

*Under Section 36 Para 2 of Act No. 111/1998 Coll. on Higher Education Institutions and on Amendments of and Supplements to Other Acts (the Higher Education Act), the Ministry of Education, Youth and Sports registered the following Study and Examination Rules for Students of the University of Chemistry and Technology, Prague under ref. code MSMT-16331/2025-4 on the day the registration was signed.*

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*Head of Department*

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## **STUDY AND EXAMINATION RULES of the University of Chemistry and Technology, Prague**

### **PART I GENERAL PROVISIONS**

#### **Article 1**

- (1) The Study and Examination Rules of the University of Chemistry and Technology, Prague (hereinafter as 'SER') are an internal regulation of the University of Chemistry and Technology, Prague (hereinafter as 'UCT Prague') and its faculties, and apply to all students and employees of UCT Prague.
- (2) Based on Act No. 111/1998 Coll., on Higher Education Institutions and Amendments of and Supplements to Other Acts (the Higher Education Act), as amended (hereinafter as the 'Act'), SER sets out the rules for the studies in study programmes (hereinafter as 'programme') implemented at UCT Prague.
- (3) UCT Prague provides study in the following types of study programmes based on an accreditation or based on approval of a study programme by the Internal Evaluation Board of UCT Prague (hereinafter as 'IEB') (hereinafter as 'accredited study programme'):
  - a) Bachelor's,
  - b) Master's,
  - c) Doctoral.
- (4) The forms of study in accredited study programmes provided by UCT Prague are:
  - a) **full-time**, which assumes regular attendance of students in lessons and fulfilment of study obligations in compliance with the time schedule of the academic year and the study plan,
  - b) **combined**, which is based on the requirements of the full-time form of study but at the same time includes bigger share of self-study. Students in Bachelor's and Master's study programmes in combined form of study are not required to attend regularly the instruction in form of lectures and exercises. Participation in laboratory instruction is obligatory. Studies in Doctoral study programmes in both types of study are governed by the standard 'Pravidla doktorského studia na VŠCHT Praha' (Rules of Doctoral Studies at UCT Prague) (hereinafter as the 'internal standard on Doctoral studies').
- (5) Students may perform part of their study at a foreign university. The pre-requisites for study at a foreign university are set forth by an agreement between the university and UCT

Prague .

- (6) Studies in accredited study programmes are provided by the individual faculties of UCT Prague or by UCT Prague.
- (7) In case of study programmes that are not implemented by any of the UCT Prague faculties, the Dean's responsibilities according to the UCT Prague Organisational Structure are assigned to the Vice-Rector for Education. The tasks of the Dean's Office shall be fulfilled by the Department of Education of UCT Prague, and the faculty shall in such case mean UCT Prague.
- (8) UCT Prague, in compliance with the requirements set out in Section 21, Para 1, letter h) of the Act, shall publish in a publicly accessible section of its website a list of accredited study programmes, the types and profiles, forms of study and standard term of study and the information about their availability for persons with disabilities.
- (9) Information related to studies is recorded in the study information system of UCT Prague (hereinafter as 'SIS') and made available to users of the system in compliance with the set up user rights.
- (10) SER also proportionately applies to the study in study programmes implemented at the UCT Prague faculties or UCT Prague in collaboration with another university in the Czech Republic or abroad. In this case, the specific requirements and rules of the studies will be stipulated in agreements concluded between UCT Prague and the given university.
- (11) Students of foreign universities that are coming to UCT Prague for short-term stays or scholarships have the same rights and obligations as students at UCT Prague for the duration of their stay, unless an international agreement or an agreement concluded between UCT Prague and the given foreign university stipulates otherwise.
- (12) As a rule, instruction, fulfilment of study obligations, conclusion of studies and dealings regarding administration of study matters take place in the same language in which the study programme is implemented.
- (13) UCT Prague sets out the rules for ensuring appropriate support measures to equalise the opportunities to study as stipulated in Section 21, Para 5 of the Act in a separate internal regulation.

## **PART II**

### **STUDENTS**

#### **Article 2**

- (1) A study applicant becomes a student on the day of their enrolment in the study of a Bachelor's, Master's or Doctoral study programme; a person whose study has been suspended becomes a student with full rights and obligations as at the date of the re-enrolment in the study.
- (2) A person ceases to be a student upon termination of study under Article 14 and in compliance with Section 55 Para 1 and Section 56 Paras 1 and 2 of the Act or on the day the suspension of study under Section 54 of the Act takes legal effect.

#### **Article 3**

##### **Students' rights**

- (1) In compliance with Section 62 of the Act, the rights of students of UCT Prague include namely the right to:
  - a) study within one or several study programmes,
  - b) select study subjects and create their own study plan according to the rules of the study programme,
  - c) take exams under the conditions defined by the study programme or the SER,
  - d) enrol in another part of the study programme provided he/she has fulfilled the obligations set forth by the study programme and the SER,
  - e) propose the topic of their Bachelor's, Master's or dissertation thesis upon agreement with the guarantor of the study programme,
  - f) use devices and information technologies required for study in the study programme in compliance with the rules defined by UCT Prague,
  - g) elect and be elected to the Academic Senate,
  - h) receive scholarship from the resources of the university provided that the student has fulfilled the conditions for being awarded the scholarship as defined in the internal regulation 'Scholarship Rules of UCT',
  - i) repeatedly change the date of an examination due to pregnancy or childcare in compliance with the rules set out in SER.
- (2) In addition, the student may namely:
  - a) suspend the study under Article 12,
  - b) take part in scientific, research and development activities of UCT Prague,
  - c) participate in self-government and management of UCT Prague, namely in the area of educational activities and social issues of students via representation in the Academic Senate of UCT Prague or in the Academic Senate of the faculty,
  - d) submit suggestions and complaints regarding the study to the Head of Department, Guarantor of Study Programme, Vice-Dean or Dean.
- (3) Students of Doctoral study programme have the right to submit suggestions and complaints to their supervisor, head of supervising workplace, chairperson of Doctoral Study Board and Dean. In addition, the student has the right to ask for change of supervisor and topic of dissertation thesis. The decision about such changes is within the authority of the Dean upon opinion of the Doctoral Study Board.

#### **Article 4**

##### **Student's obligations**

- (1) The student's obligations are set forth in Section 63 of the Act and include namely the following:
  - a) to comply with and fulfil the obligations resulting from the study programme in which the student is enrolled, the SER and other internal regulations of UCT Prague and its components, as well as other internal documents of UCT Prague and its components, including the 'Code of discipline for students of the University of Chemistry and Technology, Prague',
  - b) adhere to the occupational health and safety rules and the rules for safety of movement in UCT Prague buildings; in particular, they must not enter the UCT Prague buildings armed

or under the influence of addictive, narcotic or psychotropic substances,

- c) to pay the fees related to studies and to provide facts important for determining the fee amount,
  - d) to provide the Dean's Office of the faculty with the student's mail delivery address or their data box, and to inform promptly the Dean's Office of any change of surname, mail delivery address or data box,
  - e) to inform the Dean's Office of the faculty that the student's health ceased to be fit for study or if their health status has changed,
  - f) to appear if summoned by the Rector, Vice-Rector, Dean or a university employee authorized by them to discuss any issues regarding the course of their study or termination thereof.
- (2) Culpable failure to comply with the obligations under Para 1 letters b) through e) shall result in student's obligation to compensate UCT Prague for any costs incurred thereby.
  - (3) The student is obliged to check the records of fulfilled study obligations in the SIS and, in case of any discrepancy, to solve it promptly with the teacher or the Dean's Office of the faculty.
  - (4) In compliance with the internal document of UCT Prague, students are obliged to handle their access data to SIS with caution and change their password as often as required.
  - (5) For common (operative) communication with UCT Prague, the student shall use the e-mail address assigned to them by UCT Prague (login@vscht.cz).

## **Article 5**

### **Decision on student's rights and obligations**

- (1) In deciding on the student's rights and obligations in matters set forth in Section 68 Para 1 of the Act, the procedure shall comply with the law, SER, internal regulations of UCT Prague and its faculties and Act No. 500/2004 Coll., the Code of Administrative Procedure, as amended (hereinafter as the 'Code of Administrative Procedure').
- (2) Proceedings regarding student's rights and obligations are conducted by the Dean, if not provided otherwise by law, and may be started upon their request as at the date of delivery of the student's written request or ex officio.
- (3) In case of proceedings started upon student's request, the request must clearly indicate, in compliance with Section 37, Para 2 of the Code of Administrative Procedure, who submits the request, what it is related to and what it proposes. In case any of the prescribed particulars are missing or in case of any incompliance in the request, the student will be asked to correct it and will be given reasonable time to do so.
- (4) In case of proceedings started ex officio the Dean may start the proceedings for the following reasons:
  - a) failure to comply with the requirements resulting from the study programme (Section 68 Para 1 letter g) of the Act in connection with Section 56 Para 1 letter b) of the Act). The proceedings are started on the date of call for statement regarding the information provided for the decision.,
  - b) in cases referred to in Article 12, Para 10, Para 12, Para 13, 14 and Para 15. Issuing of decision on the matter is the first act of the Dean.

- (5) The university decides namely about the rights and obligations in the following matters:
- a) suspension of study,
  - b) acknowledgement of exams or fulfilment of study obligations and ordering of differential exams,
  - c) scholarship,
  - d) fee related to studies under Section 58, Paras 3 and 4 of the Act,
  - e) termination of study under Article 14 Para 2 letters b), c) and d)
  - f) expulsion from the study under Article 14 Para 2 letters g) and h),
  - g) expulsion from the study under Section 67 of the Act,
  - h) permission to transfer between study programmes under Section 54b of the Act,
  - i) other facts if it is stipulated in SER, another internal regulation or the Act.
- (6) The decision shall be made in compliance with the Code of Administrative Procedure, it shall contain all prescribed particulars, ie the verdict, justification and the advice on the right to request revision of the decision; it shall be delivered to the student in compliance with Article 17.
- (7) Only a student may be the participant in the proceedings regarding the student's rights and obligations.
- (8) In proceedings regarding matters stated in Para 5 letters a) through d), and h) of this Article, the school is not obliged to invite the student to comment on the supporting documentation before such decision is issued. The issuance of the decision is the first act of UCT Prague in proceedings stated under Para 5, letters a) and c) of this Article if they are initiated ex officio and in matters listed in Para 5, letter d). In cases when the issuance of the decision is the first act in the proceedings, the student has the right to comment on the supporting documentation and to inspect the file only after the decision has been notified.
- In proceedings regarding non-compliance with the requirements defined in Section 56 Para 1 letter b) of the Act, the invitation to comment on the supporting documentation is the first act of UCT Prague. Such invitation is executed via SIS.
- (9) The student may bring an appeal against the decision, if they have not waived such right explicitly after notification of the decision. The Rector decides on the student's appeal against the decision. The appeal suspends the effect of the decision. The appeal is always to be brought to the body that has issued the decision. If such body is the Dean, the Dean may fully accept the request, or pass the appeal to the Rector. The Rector shall review compliance of the decision and the proceedings preceding such decision with legal regulations and internal regulations of UCT Prague and of the respective faculty, as well as with other internal documents of UCT Prague and the faculty.
- (10) If necessary, the bodies of UCT Prague or its faculties shall take in connection with the Rector's decision under Para 9 of this Article all necessary measures to restore the rights of the student and to remove or at least mitigate the consequences of the original faulty decision.

### **PART III**

#### **STUDY PROGRAMME AND EDUCATION AREA**

## **Article 6**

- (1) The definitions of formalities and elements of study programme, as well as the educational area, are set forth in Sections 44 and 44a of the Act.
- (2) For each study programme, the Dean appoints and removes the Study Programme Guarantor chosen following an approval by IEB from among the academic workers of the faculty which implements the given study programme.
- (3) The Study Programme Guarantor coordinates the preparation of the contents of the study programme, supervises the quality of its implementation, evaluates the study programme and develops it in compliance with the internal document of UCT Prague 'Study Programme and Course Guarantors' (Garanti studijních programů a předmětů).

## **Article 7**

### **Bachelor's study programme**

- (1) A Bachelor's study programme is focused on the preparation for future employment and for studies in a Master's study programme following the Bachelor's study programme (hereinafter as the 'Master's study programme').
- (2) The standard term of study in a Bachelor's study programme including practicals is three or four years in accordance with the effective accreditation of the study programme.
- (3) The maximum duration of study in a Bachelor's study programme is the standard term of study extended by two years. The maximum duration of study does not include the time when study is suspended according to Article 12 Paras 6, 13 and 15 and the excluded period of time defined by a legal regulation.
- (4) The study in a Bachelor's study programme is duly finalised by a state final exam, which may include defence of a Bachelor's thesis if this is part of the accreditation of the given Bachelor's study programme. The state final exam may include only the defence of the Bachelor's thesis.
- (5) Graduates from Bachelor's study programmes are awarded the academic title 'Bachelor' ('*bakalář*' in Czech), in short 'Bc.' stated before the name.

## **Article 8**

### **Master's study programme**

- (1) A Master's study programme is focused on acquiring theoretical and practical knowledge corresponding with the current level of scientific knowledge, research and development, and on managing their application and on development of creative abilities.
- (2) The standard term of study in the Master's programme including practicals is two years.
- (3) The maximum duration of study in a Master's programme is the standard term of study extended by two years. The maximum duration of study does not include the time when study is suspended according to Article 12 Paras 6, 13 and 15 and the excluded period of time defined by a legal regulation.
- (4) The study in a Master's study programme is duly finalised with the state final exam, which includes defence of a Master's thesis. The state final exam may include only the defence of the Master's thesis, if stipulated in the accreditation of the given study programme.
- (5) Graduates from Master's study programmes, except for study programmes in the EDUCATION educational area, are awarded the academic title 'inženýr', in short 'Ing.' stated

before the name.

- (6) Graduates from Master's study programmes in the EDUCATION educational area are awarded the academic title 'Master' ('magistr' in Czech), in short 'Mgr.' stated before the name.

## **Article 9**

### **Doctoral study programme**

- (1) A Doctoral study programme (hereinafter as the 'DSP') is focused on scientific research and independent creative activity of students in research or development.
- (2) The standard term of study is at least three and at most four years, and is defined in the decision on accreditation of the DSP. The standard term of study is also the time when study is suspended according to SER except the time when study is suspended according to Article 12 Paras 6 and 13 and the excluded period of time defined by a legal regulation.
- (3) The maximum duration of study in a DSP accredited before 1 September 2025 is the standard term of study extended by three years. The maximum duration of study for DSPs newly accredited after 1 September 2025 is equal to the standard term of study plus one year. The maximum duration of study does not include the time when study is suspended according to Article 12 Paras 6, 13 and 15 and the excluded period of time defined by a legal regulation.
- (4) The study in a DSP is duly finalised with a state Doctoral exam, which is also referred to as state Doctoral exam (hereinafter as 'SDE') for the purposes of SER, and a defence of a dissertation thesis. The end date of study is the day when the state Doctoral exam has been passed and the thesis defended.
- (5) The studies in DSP of a student who enrolled in a DSP study programme approved for implementation on the basis of institutional accreditation or accredited before 1 March 2025, on or after 1 March 2025, and the studies in DSP of a student who enrolled in the study of such a DSP before 1 March 2025 and whose first period of instruction within such DSP began no earlier than 1 March 2025 shall be duly concluded with a state final exam consisting of the defense of a dissertation.
- (6) Graduates from DSP are awarded the academic title 'doctor' ('doktor' in Czech), in short 'Ph.D.' stated after the name.
- (7) Detailed rules of doctoral studies are provided in the 'internal standard on Doctoral studies'.

## **Part IV**

### **UNIVERSITY STUDY**

## **Article 10**

### **Academic year**

- (1) The academic year is 12 months long and its schedule, including measures related to its organisation, are stipulated annually by the Rector.
- (2) The academic year is divided in winter and summer semesters.
- (3) The semester consists of the teaching period, which is 14 weeks, the examination period which usually lasts 6 weeks, the enrolment period and the holiday period. During the holiday period, professional practicals and excursions may take place.



- (4) organis

## **Article 11**

### **Enrolment in study, year and semester**

- (1) An applicant who has received the decision about their acceptance to the study shall enrol in the study in such way and within such term as defined by the Dean. Upon the applicant's request, the Dean may pardon the applicant's failure to meet the deadline.
- (2) The standard term of study in a study programme is the term of study with an average study load given in academic years.
- (3) The maximum term of study is given in Art. 7, Para 3 for Bachelor's study programmes; in Art. 8, Para 3 for Master's study programmes; and in Art. 9, Para 3 for Doctoral study programmes.
- (4) During enrolment in the year and semester, the student enrolls in courses according to the study plan of the respective year, or as the case may be, according to an approved extraordinary study plan in Bachelor's and Master's study programme or according to an approved individual study plan in DSP. Enrolment in the year or semester requires a positive result of the check on completion of study obligations for the previous study period (year, semester). In case of a DSP student, the prerequisite for enrolment in a year is recommendation of the supervisor based on annual report and the information for assessment delivered by the student in the 'internal standard on Doctoral studies', or in case of extraordinary evaluation invoked in compliance with the 'internal standard on Doctoral studies', the continuation of studies and enrolment in the next year of study is conditioned upon a favourable result of the check of fulfilment of requirements set out for the given period by the Doctoral Study Board.
- (5) Under Article 14 Para 2 letter b, failure to enrol in a year or semester within the deadline set forth by the Dean is a reason for termination of study due to failure to comply with study requirements.
- (6) Enrolment in individual following periods of study may be done electronically without physical presence of the student in school within the deadlines and rules defined by the Dean provided that the study obligations for the preceding study period have been completed as defined in Para 2, second and third sentences of this Article.

## **Article 12**

### **Suspension of study**

- (1) Suspension of study is the time for which a student's study was suspended upon their request or ex officio. During the suspension of the study, the student ceases to be student and does not enjoy the advantages and rights of a student.
- (2) Suspension of study will be decided by the Dean based on the student's justified request or ex officio for the reasons provided below.
- (3) The reasons for suspension of study by a student include namely:
  - a) health reasons,
  - b) social and economic reasons,
  - c) pregnancy, child delivery or parenthood,

- d) representation of the Czech Republic in sport or preparation therefor,
  - e) other serious personal or family reasons,
  - f) exceptional cases.
- (4) If a student's request for suspension for the reasons stated above is submitted together with evidence of the decisive facts no later than by the end of the first month of the semester and if at the same time all requirements of Para 5 of this Article are met, the Dean will approve the request.
  - (5) Suspension of study may be allowed in case of a student of a Bachelor's or Master's study programme only upon completion of the study obligations entitling the student to enrol in the following semester. Completion of the study obligations is checked by the Dean's Office.
  - (6) A student has the right to suspend their study any time during the study for serious health reasons or in connection with pregnancy, child birth or parenthood, as well as with foster care replacing parent care; the suspension shall be allowed for the entire recognised parenthood period.
  - (7) In case of a DSP student, the study may be suspended any time during the study upon submission of the opinion of the supervisor and the head of the supervising workplace. Opinions of the supervisor and head of supervising workplaces are not required in case of request for suspension of study for any reason stated in Para 6.
  - (8) The total time for which the study is suspended is the time that together with the actual duration of study does not exceed the limit for the maximum duration of study.
  - (9) In case of a Dean's favourable decision on suspension of study, the Dean shall set forth the duration of the suspension, ie the date of the start and end of the suspension, the terms and conditions for re-enrolment and the date of re-enrolment. An unfavourable decision must be duly justified.
  - (10) The Dean may ex officio start proceedings regarding suspension of study of a student who within the defined period has not paid the fee related to the study.
  - (11) The study is suspended for the duration of an entire semester extended by the remaining part of the semester in which the application was submitted, or when the decision on suspension ex officio was taken unless SER explicitly stipulates otherwise for a certain type of cases. The study is suspended under Para 10 for the time remaining until the end of the maximum duration of study. If the study fee is paid and the person requests termination of suspension of study, the Dean will comply with the request and decide on termination of suspension of study.
  - (12) The Dean may ex officio initiate proceedings to suspend study and issue a decision regarding that matter in case of a student who has failed to complete the study obligations under Article 26, Para 5. The study is suspended for a fixed period of time, ie till the start of the next winter semester.
  - (13) The Dean may ex officio initiate proceedings to suspend study and issue a decision regarding that matter in case of a student who has failed the state final exam. The study is suspended for fixed term, however no longer than till 3 working days before a resit state final exam. In case of a DSP student, the study is suspended for at least three months and for a maximum of six months due to suspension of proceeding leading to defence of dissertation thesis under Article 7, Para 8 and Article 17 and Article 7, Para 27 of the 'internal standard on Doctoral studies'.
  - (14) The Dean may ex officio initiate proceedings to suspend study and issue a decision

regarding that matter in case of a student who, under a valid legal regulation of the Czech Republic or a valid directly enforceable legal regulation of the European Union, cannot be provided with so-called technical assistance, which, among other things, includes giving instructions, consultancy, training consultations or passing on of work experience or competencies. The study is suspended for the period that remains until the end to the student's maximum duration of study. If the application of the above mentioned restriction to a concrete individual is terminated, and if the individual applies for the termination of the suspension of study, the Dean shall grant this application and decide on the termination of the suspension of study.

- (15) The Dean may suspend studies upon their own initiative, even repeatedly, if the student cannot fulfill their study obligations for objective reasons and they are not able to submit the application for suspension of studies themselves. The period for which studies were suspended under this paragraph is not included in the maximum duration of study.
- (16) The time for which the study is suspended is included in the maximum duration of study, except for reasons stated in Paras 6, 13 and 15 when the time for which the study is suspended is not included in the total time of suspension nor is it included in the maximum duration of study.
- (17) If the reasons of suspension of study cease to exist, the Dean may decide, upon a request of the person whose study was suspended, on termination of the suspension of study even before the determined time of suspension elapses, if this is possible to do from organisational perspective in the given study programme.
- (18) The person gains the right to re-enrol in the study when the study suspension term elapses. The person re-enrols in the study under the same conditions as defined in Article 11 Para 1.
- (19) The person shall re-enrol in the study no later than by the first day of the month following the month in which the suspension was terminated. The person who fails without excuse to attend enrolment to study, or whose excuse is not accepted, loses their right to re-enrol in the study and their study is terminated in compliance with Article 14 Para 2 letter b). Acceptance of the excuse is the decision of the Dean. The failure to meet the deadline cannot be pardoned if more than 15 calendar days have elapsed since the enrolment deadline set forth by the Dean.
- (20) If the study plan of the student has changed during the suspension of study, the Dean will define, in compliance with these Study and Examination Rules and the respective study programme, which study obligations the student must meet and the deadlines thereof.

### **Article 13**

#### **Transfer between study programmes**

- (1) A student or a person who has been granted a suspension of study may be allowed, based on a request, to transfer from one study programme to another. A decision on such transfer from the initial study programme in which the student or a person who has been granted a suspension of study enrolled to a new study programme will be made by the Dean of the faculty implementing the new study programme.
- (2) The Dean may link the consent with such transfer of a student or a person who has been granted a suspension of study to completion of a unit of period of the initial study in the study programme and to the achieved study results in the initial study programme of the requesting student or person who has been granted a suspension of study.
- (3) In their decision on the consent to transfer to a new study programme ex officio, the Dean

will decide on the recognition of the fulfilled study obligations in the initial study programme, on the inclusion in the given semester and year of the new study programme.

- (4) The right to enroll in a new study programme arises for a student on the date of notification of the decision authorising the transfer, within the period set by the faculty implementing the new study programme. A person who has been granted a suspension of study has the right to enroll in the new study programme after the period for which their studies in the initial study programme were suspended has expired.
- (5) The transfer takes legal effect and the student or person who has been granted a suspension of study becomes student in the new study programme on the day of enrolment in the new study programme. The day before the day of this enrolment is the day on which the student ceases to be student in the initial study programme and the person who has been granted a suspension of study in the initial study programme no longer has the opportunity to re-enrol in the initial study programme.
- (6) As on the day of enrolment in the new study programme, the term of study in the initial study programme is the term of study in the new study programme for the purposes of assessment of conditions for a potential determination of a fee for a longer study under Section 58 of the Act and conditions for granting a scholarship; the term of study in the initial study programme is also included in the maximum term of study in the new study programme.

#### **Article 14**

##### **Termination of study**

- (1) The study is duly terminated by completing the study in the respective study programme. The day of termination of study is the day when the state final exam has been passed, or the last part of the state final exam has been passed in compliance with Article 7, Para 4; Article 8, Para 4; and Article 9, Para 4 of SER..
- (2) The study may also be terminated in compliance with Section 56 of the Act, namely in the following cases:
  - a) by resigning from the study; the day of termination of study is the day when UCT Prague or the faculty where the student is enrolled receives the student's statement of their resignation,
  - b) if the student fails to meet the study and other requirements resulting from the study programme under these Study and Examination Rules and the study plan; the day of termination of study is the day when the decision on termination of study comes to legal force and effect,
  - c) exceeded maximum duration of study; the day of termination of study is the day when the decision on termination of study comes to legal force and effect,
  - d) withdrawal of accreditation of the study programme; the day of termination of study is the day when the period defined in the National Accreditation Bureau for Higher Education (hereinafter as 'NAB') has elapsed,
  - e) termination of accreditation of study programme by law; the day of termination of study is the day as at which UCT Prague notified the termination of the study programme or the day as at which the accreditation has terminated,
  - f) expulsion from study under Section 47e Para 3 of the Act; the day of termination is the day when the decision under Section 47c through 47e of the Act regarding invalid state final exam required at the end of the study in the study programme or any part thereof or defence of dissertation thesis comes to legal force and effect,

- g) expulsion from study for disciplinary fault under the internal regulation 'Code of Discipline for Students of UCT Prague and Its Faculties' (Disciplinární řád pro studenty VŠCHT Praha a jejích fakult) in compliance with Section 65 Para 1 letter c) or Section 67 of the Act; the day of termination of study is the day when the decision on expulsion from study has come to force and effect.
- (3) In case of termination of study under Para 2 letters d) and e) UCT Prague is obliged to ensure for the students the chance to continue studying the same or similar study programme at UCT Prague or other university.
- (4) Termination of study under Para 2 letters b) and c) and g) is the decision of the Dean and termination under Para 2 letter f) is the decision of the Rector.
- (5) In case of termination of study under Paras 1 and 2 the student is obliged to prove on the study termination checklist, which is to be delivered to the Dean's Office of the faculty, that all obligations stated therein have been settled.

### **Article 15**

#### **Study documents**

- (1) The documents evidencing the study programme and completion of study of the study programme are defined in Section 57 of the Act:
  - a) student's card,
  - b) study report,
  - c) university diploma,
  - d) diploma supplement,
  - e) certificate of passed exams,
  - f) confirmation of study.
- (2) Student's card means a card of student of UCT Prague received by the student upon enrolment in the study, or ISIC (International Student Identity Card), which can also be in the form of an app that the student has installed on their electronic device, pursuant to the rules issued by the provider of ISIC. These documents confirm the legal status of the student, which enables the student to benefit from students' rights and advantages resulting from legislation, internal regulations of UCT Prague, as well as from other internal documents of UCT Prague and its components.
- (3) It is obligatory to keep a study report electronically in SIS.
- (4) A university diploma and diploma supplement are public documents and are awarded to a graduate. They are usually awarded during graduation ceremony once a year. The Diploma and the Diploma Supplement are issued in Czech and English.
- (5) The document on passed exams or confirmation of study is issued upon a request of a student, graduate or person who terminated the study under Article 14 Para 2.

### **Article 16**

#### **Providing public access to final theses**

- (1) The student is obliged to hand in the final thesis under Articles 30, 32 and 39 and electronically to SIS.
- (2) UCT Prague provides access to the final theses on its website free of charge, including their defence, reviewer's statement and the protocol of the defence and its result in compliance

wirh Section 47b, Para 1 of the Act.

- (3) Final theses handed in for defence are made available to the public for reading at least 5 working days before the date of defence at the student's faculty. The final thesis is the student's copyrighted work and anyone can, provided the relevant regulations are observed, make extracts, duplicates and copies thereof at their own expense.
- (4) In compliance with Section 47b, Para 3 of the Act, by submitting their thesis, the student thereby agrees to providing public access to their final thesis regardless of the result of the defence.
- (5) In compliance with Section 47b, Para 4 of the Act, UCT Prague may postpone providing public access to a Bachelor's, Master's or dissertation thesis or any part thereof; such postponement may be made for the time for which the obstacle to providing access remains, however no longer than for the term set forth by the Act. The information about such postponed provision of access together with the reasons thereof shall be made accessible in the same manner as the Bachelor's, Master's and dissertation thesis.
- (6) The methods and other requirements for submitting a request to postpone the provision of access to a thesis are set out in another internal document 'Obhajoba a uchovávání závěrečných prací s odloženým zpřístupněním' 'Defence and Preservation of Theses with Postponed Accessibility).

#### **Article 17**

##### **Delivery of documents to students, applicants for study and persons with suspended study**

- (1) All documents will be delivered to study applicants, students and persons whose studies have been suspended through SIS; the day of the delivery is the day stipulated by the law.

#### **Article 17a**

##### **Submissions to UCT Prague**

- (1) Study applicants shall make all submissions to UCT Prague through SIS. Submissions made in this manner are considered signed and are accepted when confirmed in SIS. Study applicants may also deliver documents through SIS if these can be considered duly signed by the person that confirms the facts provided in the document. In case the authenticity of the signature on the document that confirms fulfilment of certain requirements of the admissions procedure cannot be verified, the applicant may deliver this document through a provider of postal services or in person.
- (2) Students and persons who have been granted a suspension of study can make submissions in compliance with Act No. 500/2004 Coll., the Code of Administrative Procedure (hereinafter as the 'Code of Administrative Procedure').

### **PART V**

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

### **Article 18**

#### **Conditions of admission to study in a study programme and admission proceedings**

- (1) Admission to study in a study programme and admission proceedings are governed, in compliance with Sections 48 and 49 of the Act in the Statute of UCT Prague.

### **Article 19**

#### **Study plan**

- (1) Study plan defines the time and content sequence of study obligations, specifies the sequence of their fulfilment, ie, names and codes of study subjects, scope and method of instruction, method of verification of study results in the study subject, number of credit points for completing the subject and the workplace providing the instruction of the respective subject.
- (2) The guarantor of study programme is responsible for the study programme, making sure the aims of the study programme are met in compliance with its valid accreditation.
- (3) Study subjects in study plans are divided in compulsory, compulsory-elective, and elective.
- (4) Compulsory study subjects are subjects that the student has to complete during the study of the respective study programme. In case of compulsory-elective study subjects, the student chooses the minimum required number of study subjects from the given group of subjects. Within optional subjects, the student may choose additional study subjects.

### **Article 20**

#### **Extraordinary study plan (ESP)**

- (1) ESP means a study plan for a period of study set forth by the Dean based on a request delivered by the student to the Dean.
- (2) ESP is designed namely for students with extraordinary individual needs.
- (3) ESP is provided to students in order to optimize their time schedule.
- (4) In addition, ESP is provided namely for serious health or social reasons, due to foreign stay, or for other serious reasons and reasons requiring special consideration, which the student needs to document sufficiently.
- (5) Students are also entitled to ESP in case of pregnancy, childbirth or personal care of a child of up to three years of age and due to representing the Czech Republic in sports under Section 54a, Para 2 of the Act.
- (6) In exceptional cases, the Dean may invite the student to hand in a request for ESP.
- (7) The time schedule of completion of study obligations within the ESP is proposed by the student. The Dean has the right to modify the plan proposed by the student in order to maintain logical sequence and link of the study obligations and to meet the aims of the study programme in compliance with its valid accreditation.
- (8) If necessary, during the proceedings regarding the request for ESP, the Dean may request the opinion of the guarantor of the study programme, the head of department or the guarantor of the study subject.
- (9) The Dean must issue a decision on granting an ESP. In case of an ESP the decision shall contain a list of study obligations and the deadlines for their fulfilment. In addition, it may contain other conditions of verification of study results, including specification of student's participation in classes. ESP is binding for the student and if the student fails to comply with

the plan, their study will be terminated under Article 14 Para 2 letter b).

## **Article 21**

### **Instruction**

- (1) Instruction is provided namely in the form of lectures, exercises, seminars, laboratory instruction, seminary, semestral and independent projects, practicals, excursions, consultations and writing the final thesis, if it is part of the state final exam.
- (2) Lectures can be given by professor, associate professor, assistant professor, lecturer or researcher from another workplace than UCT Prague (hereinafter as the 'external worker') in the given field.
- (3) Exercises, seminars, laboratory instruction, seminary, semestral and independent projects, practicals, excursions and consultations may be provided by a professor, associate professor, assistant professor, assistant, lecturer, researcher of UCT Prague or DSP student.
- (4) Final theses can be supervised by an employee of UCT Prague in the position of professor, associate professor, assistant professor or researcher in compliance with the staff categories in the relevant position in accordance with UCT Prague regulations.
- (5) The role of consultant of a final thesis can be entrusted to a person who can be authorised to supervise final theses as well as an assistant, professional worker, DSP student or eminent external expert in the given field.

## **Article 22**

### **Methods of verification of study results**

- (1) The methods of verification of study results are: exam, classified credit, credit and state final exam. Definition of method of verification of study results is within the power of the guarantor of study programme and the guarantor of study subject upon agreement with the head of the department which provides the instruction in the given study subject.
- (2) In case of extraordinary study plan the guarantor of study programme, upon agreement with the head of the department, may define also other conditions of verification of study results, including specification of participation in exercises, seminars and lectures; any such conditions shall be defined before the start of instruction in the respective subject.
- (3) The head of the department providing the instruction in the study subject is obliged to:
  - a) ensure publishing of dates of exams or, as the case may be, of classified credits and credits in compliance with the Rector's decree on organisation of the academic year, so that students can take such exam or other verification of study, including the chance of make use of re-sits,
  - b) ensure before the start of the semester publishing of syllabi of the study subjects, conditions of verification of study, requirements for exam, classified credit, or credit.
- (4) Classification grades of exam or classified credit are provided in the following table:

Classification	Excellent	Very good	Good	Satisfactory	Sufficient	Failed
Alphabetical equivalent	A	B	C	D	E	F
Numeric equivalent	1.0	1.5	2.0	2.5	3.0	4.0



Recommended numeric range %	100 - 90	89 – 80	79 – 70	69 – 60	59 – 50	< 50
USA 4.0 Scale	4.0	3.7	3.3	3.0	2.0	0.0

The numeric range % can differ for classification degrees with respect to the character of the subject and exam.

- (5) If a student fails for serious reasons to cancel their participation in an exam, they may promptly excuse themselves directly to the examiner or in any other manner known in advance. In such case, the student shall state the reason of absence from the exam. Unexcused absence from an exam or unrecognised excuse of absence from an exam is classified as 'F'.
- (6) The classification of an exam or a classified credit is recorded promptly by the examiner in SIS in an alphabetical equivalent according to the classification and in compliance with Para 4. The completion of credit requirements is recorded by the examiner in SIS by entering the letter 'z'.

### **Article 23**

#### **Credit points system**

- (1) The study load of individual study subjects is expressed by the European Credit Transfer and Accumulation System (ECTS).
- (2) The basic characteristics of the credit points system are:
  - a) one credit point corresponds to 1/60 of average workload of student in an academic year in full-time form of study with standard term of study and corresponds to 28 hours of study effort of an average student,
  - b) by meeting the study requirements under Article 25 the student receives the number of credit points assigned to the respective subject,
  - c) the credit points acquired during the study in one study programme add up; the total number of credit points serves for verification of the course of study,
  - d) in case of study in a study programme according to a study plan, in order to duly terminate the study programme, the student must obtain the minimum amount of credit points, which equals sixty times the number of years of the standard term of study.

### **Article 24**

#### **Student's study average**

- (1) Study average is a weighted arithmetical average calculated as the sum of the resulting numeric equivalents under Article 22 Para 4 of the individual classification multiplied by credit points assigned to the respective subject, divided by the total number of credits from the completed classified subjects for the evaluated period.
- (2) Study average is used namely for
  - a) award of scholarship for good study results,
  - b) determining the overall result of study.

## **Article 25**

### **Fulfilment of study obligations during study**

- (1) Study obligation means one-semester subject completed with a credit, classified credit, exam, or credit and exam.
- (2) Fulfilment of study obligations must respect the sequence of study obligations. The requirements for certain sequence and conditions of the sequence are determined by the guarantor of the study programme and the guarantor of the subject.
- (3) The scope of compulsory participation in the instruction of study subjects is within the authority of the guarantor of the study programme/subject. The scope of compulsory participation is specified no later than before the start of instruction of the subject. The participation in laboratory instruction is always obligatory. Unexcused non-participation of a student in instruction with obligatory participation may be considered failure to fulfil study obligation.
- (4) Credits preceding an exam may be taken by a student no later than by the end of the third week of the examination period if not decided otherwise by the head of department which is responsible for the instruction of the study subject.
- (5) In case of study obligations concluded with an exam, students have the right to re-sit for the exam twice. In case of study obligations concluded with a credit or classified credit, the number of resits is decided by the guarantor of the study subject.
- (6) Students may enrol in the same study obligation three times as maximum. In case of a reenrolment in a study obligation, the student has the same conditions for its fulfilment as in the original enrolment. The term reenrolment includes also enrolment of the same subject in the English language or under different code. If a student fails to fulfil an obligatory study subject, he/she must enrol in the subject no later than in the nearest semester in which the subject is taught.
- (7) The student has the right to change the date of the exam, even repeatedly if the date is changed due to pregnancy or childcare, throughout the entire recognised period of parenthood. This change must be requested no later than by the start of the exam, via information sent by email in accordance with Article 4, Para 5 of SER. The change of date is possible throughout the examination period and ends on the last day of enrolment in the next semester.
- (8) The student must enrol in the compulsory study subject that they have not passed in the nearest semester when it is taught at the latest.
- (9) Upon student's or examiner's request, the Dean may allow one of the resit exams under Para 5 to take place before a board. The composition of the board is determined by the Dean of the faculty the departments of which are responsible for the instruction in the subject.
- (10) The same study obligation in which the student enrolled in different types of study may be awarded by credits only in one of them, ie in the type of study where the enrolment was earlier.

## **Article 26**

### **Conditions of starting and completing a semester and year**

- (1) The semester is duly completed by fulfilment of study obligations prescribed by the study plan and by obtaining the number of credit points equal to at least thirty times the number of completed semesters no later than by the end of the examination period of the respective semester. The study within the study programme is completed with passing the state final

exam. The conditions to be fulfilled by the student for due completion of study in a study programme are stated in Section 55 of the Act and Articles 29 and 31.

- (2) The student is obliged to enrol for each semester in study obligations according to the study plan of the study programme.
- (3) For enrolment in the next semester of the study programme, the student is always obliged to obtain in the preceding semester at least 15 credit points for compulsory and compulsory–elective subjects.
- (4) For enrolment in the next year of the study programme, the student may lack no more than 15 credit points of the number of credit points equal to thirty times the number of completed semesters.
- (5) For enrolment in the last semester of the study programme, the student must have completed all compulsory and compulsory-elective subjects from the already completed semesters.

The right to sit for state final exams is granted to those students who have fulfilled all study obligations of the study programme and have obtained at least the total number of credit points in compliance with Article 23 Para 2, letter d).

If any of the conditions stated in Paras 3 and 5 of this Article is not met, the student will not be enrolled in the following semester or year and the student's study will be terminated under Article 14 Para 2 letter b).

- (6) If the student fails to comply with the conditions under Paras 2 through 5 of this Article, he/she may, in cases stated in Article 20 Paras 3 and 4, apply for an extraordinary study plan.

### **Article 27**

#### **Recognition of study obligations from previous or parallel study**

- (1) In case of a student who studies, studied or has graduated from a university in a similar study programme, the Dean may, upon the student's request, recognise the study obligations the student has completed in the other programme provided that the date of completion of such obligation is no earlier than 5 years ago. The condition for recognition of a classified study obligation is the grade Good (C) or better (see classification according to Article 22, Para 4).
- (2) The Dean may decide to condition the recognition of the study obligation by passing a differential exam. The Dean may also decide that for recognition of a whole set of study obligations and enrolment in a higher year of study the student must fulfil additional study obligations.
- (3) In extraordinary cases and in order to remove hardship, the Dean may in cases stated in Para 1 recognise study obligations of older date or the classification Satisfactory (D).
- (4) Already recognised study obligations cannot be recognised repeatedly.

### **Article 28**

#### **State final exam**

- (1) The state final exam takes place before an examination board; the course and publishing of results of the state final exam are public. In extraordinary cases set out in Section 95a et seq. of the Act distance form of state final exam can be used.

- (2) The chairperson, vice-chairperson and members of the examination boards including substitutes are appointed by the Dean from the ranks of professors, associate professors, extraordinary professors and experts approved by the Scientific Board of the faculty. The ministry may appoint additional members of the examination board out of important experts in the given field.
- (3) The details regarding state final exams are provided in Articles 29 and 30 for Bachelor's study programme, Articles 31 and 32.

## **Article 29**

### **State final exam in Bachelor's study programme**

- (1) The state final exam consists of an oral part and in cases when it is required by the accreditation of the given Bachelor's study programme also of a defence of the Bachelor's thesis.
- (2) The state final exam takes place at the end of the last semester of study in the period defined in Art. 10, Para 1 of SER. It may be taken by a student who (i) has fulfilled all study obligations of the study programme and in case the state final exam also consists of defence of the Bachelor's thesis under Para 1, (ii) has delivered the Bachelor's thesis before the respective deadline and (iii) the opinion of the supervisor contains recommendation for the Bachelor's thesis to be defended.
- (3) A student who has not met all conditions for taking the state final exam under Para 2 may be assigned by the Dean, upon the student's request, a deadline for meeting all the conditions and a re-scheduled date of the state final exam outside the dates of state final exams set out pursuant to Art. 10, Para 1 of SER.
- (4) The examination board for the state final exam consists of at least five members. The examination board members, chairperson and vice-chairperson are appointed by the Dean. The state final exam requires the presence of majority of members of the examination board. At all time during the exam, the chairperson or vice-chairperson of the board must be present.
- (5) The state final exam usually takes place in one day. In case of the defence of a Bachelor's thesis, the student presents the theses of the Bachelor's work, comments on the opinion of the supervisor and, in case of professionally oriented Bachelor's study programmes with a four-year standard term of study, also on the opinion of the reviewer, and discusses their thesis with the members of the examination board. In the oral part of the state final exam, the student's knowledge is verified by the student answering the questions of the examination board members regarding three topic areas in compliance with the approved accreditation of the study programme.
- (6) Evaluation of the state final exam:
  - a) the evaluation of the state final exam by the examination board is non-public,
  - b) the classification of the Bachelor's thesis and its defence, classification of oral exams in topic areas, classification of the oral part of the state final exam and the overall classification of the state final exam are expressed by the alphabetical equivalents A, B, C, D, E, F pursuant to Art. 22,
  - c) the classification of oral exam in topic areas is usually proposed by the member of the examination board who asked the questions from the respective area,
  - d) the classification of the Bachelor's thesis and its defence if the state final exam also contains the defence, the classification of the oral part of the state final exam based on

partial classifications of oral exams in topic areas, and the overall classification of the state final exam are proposed by the chairperson of the examination board,

- e) if any member of the examination board does not agree with the proposed classification, a vote is taken to decide on the classification; in case of equal number of votes the vote of the chairperson of the examination board shall prevail,
  - f) if the classification of the Bachelor's thesis or its defence, if the state final exam also contains the defence, or one or more classifications of the oral exam in the topic areas is 'F', the overall classification of the state final exam is 'F' and the student has to re-sit for the state final exam either in the part regarding the defence of the Bachelor's thesis, if the state final exam also contains the defence, or the defence of the revised Bachelor's thesis, or only of the topic areas in which the student received the grade 'F'.
- (7) A protocol of the state final exam will be made. The form and other particulars are defined in the document: 'Závěrečné práce a realizace státních závěrečných zkoušek' (Final theses and the execution of state final exams).
- (8) If a student fails the state final exam, he/she has the right to re-sit twice on the dates decided by the Dean, however no later than before the expiry of the maximum duration of study.
- (9) If the student resits only a certain type of the state final exam, the Dean may suspend the student's study until three working days before the resit of the part of the state final exam. If the student is instructed by the examination board to re-write the Bachelor's thesis, the Dean will decide on an ESP and a new date of the resit state final exam.
- (10) Overall result of study:
- a) the overall result of study is assessed by the grades 'with honours', 'passed' or 'failed',
  - b) the conditions for 'with honours' are:
    - 1. study average up to and including 1.50 for the whole period of study,
    - 2. no exam or classified exam with the classification 'E',
    - 3. the state final exam was passed without resit,
    - 4. the overall classification of the state final exam is 'A',
  - c) a student may request the Dean to allow them to retake an exam/exams of up to two study subjects which prevent the student to meet the requirements for receiving the total study result 'with honours'; such resits must be taken before the date of the state final exam,
  - d) a student with the overall result of study 'with honours' may be awarded the Rector's award (study average 1.00), the Dean's award (study average 1.01 – 1.20) or recognition of achievement (study average 1.21 – 1.50),
  - e) if the overall classification of the state final exam is 'F', the overall result of study is 'failed'.
  - f) UCT Prague student may take a state final exam at a collaborating university. The conditions and rules of the state final exam at a collaborating university are contained in the agreement on provision of study programme.

### **Article 30**

#### **Bachelor's thesis**

- (1) The Bachelor's thesis proves that the student is able of practical application of the acquired professional knowledge and skills.

- (2) The topic of the Bachelor's thesis must comply with the focus of the Bachelor's study programme and is based on the scientific, research and development activity of the department providing the instruction of the study programme.
- (3) Supervisors of Bachelors'theses and consultants (if any) are appointed and the principles of preparation and the form of submission of Bachelors' theses are determined by the head of the respective department in cooperation with the guarantor of the study programme with a four-year standard term of study and in compliance with the Dean's instruction. In case of profession-oriented study programmes, the head of department also appoints the reviewer of the Bachelor's thesis. The content and form of the Bachelor's thesis are governed by other internal documents and regulations of UCT Prague. The Bachelor's thesis may be written in Czech, Slovak or English.
- (4) In exceptional cases, a Bachelor's thesis may be based on data that cannot be made accessible as at the date of the state final exam due to an agreement or other fact binding for UCT Prague. Members of the examination board may inspect the data and assess them to the extent required for the classification of the Bachelor's thesis and its defence, while respecting the conditions stated in the agreement. Handling of this thesis is governed by the internal document 'Obhajoba a uchování závěrečných prací s odloženým zpřístupněním' (Defence and preservation of final theses with postponed provision of access).
- (5) Before its defence, the Bachelor's thesis is made accessible for inspection in compliance with Article 16.
- (6) The Bachelor's thesis is assessed by the supervisor, in case of profession-oriented Bachelor's study programmes with a four-year standard term of study also by a reviewer.

### **Article 31**

#### **State final exam in Master's study programme**

- (1) The state final exam consists of defence of the Master's thesis and, in case this is part of the accreditation of the study programme, also an oral part of the state final exam.
- (2) The state final exam takes place in the last semester of study in the period defined in Art. 10, Para 1 of SER. It may be taken by a student who (i) has fulfilled all study obligations of the Master's study programme in compliance with Para 1 and (ii) has delivered the Master's thesis before the respective deadline and (iii) the opinion of the supervisor contains recommendation for the Master's thesis to be defended.
- (3) A student who has not met all conditions for taking the state final exam under Para 2 may be assigned by the Dean, upon the student's request, a deadline for meeting all the conditions and re-scheduled date of the state final exam outside the dates of state final exams set out pursuant to Art. 10, Para 1 of SER.
- (4) The examination board for the state final exam consists of at least five members. The state final exam requires the presence of the majority of members of the examination board. The chairperson or vice-chairperson of the board must always be present.
- (5) The state final exam usually takes place in one day. During the defence of a Master's thesis, the student presents the theses of the Master's work, he/she comments on the opinions of the thesis, and discusses their thesis with the members of the examination board. In the oral part of the state final exam, if this is part of the approved accreditation, the student's knowledge is verified by the student answering the questions of the examination board members regarding the topic areas in compliance with the approved accreditation of the Master's study programme.
- (6) Evaluation of the state final exam:

- a) the evaluation of the state final exam by the examination board is non-public,
  - b) the classification of the Master's thesis and its defence, classification of oral exams in topic areas, if they are part of the state final exam, classification of the oral part of the state final exam and the overall classification of the state final exam are expressed by alphabetical equivalents A, B, C, D, E, F, under Art. 22,
  - c) the classification of oral exam in topic areas is usually proposed by the member of the examination board who asked the questions from the respective area,
  - d) the classification of the Master's thesis and its defence, the classification of the oral part of the state final exam based on partial classifications of oral exams in topic areas, if the state final exam contains also this part, and the overall classification of the state final exam are proposed by the chairperson of the examination board,
  - e) if any member of the examination board does not agree with the proposed classification, a vote is taken to decide on the classification; in case of equal number of votes the vote of the chairperson of the examination board shall prevail,
  - f) if the classification of the Master's thesis or its defence or one or more classifications of the oral exam in the topic areas, if the state final exam contains also this part, is 'F', the overall classification of the state final exam is 'failed' and the student has to re-sit for the state final exam either in the part regarding the defence of the Master's thesis or the defence of the revised Master's thesis, or only of the topic areas, if the state final exam contains also this part, in which the student received the grade 'F'.
- (7) A protocol of the state final exam will be made. The form and rules are defined in the document: 'Závěrečné práce a realizace státních závěrečných zkoušek' (Final theses and the execution of state final exams).
- (8) If a student fails the state final exam, he/she has the right to re-sit twice on the dates decided by the Dean, however no later than before the expiry of the maximum duration of study.
- (9) If the student resits only the defence of the Bachelor's thesis or only the topic areas, , if the state final exam contains also this part, the Dean may suspend the student's study until three working days before the resit. If the student is instructed by the examination board to re-write the Master's thesis, the Dean will decide on an ESP and a new date of the resit state final exam.
- (10) Overall result of study:
- a) the overall result of study is assessed by the grades 'with honours', 'passed' or 'failed',
  - b) the conditions for 'with honours' are:
    - 1. study average up to and including 1.20 for the whole period of study,
    - 2. no exam or classified exam with the classification 'E',
    - 3. the state final exam was passed without resit,
    - 4. the overall classification of the state final exam is 'A',
  - c) a student may request the Dean to allow them to retake an exam/exams of up to two study subjects which prevent the student to meet the requirements for receiving the total study result 'with honours'; such resits must be taken before the date of the state final exam,
  - d) a student with the overall result of study 'with honours' may be awarded the Rector's award (study average 1.00), the Dean's award (study average 1.01 – 1.10) or recognition of achievement (study average 1.11 – 1.20),

- e) if the overall classification of the state final exam is 'F', the overall result of study is 'failed',
- f) UCT Prague student may take a state final exam at a collaborating university. The conditions and rules of the state final exam at a collaborating university are contained in the agreement with the given university on provision of study programme. In case of a final thesis defended at a foreign university based on mutual recognition of study under the double degree regime where there is no agreement on provision, the state final exam may be taken at such university provided that all requirements pursuant to Articles 28 and 31 hereof have been met.

## **Article 32**

### **Master's thesis**

- (1) The Master's thesis proves that the student is able of practical application of the acquired professional knowledge and skills.
- (2) The topic of the Master's thesis must comply with the focus of the Master's study programme and be based on the scientific, research and development activity of the department providing the instruction of the study programme.
- (3) Supervisors of Master's theses, reviewers and consultants (if any) are appointed and the principles of preparation and the form of submission of Master's theses are determined by the head of the respective department in cooperation with the guarantor of the study programme and in compliance with the Dean's instruction. The content and form of the Master's thesis are governed by other internal documents and regulations of UCT Prague. The Master's thesis may be written in Czech, Slovak or English.
- (4) In exceptional cases, a Master's thesis may be based on data that cannot be made accessible as at the date of the state final exam due to an agreement binding for UCT Prague. Members of the examination board and the reviewer may inspect the data and assess them to the extent required for the classification of the Master's thesis and its defence, while respecting the conditions stated in the agreement. Handling of this thesis is governed by the internal document 'Obhajoba a uchování závěrečných prací s odloženým zpřístupněním' (Defence and preservation of final theses with postponed provision of access).
- (5) Before its defence, the Master's thesis is made accessible for inspection in compliance with Article 16.
- (6) The Master's thesis is assessed separately by the supervisor and the reviewer.

## **PART VI**

### **STUDY IN DOCTORAL STUDY PROGRAMMES**

## **Article 33**

### **Conditions of admission to study in a study programme and admission proceedings**

- (1) Admission to study in a study programme and admission proceedings are governed, in compliance with Sections 48 and 49 of the Act and the Statute of UCT Prague.

## **Article 34**

### **Individual study plan and conditions of study**

- (1) DSP study is carried out under the leadership of a supervisor, always according to the



individual study plan (ISP) approved by the Doctoral Study Board and the Dean. The rules for preparing ISP, the study obligations and their fulfilment and other conditions of the study in DSP are set out in detail in the 'internal standard on Doctoral studies'.

- (2) A full-time DSP student studies and participates in creative activities related to the solution of their dissertation thesis or defined in ISP to the extent corresponding to full-time employment, unless otherwise agreed with the supervisor, and has the opportunity to apply for a scholarship from the funds of UCT Prague, the faculties, departments implementing DSP or from other sources. A student whose first studies in DSP began on or after 1 September 2025 is entitled to a Doctoral study income during the standard term of study in full-time form under the conditions set out in Section 91a of the Act. Other conditions for financing studies in DSP are set out in compliance with Section 91 and Section 91a of the Act in the Scholarship Rules of UCT Prague and further regulated by the 'internal standard on Doctoral studies'.
- (3) A student in a combined form of study studies and participates in scientific activities related to the solution of their dissertation thesis or defined in ISP; the basis is a guided self-study and they have the possibility of using information technology and devices of UCT Prague to the necessary extent and in compliance with the rules defined by UCT Prague.

## **Article 35**

### **Supervisor, supervising workplace**

- (1) The supervisor is appointed by the Dean from the professors and associate professors of UCT Prague or legal entities with which UCT Prague has an agreement on cooperation in carrying out the DSP under Section 81 of the Act, and from other renowned experts in the given field. Appointment of a supervisor who has not been promoted to associate professorship yet is subject to approval by the Scientific Board of the faculty. The supervisors are appointed and removed by the Dean upon proposal of the Doctoral Study Board.
- (2) If the topic of the dissertation thesis requires specific supervision, supervisors-specialists may be appointed, and such specialists will ensure the agreed part of the student's professional preparation together with the supervisor. A supervisor-specialist is an expert in the field who has achieved at least the degree Ph.D., Dr., CSc. or their equivalent. In order to ensure profession-specific consultations within the student's professional preparation, consultants may be appointed as well. A consultant is an expert with experience from technological or laboratory practice and he/she must have a university degree. Supervisors-specialists and consultants for the given topic and student are appointed by the Dean.
- (3) The supervisor shall perform their activity in compliance with the 'internal standard on Doctoral studies', which also regulates the main obligations of the supervisor.
- (4) In case the supervisor can no longer perform the role of supervisor, they will resign or will be removed. In this case the Dean shall appoint a new supervisor of the given student upon proposal of the Doctoral Study Board without unnecessary delay. If necessary due to the risk of delay, the chair of the Doctoral Study Board will perform the role of supervisor in the necessary extent.
- (5) A supervising workplace is a department of the respective faculty or legal entities with which an agreement on cooperation in carrying out DSP has been signed under Section 81

of the Act. If the supervising workplace is a legal entity, then in cases requiring opinion of the supervising workplace the Dean will also request the opinion of the department of UCT Prague where the study programme is provided.

- (6) Participation of legal entities under Para 5 of this Article in ensuring pedagogical, financial, organisational or personnel conditions for DSP under Section 2 Para 8 of the Act is governed by bilateral agreements concluded between UCT Prague and the legal entity, and trilateral agreements concluded between UCT Prague, the legal entity and the student.
- (7) The participation of the legal entity in securing the financial and technical support for the student's creative activities related to the preparation of their dissertation thesis is governed by trilateral agreements concluded between UCT Prague, the legal entity and the student. The details and rules will be set out in a separate internal document of UCT Prague.

## **Article 36**

### **Doctoral Study Board**

- (1) The Doctoral Study Board is established for each DSP. For a DSP of the same area of education that is performed at several faculties of UCT Prague, a joint Doctoral Study Board may be established. The board has at least 10 members. The chairperson of the Doctoral Study Board is the guarantor of the accredited DSP appointed by the Dean. Members of the Doctoral Study Board are appointed and removed by the Dean upon approval by the Scientific Board of the faculty; members of a joint Doctoral Study Board are appointed and removed by the Rector upon approval by the Scientific Board of UCT Prague. The term of office of a member of a Doctoral Study Board is usually 5 years. A legal entity with which an agreement on cooperation in carrying out DSP has been made under Section 81 of the Act has a representative in the Doctoral Study Board.
- (2) For study programmes in the same field of education that are implemented on the basis of an agreement between higher education institutions or their constituent parts, a Doctoral Study Board is established on the basis of an agreement on the mutual implementation of DSP. Its establishment and appointment are subject to the internal regulations of the two higher education institutions, while the agreement on the mutual implementation of DSP shall determine the representation of the two higher education institutions in the Doctoral Study Board. In case of an accredited study DSP implemented in collaboration with a foreign higher education institution as the so-called double degree DSP, the conditions shall be regulated by an agreement.
- (3) The Doctoral Study Board regularly monitors and evaluates the quality of study in DSP and reports at the end of the academic year to the Scientific Board of the faculty through its chairperson. In case of a joint Doctoral Study Board, the report to the Scientific Board is submitted by each faculty where the DPS is implemented.
- (4) The activities of the Doctoral Study Board are regulated in the 'internal standard on Doctoral studies'.
- (5) Meetings of the Doctoral Study Board are called by its chairperson as and when necessary, however at least once in the academic year. For a decision of the Doctoral Study Board to be valid, agreement of majority of the present members is required, the quorum being two thirds of the total number of the members. If the votes are tied, the vote by the chair of the Doctoral Study Board is decisive. Opinions of the members of the Doctoral Study Board may be requested electronically by the so-called vote by letter. The rules will be set out in the 'internal standard on Doctoral studies'.

## **Article 37**

### **Fulfilment of study obligations and requirements of DSP**

- (1) DSP student fulfils the study obligations stated in the ISP. The first obligation arising from the study plan of the DSP is to compile a proposal for ISP. The student is obliged to submit the compiled ISP proposal, usually through SIS; if they fail to do so within the deadline specified by the 'internal standard on Doctoral studies', they have failed to fulfill the obligation set out in the study plan and SER and their studies may be terminated.
- (2) The fulfilment of obligations and requirements arising from the DSP study plan is verified based on the annual evaluation and report on the results of professional activities of the DSP student, or potentially an extraordinary evaluation in case justified reasons for it exist. The fulfilment of study obligations and the progress in the preparation of the dissertation thesis of students whose studies began after 1 September 2025 is further verified in Doctoral colloquia. The details of the process of verification of the fulfilment of obligations and requirements of DSP are further set out in the 'internal standard on Doctoral studies'.
- (3) Completed study obligations from previous terminated unsuccessful studies are usually not recognised.

## **Article 38**

### **State Doctoral exam**

- (1) The student who has enrolled in studies of a DSP approved for implementation based on institutional accreditation or accredited before 1 March 2025 before 1 March 2025 and whose first period of instruction in the given study began before 1 March 2025 will take a state Doctoral exam consisting of two parts.
- (2) The student who has enrolled in studies of a DSP approved for implementation based on institutional accreditation or accredited before 1 March 2025 on or after 1 March 2025 and studies of a student who enrolled in studies in such DSP before 1 March 2025 and whose first period of instruction in the given DSP began before 1 March 2025 at the earliest will take a state Doctoral exam consisting of defence of the dissertation thesis.
- (3) The rules of the state Doctoral exam are set out in the 'internal standard on Doctoral studies'.

## **Article 39**

### **Dissertation thesis**

- (1) Dissertation thesis is a result of solving a specific scientific task and must contain original and published results, or results accepted or ready for publication. A dissertation thesis may include a functional prototype of technical equipment, a patent application for an invention or technical documentation created during research, development or innovation activity, or another result of research, development and innovations realised in the application sector. In this case, the student will supplement the respective part of the dissertation with an introduction to the field and a commentary on their personal contribution to the achieved results.
- (2) The rules for submission, content, form and providing public access to dissertation theses are governed by the internal documents of UCT Prague.

## **Article 40**

### **Defence of dissertation thesis**

- (1) The requirements on the defence of dissertation thesis are the same for all students regardless of whether it concerns a part of the final part of state Doctoral exam pursuant to Art. 38, Para 1, or state final exam pursuant to Art. 38, Para 2.
- (2) The requirements on and rules for the dissertation thesis, the description of the process leading to the defence of the dissertation thesis and the requirements on the defence of the dissertation thesis are stipulated in detail in the 'internal standard on Doctoral studies'.
- (3) The request for permission to defend the dissertation thesis must be submitted by the DSP student to the Dean by the deadline set out in the 'internal standard on Doctoral studies'.
- (4) A DSP student may withdraw a submitted dissertation thesis and the request for its defence at any time during the proceedings until the start of the non-public meeting of the board for defence of the dissertation thesis (hereinafter as the 'board'). In such case, the proceedings will be terminated by the Dean.
- (5) The board consists of at least six members: chairperson, vice-chairperson, and at least two other members of the board; other members of the board are at least two reviewers of the dissertation thesis. If the votes are tied, the vote by the chair of the board is decisive. The supervisor, supervisor – specialist and consultant of the student shall not be members of the board.

## **Article 41**

### **Study abroad and study under dual supervision**

- (1) A DSP student may spend part of the study at a foreign university. The terms and conditions of the study, incl. the conditions for the fulfilment of study obligations and their form, at the foreign university are set forth by an agreement between the foreign university and UCT Prague or the faculty providing the DSP.
- (2) Based on a master agreement between UCT Prague and another university or research institute on cooperation in the implementation of Doctoral studies, Doctoral studies can be implemented under dual supervision, such as co-tutelle or jointly accredited double-degree programmes; in this case, a sub-agreement is always concluded for the specific case, one of the parties to which is also the student, which sets out the conditions, including for verifying the fulfilment of study obligations and their form.
- (3) If the agreement pursuant to Para 2 allows this, the Dean, with the consent of the Doctoral Study Board, will appoint another supervisor from among experts working at the foreign university or research institute. The second supervisor has the rights and obligations the scope of which is set out in SER and the 'internal standard on Doctoral studies', unless stipulated otherwise in the agreement hereof.
- (4) For the purpose of fulfilment of the agreement pursuant to Para 2, the Dean is allowed, with the consent of the Doctoral Study Board, to decide on an exception from the conditions for appointing members of the boards pursuant to Art. 40 and pursuant to Art. 6 and 7 of the 'internal standard on Doctoral studies', as well as the conditions for meetings of the boards. When negotiating exceptions, the guiding principle is upholding the quality standards of Doctoral studies at UCT Prague.
- (5) The study or its part and the study obligations completed by the student at a foreign university may be recognised by the Dean, upon proposal by the Doctoral Study Board, as

## **PART VII**

### **JOINT, TRANSITIONAL AND FINAL PROVISIONS**

#### **Article 42**

##### **Joint provisions**

##### **Void state exam or its part**

- (1) The state exam or its part may be declared void by the Rector under Section 47c and 47d of the Act and under the Code of Administrative Procedure.
- (2) The proceedings regarding declaration of voidness are started ex officio; they may be started by the Rector within the term stated in Section 47c Para 4 of the Act.
- (3) If the Rector finds no reasons for declaring the state exam or its part void under Section 47c Para 2, the proceedings regarding declaration of voidness will be terminated by resolution.
- (4) The opinion of a revision committee consisting of seven members forms part of the information serving for the Rector to decide. Members of the revision committee are appointed by the Rector from among the professors, associate professors or other experts in the respective or related field, and one member is appointed from the rank of students. Members are appointed with their consent. One member is usually the chairperson or member of the examination board that examined during the state exam or its part the person whose state exam or its part is concerned. The chairperson of the revision committee issues a protocol of the meeting of the revision committee.
- (5) The quorum of the revision committee is the majority of all members. The chairperson of the revision committee organises the voting. The revision committee takes a secret vote.

#### **Article 43**

##### **Transitional provisions**

- (1) Any proceedings started before the effective date of these Study and Examination Rules will be completed according to the preceding Study and Examination Rules of the University of Chemistry and Technology Prague registered by the Ministry on 6 August 2021 under the ref. no. MSMT-21787/2021-1, as amended.
- (2) The rights and obligations of the students who started their study before the effective date of these SER shall be governed by these rules.

#### **Article 44**

##### **Final provisions**

- (1) The Study and Examination Rules of the University of Chemistry and Technology in Prague registered by the Ministry on 6 August 2021 under ref. code MSMT-21787/2021-1, as amended by the first changes registered on 15 July 2022 under ref. code MSMT-20042/2022-2, and by the second changes registered on 17 December 2024 under ref. code

MSMT-22876/2024-2 are hereby cancelled.

- (2) These Study and Examination Rules were approved under Section 9 Para 1 letter b) point 3 of the Act by the Academic Senate of the University of Chemistry and Technology, Prague on 17 June 2025.
- (3) These Study and Examination Rules become valid under Section 36 Para 4 of the Act on the day of registration by the Ministry.
- (4) These Study and Examination Rules come to force and effect on the day of registration by the Ministry, but no sooner than on 1 September 2025.

Radek Cibulka, m. p.

President of the Academic Senate

Milan Pospíšil, m. p.

Rector