Higher Programme Year**

#### **Article 25**

- (1) A student can be registered for a higher programme year if he/she has fulfilled all the requirements stipulated by the study plan of the relevant programme for the preceding programme year (i.e. he/she has completed all prescribed subjects in the category of required subjects – PH, PB, PO). A student who has not fulfilled the stipulated requirements by the day on which the period for repeat examinations ends per the faculty academic calendar shall terminate his or her programme of study in accordance with the provisions of Section 56 (1b) of the Act.
- (2) The student shall register for a higher programme year through the information system. The student is required to first check in the information system to verify fulfilment of academic obligations, as well as to verify the correctness of personal data and contact information. If the check confirms that the relevant academic obligations have been fulfilled, the student shall be authorised to submit a request through the information system to register for a higher programme year.

- (3) No later than within 14 days from the date of submission of the request to register for a higher programme year, the Office of Academic Affairs (Studijní oddělení) shall verify the student's fulfilment of the requirements for advancement to the higher programme year and will register the student for the higher programme year. If the requirements for registration have not been fulfilled, the student will be informed by the Office of Academic Affairs that he/she was not registered and of the reason why this is the case. In such a case, the student, after fulfilling the set requirements, shall be required to re-submit the request to register for a higher programme year through the information system.
- (4) A request to register for a higher programme year can be submitted from 1 June through the last day of the repeat examination period in the academic year.
- (5) Only students who have fulfilled the requirements for registration and who also have submitted a registration request in the information system no later than on the last day of the examination period in the academic year will be able to register for subjects at the start of registration. Students who have not fulfilled the requirements stipulated in the previous sentence will be able to register for subjects later, once they have been duly registered into the higher programme year.
- (6) Students who have not submitted a request will be able to register during the alternate registration period set out in the faculty calendar. During the alternate registration period, it is necessary to register in person. Should the student fail to register for a higher programme year even during this alternate registration period, his/her studies shall be terminated for non-fulfilment of requirements pursuant to the provisions of Section 56 (1b) of the Act.

## **Section 5: Grading and Assessment of Studies**

### **Article 26**

- (1) Studies are assessed by credits and examinations stipulated by study plans, and students are informed about them through the information system.
- (2) The credit is an ungraded form of assessment of studies in the relevant subject. It is recorded in the information system with the word "Credited" (Z). Credits do not have a repeat examination date.
- (3) An examination is a graded form of assessment of studies in the relevant subject, which tests the student's knowledge and level of creativity in the relevant subject. The examinations are graded on the scale "A, B, C, D, E, F":
  - A (excellent performance exceeding the relevant criteria),
  - B (above-average performance with a minimum of errors),
  - C (average performance with an acceptable number of errors),
  - D (acceptable performance with a greater number of errors),
  - E (performance representing minimum fulfilment of the criteria),
  - F (unacceptable performance).
- (4) In the case of required main subjects (PH), examinations are generally conducted before a committee consisting of at least 3 members appointed by the relevant department head. Such examinations may also be referred to as "clausura examinations".
- (5) A special case of examination is an advancement examination, which assesses knowledge and skills acquired during a longer segment of studies in the extent of multiple subjects.

- (6) Prior to the end of instruction in a semester, the instructor shall schedule a sufficient number of regular examination and credit examination (zápočet) dates in view of the number of registered students. Unless stipulated otherwise by the Dean of the faculty, the instructor shall publish these dates by means of the information system. If a date has been scheduled in the information system, students can apply for an examination through this system.
- (7) The student is required to sit for the examination on the regular examination dates, i.e. in the next examination period immediately after becoming eligible to sit for the examination. If the student does not complete the subject on the regular examination dates, he/she shall have the right to sit for the examination on the repeat examination dates.
- (8) If the student fails to sign up for any examination date and did not sit for an examination, he/she shall be considered not to have appeared for the examination and shall receive a grade of "F".
- (9) For subjects terminated with an examination, students shall have the right to two repeat examination dates. During the regular examination period, the instructor shall schedule a sufficient number of repeat examination dates in view of the number of registered students. If the student does not pass the examination on either of these attempts, the Dean may, in exceptional cases in accordance with the provisions of Section 68 (1a) of the Act, permit an extraordinary third repeat examination date, i.e. a so-called Dean's Examination date. A Dean's Examination is administered by a committee with the participation of the Dean or a Vice-Dean appointed by the Dean. Requests for a Dean's Examination must be made in writing and duly justified. There is no legal right to permission to sit for a Dean's Examination.
- (10) In the case of required main subjects (PH), no repeat examinations are possible. If the student receives a grade of "F" or "Not Credited" in a subject in the category required main subjects (PH), then his/her programme of study shall be terminated pursuant to Section 56 (1b) of the Act. The decision falls under Section 68 of the Act.
- (11) The student shall be required to sit for the examination in person, honestly and in compliance with the examination rules. If, for serious reasons, a student is unable to sit for an examination, he/she shall excuse himself/herself in advance; otherwise, the student shall receive a grade of "F". The department head shall decide on the legitimacy and timeliness of the excuse. If the student withdraws after the examination / credit examination has commenced, or if the student violates the rules of the examination / credit examination, then he/she shall receive a grade of "F" or "Not Credited", as the case may be.
- (12) The student's grade shall be registered in the information system. The grade must be registered in the information system within five working days following the date of the examination or credit examination. The examiner shall be responsible for entering the student's grade into the information system.
- (13) Fulfilment of academic requirements is checked each semester. Checks of fulfilment of academic requirements involve primarily:
  - a) completing required subjects (PH, PB,PO);
  - b) earning the minimum number of credits or completing subjects belonging to groups of required elective subjects (PV);
  - c) earning a sufficient number of credits in elective subjects (VV);
  - d) earning the minimum number of credits for advancement to the next programme year per the study plan, as the case may be.

## **Section 6: Due Completion of Studies**

### **Article 27: State Final Examinations**

- (1) Bachelor's programmes as well as Master's and continuing Master's programmes are duly completed with the state final examination.
- (2) The state final examination consists of the following parts:
  - a) examinations in subjects set by the programme's accreditation;
  - b) an oral defence of the university qualifying work.
- (3) In Bachelor's programmes, the university qualifying work is the Bachelor's thesis and generally a graduate performance; in Master's programmes, the university qualifying work is the Master's thesis and generally a graduate performance. The elaboration of the university qualifying work is part of the study plan and is taken into account through the allocation of credits.
- (4) Neither the state final examination nor parts thereof can be recognised in the sense of Article 11.
- (5) The student must sit for the state final examination no later than two academic years after fulfilling the academic obligations of the relevant study plan.

### **Subsection 1: University Qualifying Work**

#### **Article 28: Qualifying Work**

- (1) In a Bachelor's or Master's thesis, as the case may be (hereinafter "qualifying work"), the student demonstrates that he/she is capable of independently addressing the topic in question, conducting the necessary review of the secondary literature and/or reflecting on his/her own creative activity in the form of a theoretical text.
- (2) The assignment of the Bachelor's or Master's thesis, as the case may be, shall be approved by the Dean in consideration of the student's proposal upon the recommendation of the department head. The guarantor of the academic programme may set additional parameters for the qualifying work with respect to structure, general thematic focus and the like.
- (3) The formal requirements of qualifying works for Bachelor's programmes are governed by Article 5, and the formal requirements of qualifying works for Master's and continuing Master's programmes are governed by Article 6.
- (4) Qualifying works shall be submitted through the information system. The deadline for submitting qualifying works shall be stipulated by the Dean of the faculty in the faculty academic calendar. The deadline for submitting qualifying works must be no earlier than one month prior to the date of the oral defence. The student shall further hand over to the department the relevant number of bound printed copies of the work. The exact number shall be set by the Dean according to the academic programme.
- (5) The supervisor of the qualifying work and its opponents shall be appointed by the Dean upon the recommendation of the department head. The supervisor of the qualifying work may also be an expert who is not an AMU academic staff member. The assignment shall be entered into the information system no later than 3 months before the deadline for submitting the work. Any changes to the supervisor or the topic of the qualifying work must be approved by the Dean pursuant to requirements set by the faculty.
- (6) The supervisor of the qualifying work and the opponent(s) shall elaborate written assessments of the work, which must be entered into the information system no less than 3

working days prior to the date of the oral defence; if an assessment is made accessible later, the student shall have the right to request a new state examination date prior to the oral defence.

- (7) The written assessments by the supervisor of the qualifying work and the opponent(s) must expressly state the grade and whether they recommend or do not recommend the work for oral defence. If the supervisor does not recommend the work for oral defence, the student cannot be allowed to defend the qualifying work. A student who has not been permitted to defend the qualifying work or has failed to defend the work shall be given a grade of "F" by the examination committee.
- (8) If the qualifying work receives a grade of "F" on the regular oral defence date, the examination committee may decide that a precondition for a new oral defence is the elaboration of a new qualifying work.
- (9) AMU shall publish qualifying works in accordance with Section 47b of the Act. Publication will take place in faculty libraries as well as electronically in the "Dspace" repository of AMU qualifying works on <http://dspace.amu.cz>.

#### **Article 29: Graduate Performance**

- (1) The graduate performance is part of the university qualifying work in which the student demonstrates the level of his/her artistic or scholarly work by creating an original artwork, artistic performance or scholarly project (hereinafter "graduate performance").
- (2) The assignment of the graduate performance is determined by the Dean in consideration of a proposal by the student, if any, upon the recommendation of the department head, unless stipulated otherwise by an internal faculty norm. The assignment shall contain the title and a brief description of the graduate performance, the name of its supervisor and the latest date of its realisation.
- (3) The opponent(s) of the graduate performance shall be appointed by the Dean upon the recommendation of the department head, unless stipulated otherwise by an internal faculty norm.
- (4) The assignment shall be entered into the information system. Any changes to the assignment or the opponent of the graduate performance shall be approved by the Dean pursuant to requirements set by the faculty.
- (5) The student shall execute the graduate performance in accordance with his/her study plan at one of AMU's facilities no later than 5 working days prior the date of the oral defence. Exceptionally, the student may also execute his/her graduate performance outside of AMU with the prior consent of the Dean of the faculty.
- (6) If the opponent of the graduate performance is also the opponent of the qualifying work, the opponent's assessment of the graduate performance may form part of the opponent's assessment of the qualifying work.
- (7) The opponent of the graduate performance shall elaborate a written assessment of the performance and make it available to the student through the information system no less than 3 working days prior to the date of the oral defence; if the assessment is made accessible later, the student shall have the right to request a new state examination date prior to the oral defence.
- (8) The graduate performance is graded on the scale "A, B, C, D, E, F". The written assessment by each opponent of the graduate performance must expressly state the grade and whether he/she recommends or does not recommend the graduate performance for oral defence. If at

least one opponent does not recommend the graduate performance for oral defence, the student cannot be allowed to defend the graduate performance. A student who has not been permitted to defend the graduate performance or has failed to defend the graduate performance shall receive the grade of "F" by the examination committee for the defence of the graduate performance.

## **Subsection 2: Oral Part of the State Final Examination**

### **Article 30**

- (1) The state final examination shall be held before an examination committee appointed by the Dean and comprised of professors, associate professors and other experts approved by the faculty's artistic council. The state final examination and the announcement of its results shall be public. A protocol of the state final examination shall be elaborated and signed by the chair and by all other members of the committee. The number of committee members must not be less than five. For examinations, at least three members of the committee must be present.
- (2) A student who has fulfilled the academic requirements of the relevant programme as set out in the study plan (including any execution of a graduate performance), submitted a qualifying work on time with all the required formalities, and obtained the required number of credits may sit for the oral part of the state final examination. Part of the oral part of the state final examination is the defence of the qualifying work.
- (3) State final examinations are graded on the scale "A, B, C, D, E, F". The examination committee shall decide the overall assessment for the state final examination by vote in camera. For an overall grade of "A", however, the graduate performance and the oral defence of the qualifying work must have received a grade of "A", and none of the component subjects may have received a grade lower than a "B". If the student receives a grade of "F" in any part of the state final examination, the overall state final examination shall also receive the grade of "F".
- (4) The defence of the qualifying work and the state final examination may be repeated only once, but no later than one year from the date of the unsuccessful defence or unsuccessful examination. The student shall repeat only those parts of the state final examination which received a grade of "F". The graduate performance as part of the state final examination cannot be repeated.

### **- Part IV -**

## ***Doctoral Programmes***

### **Section 1: Programme Organisation**

#### **Article 31**

- (1) Studies in all academic programmes are realised according to a valid accreditation and in accordance with the AMU Accreditation Rules.
- (2) Doctoral programmes are studied on a full-time or combined basis.
- (3) The guarantor of the academic programme is responsible for the organisation, administration and assessment of studies in doctoral programmes in accordance with the Accreditation Rules. Studies are monitored and evaluated by the subject council.

## **Section 2: Course of Studies**

### **Article 32**

- (1) Under Section 51 of the Act, an applicant shall have the right to register for courses upon receipt of the decision of admission. After being admitted, the applicant becomes an AMU student on the day of registration. After registering for studies, a newly admitted student who has not done so previously shall be required to take the matriculation oath. In the event of a justified absence, the student shall take this oath on an alternate date before the Rector or the Dean. The faculty shall stipulate the period of registration for studies in accordance with the provisions of Section 51 (2) of the Act. Faculties shall announce registration dates which fall within this period. The registration dates and the registration period shall be announced in the faculty academic calendar with appropriate advance notice. An applicant who fails to register on any of the announced dates without a duly submitted written legitimate excuse shall forego his/her right to register for studies.
- (2) Upon registering for studies, the student shall become a member of the academic community of the relevant faculty and of AMU.
- (3) Studies in doctoral programmes follow an individual study plan. The individual study plan shall be proposed by the supervisor and approved by the subject council. It shall contain in particular a list of academic requirements, checks of studies and fulfilment of scientific, research, artistic or other creative requirements, as well as planned or recommended foreign stays, other internships or pedagogical activities. Studies in doctoral programmes are monitored and evaluated by the subject council. The student shall be required to comply with the internal regulations and internal norms of AMU and its parts, as well as with the obligations stipulated in Article 20.
- (4) The student shall have the right to interrupt studies in accordance with the provisions of Article 14.
- (5) The provisions of Part II, Articles 8-13 shall apply to the course of studies in a doctoral programme analogously.

## **Section 3: Supervisor**

### **Article 33**

- (1) Upon the recommendation of the programme guarantor, the Dean shall appoint a supervisor for each student in a doctoral programme. These are mainly professors, associate professors, other holders of the title Ph.D., and possibly experts with commensurate erudition who have been approved by the faculty's subject council. The Deans shall stipulate the duties and powers of supervisors in Decrees of the Dean.
- (2) The supervisor shall participate in the oral defence of the dissertation and in the state doctoral examination as an auxiliary committee member in an advisory capacity.

## **Section 4: Grading and Assessment of Studies**

### **Article 34**

- (1) Studies shall be assessed by examinations as stipulated by an individual study plan.
- (2) An examination is a graded form of assessment of studies in the relevant subject. It is graded with the words "Pass" or "Fail".
- (3) At the end of each academic year, the student shall elaborate a self-evaluation report on his/her studies and creative activity connected with the topic of the dissertation. The contents of the self-evaluation report on studies shall be determined by the evaluation

methodology for doctoral programmes as an internal norm of AMU. The student shall be required to enter the self-evaluation report into the information system no later than on 30 September of the ending academic year.

- (4) The student's self-evaluation report shall subsequently be assessed by the supervisor and shall be deliberated by the subject council for doctoral studies.
- (5) The student's grades in individual subjects shall be entered into the information system no later than by the end of the academic year.
- (6) If the doctoral programme is realised under joint supervision (cotutelle), the language of the dissertation as well as other programme requirements, in particular the composition of the committee for the state final examination and for the oral defence of the dissertation, shall be stipulated in the agreement between the schools.

### **Section 5: Due Completion of Studies**

#### **Article 35**

- (1) Studies in a doctoral programme are duly completed with the state doctoral examination and the oral defence of the dissertation.
- (2) The student shall register for the oral defence of the dissertation and for the state doctoral examination through the academic information system.

#### **Subsection 1: State Doctoral Examination**

#### **Article 36**

- (1) A precondition for the state doctoral examination is fulfilment of the requirements of the individual study plan for the doctoral programme.
- (2) The state final examination shall take place before an examination committee appointed by the Dean upon the recommendation of the programme guarantor. This examination committee can be composed of professors, associate professors and other experts approved by the faculty's artistic council. At least one committee member must be from a department outside of the faculty.
- (3) The student's current or former supervisor, the student's direct superior or subordinate and persons whose unbiasedness may be in doubt in view of their relationship to the contents of the dissertation or to persons connected with the oral defence may not be a member of the committee for the state doctoral examination or an opponent of the dissertation.
- (4) The course of the state final examination and the announcement of its results shall be public. A protocol of the state final examination shall be elaborated and signed by the chair and by all other members of the committee; the number of committee members must not be less than five. For examinations, at least three members of the committee must be present.
- (5) The result of the state doctoral examination is evaluated with the words "Pass" or "Fail". The state doctoral examination committee shall deliberate on the result in camera.
- (6) The state doctoral examination may be repeated only once, and no later than one year from the date of the unsuccessful examination.

## **Subsection 2: Oral Defence of the Dissertation**

### **Article 37**

- (1) A precondition for the oral defence is fulfilment of the requirements of the individual study plan for the doctoral programme, including submission of the dissertation with all required formalities and passing the state doctoral examination.
- (2) The formal requirements of dissertations are governed by Article 7 and by AMU internal norms.
- (3) The written dissertation shall contain original and unpublished results or results which have been accepted for publication. The dissertation generally consists of the following parts:
  - a) introduction, goals of the dissertation and rationale for the research topic;
  - b) the current state of research in the selected area;
  - c) the work's theoretical and methodological bases;
  - d) chapters devoted to the student's own research on the topic;
  - e) conclusion, summary of results and their implications for the field, outlook for further research;
  - f) list of works cited;
  - g) possibly a list of the student's own artistic works or documentation of the artwork or artistic performance which is the topic of the written part.
- (4) Along with the dissertation, the student shall provide a syllabus (5-10 standard pages in length), which shall serve to inform other members of the scientific public of the dissertation's main results; a list of the student's published works during the course of his/her studies, including citations and possibly also a list of the student's own artistic works, should also be provided as an annex to the syllabus.
- (5) The deadline for submitting the dissertation is stipulated by the Dean of the faculty in the faculty academic calendar. The time interval between submitting and defending the dissertation shall be at least two months and at most six months. The student shall be required to submit the syllabus of the dissertation at least ten days prior to the set date of the oral defence.
- (6) Upon the recommendation of the programme guarantor, the Dean shall appoint opponents for the dissertation. At least one of the opponents of the dissertation must be external, i.e. he or she must not be an AMU academic staff member or an AMU employee.
- (7) The supervisor and at least two opponents shall elaborate assessments of the dissertation in which they expressly state whether they recommend or do not recommend the dissertation for an oral defence. The assessments must be entered into the information system at least 7 working days prior to the date of the oral defence; if an assessment is made accessible later, the student shall have the right to request a new state examination date prior to the oral defence. If the dissertation is not recommended for oral defence by a majority of the assessments elaborated by the supervisor and the opponents, the student cannot be allowed to defend the dissertation and the oral defence shall be considered to have duly taken place and to have received a grade of "F". A precondition of a repeat oral defence is the elaboration of revisions to the dissertation.
- (8) The oral defence of the dissertation shall be public and shall be conducted in the Czech language. The result of the oral defence shall be graded with the words "Defended" or "Not

Defended". The result of the oral defence shall also be announced in public by the chair of the committee for the state doctoral examination. If the result of the oral defence is negative, the Dean shall subsequently also 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 repeated. The student may request an oral defence of the revised dissertation in a period between five months and one year from the unsuccessful oral defence. The oral defence may be repeated only once.

- (9) The date and time of the oral defence and the topic of the dissertation must be published on the faculty's official notice board at least ten days prior to the set date of the oral defence.
- (10) AMU shall publish dissertations in accordance with Section 47b of the Act. Publication will take place in faculty libraries as well as electronically in the "Dspace" repository of AMU qualifying works on <http://dspace.amu.cz>.

**- Part V -**

***Arbitrating Students' Rights and Obligations***

**Section 1: Basic Principles and the Course of a Proceeding in the First Instance**

**Article 38: Proceeding at the Faculty**

- (1) The basic principles of the activity of administrative bodies shall also apply to proceedings on a student's rights and obligations.<sup>2</sup> The body which decides on a student's rights and obligations is required to decide in accordance with legislation, AMU internal regulations and AMU internal norms.
- (2) The proceeding shall be initiated on the basis of a request or ex officio.
- (3) The proceeding on the request shall commence on the day on which the request reaches the Dean.
- (4) The request must contain the petitioner's name, surname, date of birth, address of permanent residence, a specification of the matter which the request concerns, and a specification of what the petitioner is requesting or seeking.
- (5) Should the request lack prescribed appurtenances or suffer from other defects, the Dean shall assist the petitioner in eliminating such defects immediately, or shall call upon the petitioner to eliminate them and shall set for the petitioner a reasonable deadline by which to do so.
- (6) The Dean shall arbitrate students' rights and obligations in the first instance.
- (7) In other matters not expressly stipulated in the provisions of Section 68 (1) of the Act, the participant may request a review of the procedure for processing his/her request within 15 days from the date of notification. These matters do not entail decision-making pursuant to the Code of Administrative Procedure.

**Section 2: Decision**

**Article 39: Appurtenances of a Decision**

- (1) Decisions shall be elaborated in written form. Decisions shall contain a declarative section, a rationale section and an edification section for the participant on options for filing an appeal.

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<sup>2</sup> Provisions of Sections 2-8 of Act No. 500/2004 Coll., Code of Administrative Procedure.

- (2) Unless stipulated by the Act that a particular material is binding for AMU, AMU shall evaluate materials, in particular evidence, at its discretion; in doing so, however, AMU shall carefully consider everything which came to light in the proceeding, including the student's statements.
- (3) The declarative part of the decision may contain one or more statements. The declarative section shall specify the solution to the question which is the subject of the proceeding, the legal provisions under which the decision was made, including the internal regulations of AMU or of the faculty in question, a designation of the participant by his/her name, surname, date of birth and address of permanent residence, and a designation of the programme of study (academic programme and field) in question.
- (4) The rationale section shall specify the reasons for the statement or statements in the decision, the materials for its issue, the considerations by which the administrative body abided in its assessment and in its interpretation of legislation, of AMU internal regulations and of faculty internal regulations, as well as information about how the administrative body handled the participant's motions and objections, as well as his/her statement on the materials of the decision.
- (5) The edification section shall specify whether it is possible to file an appeal of the decision, during what period it is possible to do so, the date from when this period is calculated, which administrative body shall decide the appeal and which administrative body the appeal should be submitted to. The written elaboration of the decision shall contain other appurtenances stipulated in the provisions of Section 69 of the Code of Administrative Procedure.

### **Section 3: Appeal**

#### **Article 40**

- (1) The participant may appeal a decision of the Dean issued in matters stipulated in the provisions of Section 68 (1) of the Act within a period of 30 days from when he/she was notified of the decision. It cannot be excluded that the appeal may have a deferring effect. It must be obvious from the appeal who is filing the appeal, which decision is being appealed, the extent to which the decision is being contested, and how the decision is seen to be in conflict with legislation or with internal regulations, or how the decision or the proceeding which preceded it is seen to have been incorrect. If the appeal does not specify the extent to which the appellant is contesting the decision, the appeal will be understood to seek to overturn the entire decision. Further, it is necessary to specify the appellant's name, surname, date of birth and address of permanent residence, or a different correspondence address for the appellant, as the case may be. The appeal must contain a designation of the administrative body for which it is intended and the appellant's signature.
- (2) Appeals should be submitted to the Dean, i.e. the administrative body which issued the contested decision. The submission deadline for appeals is considered to have been met if a postal consignment addressed to this body and containing the appeal is submitted to the postal carrier on the last day of the period for submitting appeals.
- (3) An appeal can be submitted only after a decision has been issued. If the appeal is submitted prior to the notification of the decision, it shall be considered to have been submitted on the first day of the appeal period.
- (4) In the case of a missing, incomplete or incorrect edification section, an appeal may be submitted within 15 days from the notification of a corrective resolution, if issued, but no later than 90 days from the date of notification of the decision.

- (5) A participant who is demonstrably familiar with the decision may not plead that he/she was not notified of the decision. It is possible to appeal within 90 days from the date on which the participant was familiarised with the decision.
- (6) A participant who has relinquished the right to file an appeal in writing or orally after being informed of the decision is not entitled to file an appeal.
- (7) If a participant revokes a filed appeal, he or she may not file it again.
- (8) A participant must request relief for a missed appeal deadline within 15 days from the date on which the obstacle which prevented him/her from filing the appeal was overcome. If the appeal is not submitted with such a request, the request shall not be granted. Relief cannot be granted for a missed appeal deadline if one year has passed since the day on which it should have been submitted. A request for relief for a missed deadline may also be granted with a deferment, if the participant may otherwise suffer serious harm. Relief shall be granted for a missed appeal deadline if the participant demonstrates that an obstacle was presented by serious circumstances which arose through no fault of the participant. The granting of relief for a missed deadline is decided by resolution of the Dean.
- (9) An appeal may contest the declarative part of the decision, an individual statement or its ancillary provisions. An appeal contesting only the rationale section of the decision is inadmissible.
- (10) Only such new facts and motions to procure additional evidential materials for the decision stated in the appeal or during the appellate proceeding which the applicant could not have brought forward earlier shall be taken into consideration. Should the applicant object that he or she was not permitted to perform a particular action in the first instance, this action must be performed together with the appeal.
- (11) An admissible appeal submitted on time shall have a deferring effect. As a result of the deferring effect of the appeal, the decision shall not acquire legal force, enforceability or other legal effects.
- (12) Should the appeal lack prescribed appurtenances or suffer from other defects, the body of the first instance shall assist the appellant in eliminating such defects immediately, or shall call upon the appellant to eliminate them and set for him/her a reasonable deadline by which to do so.
- (13) If, prior to handing over the file to the Rector, the Dean determines a fact which constitutes a basis for halting the proceeding, he/she shall halt it immediately and shall vacate the contested decision.

#### **Section 4: Appellate Proceeding**

##### **Article 41**

- (1) The administrative body for appeals is the Rector. The Rector shall be required to issue a decision no later than 30 days from when the Dean hands over the file, or up to 60 days if the case is especially complicated. This period shall begin to run on the day on which the file is handed over to the Rector.
- (2) A participant who caused a deadline to be missed may not plead that the deadline was missed.
- (3) The Rector shall review whether the contested decision and the proceeding which preceded its issue are in accordance with legislation, AMU internal regulations and the internal regulations of the faculty in question. Defects to the proceeding which could not reasonably

have affected whether the contested decision is in accordance with legislation or internal regulations shall not be considered.

- (4) Should the Rector conclude that the contested decision is in conflict with legislation or internal regulations:
  - a) he/she shall vacate the contested decision or part thereof and halt the proceeding;
  - b) he/she shall vacate the contested decision or part thereof and shall return the matter to the Dean for new consideration; in the rationale section of this decision, the Rector shall express a legal opinion by which the Dean is bound in the new consideration of the matter; the Dean's new decision may be appealed; or
  - c) he/she shall change the contested decision or part thereof; no change may be implemented if doing so could portend harm due to loss of the opportunity to appeal; the participant shall have the right to express an opinion on the evidential materials for the decision newly procured by the Rector; if it is necessary to remove defects to the rationale section, the Rector shall change the decision in the rationale section; the Rector may not change the contested decision to the detriment of the participant unless it is in conflict with legislation or with AMU internal regulations or faculty internal regulations;
  - d) If the Rector does not find a reason to proceed per the preceding points, he/she shall reject the appeal and reaffirm the contested decision. Should the Rector change or vacate the contested decision only in part, he/she shall reaffirm the remaining part.
- (5) If the Rector determines a fact which constitutes a basis for halting the proceeding, he/she shall halt it immediately and shall vacate the contested decision.
- (6) The Rector shall reject a late or inadmissible appeal. If the decision has already acquired legal force, he/she shall subsequently investigate whether the case meets the requirements for a review of the decision in a review proceeding pursuant to the Code of Administrative Procedure, for renewing the proceeding or for issuing a new decision. Should the Rector find that the case meets the requirements for initiating a review proceeding, for renewing the proceeding or for issuing a new decision, a late or inadmissible appeal shall be considered a basis for initiating a review proceeding, a request to renew the proceeding or a request to issue a new decision.
- (7) It is not possible to appeal a decision of the Rector. A decision of the Rector shall have legal force if it has been notified to the participant.
- (8) Should the participant revoke a submitted appeal, the appellate proceeding shall be halted on the day of such revocation. The decision shall acquire legal force on the day following the halting of the proceeding. A resolution shall be issued announcing the fact that the proceeding was halted; this shall merely be noted in the file and the participant shall be informed of it. An appeal can be revoked no later than when the Rector's decision is issued in the appellate proceeding.
- (9) Should the participant relinquish the right to file an appeal, the decision shall acquire legal force on such date.
- (10) A decision which has been informed to the participant and which cannot be appealed shall have legal force and shall be binding for the participant and for administrative bodies. The decision shall acquire legal force on the day after the appeal period has lapsed, on the day

when the student relinquished his or her right to file an appeal in writing, or on the day when the Rector's decision is delivered.

- (11) The Dean, based on the Rector's decision, or the Rector, based on his/her own decision, shall take such measures so as to restore the student's rights and to eliminate or at least ameliorate the consequences of the defective decision.
- (12) Other details concerning the proceeding before the administrative bodies of the first and second instance shall be regulated by the Act and by the Code of Administrative Procedure.

**- Part VI -  
Interim and Final Provisions**

**Section 1: Interim Provisions**

**Article 42**

- (1) A proceeding commenced under the Attendance and Examination Regulations heretofore shall be concluded hereunder, unless it was concluded prior to the effect hereof.
- (2) Provisions on the duration of the maximum period of study in academic programmes shall apply to students who registered for their first year of studies from the 2019/2020 academic year onwards.
- (3) The rights and obligations of students who commenced their studies prior to the effect hereof shall be governed hereby.

**Section 2: Final Provisions**

**Article 43**

- (1) Should any provision of a faculty internal regulation, AMU internal norm or faculty internal norm be in conflict with legislation or with these Attendance and Examination Regulations, such provision shall be rendered ineffective and a relevant provision of these Attendance and Examination Regulations, of the Statutes or of legislation shall be used instead.
- (2) A Decree of the Rector on which the AMU Academic Senate expresses an opinion may set the basic appurtenances of the relevant agreements on inter-university studies concluded which concern academic programmes realised in cooperation with a foreign higher education institution or a foreign scientific institution. In justified cases, a Decree of the Rector on which the AMU Academic Senate expresses an opinion may also set exceptions to academic rules set hereunder which apply to studies within the scope of an international joint academic programme of the joint-degree, multiple-degree or cotutelle type.
- (3) The AMU Attendance and Examination Regulations registered by the Ministry of Education, Youth and Sports on 4 January 2017 under file no. 304/2017 are hereby abolished.
- (4) These Attendance and Examination Regulations were approved pursuant to Section 9 (1b) of the Act by the AMU Academic Senate on 22 May 2019.
- (5) These Attendance and Examination Regulations shall become valid pursuant to Section 36 (4) of the Act on the date of their registration by the Ministry of Education, Youth and Sports, and shall become effective on 1 October 2019.

*doc. Jan Hančil, m.p.  
Rector*