

FSS Directive No. 3/2024

Approval of transfers and curriculum changes

(effective from September 1, 2024)

Pursuant to Section 28(1) of Act No. 111/1998 Coll. on Higher Education and on Amendments and Supplements to Other Acts (the Higher Education Act), I issue this Directive:

Article 1

Subject of regulation

This Directive specifies the requirements for the approval of transfers and curriculum changes in Bachelor's and subsequent Master's degree programmes conducted in Czech language and in Doctoral degree programmes conducted in Czech and English at the Faculty of Social Studies of Masaryk University (hereinafter referred to as "FSS MU").

Article 2

Application

1. The conditions for transfer or change of study plan are fulfilment of the requirements set out for the individual transfer alternatives in Articles 3, 4 and 5 of this Directive (in particular, fulfilment of credit requirements and compliance with the period when transfer or change of study plan may be applied for) and the consent of the head(s) of the department(s) at which the student wishes to study or extend his/her credit requirements.
2. Transfer requests under Article 3 may be made no earlier than after the first semester, under Article 4 and Article 5 after enrolment. Applications may be submitted between the time the requirements for advancement to the next semester are met and the start of classes for that semester.
3. Students submit the application electronically via the Masaryk University Information System (hereinafter referred to as "IS MU"). An application fulfilling the requirements specified in Article 3 and Article 4 is forwarded for consideration to the head of the department or heads of departments implementing the study plan(s) to which the applicant wishes to transfer. The Head of Department shall comment within ten working days on whether or not he/she recommends the application. He/she shall take into account in particular the capacity of the programme, the student's academic record or the result of the admissions procedure. An application that meets the requirements specified in Article 5 shall be forwarded to the supervisor, the chair of the departmental board and the head of the department for consideration, who shall take particular account of the programme's capacity, academic performance or the result of the admissions procedure.
4. The decision is issued by the Vice-Dean for Studies (Article 3 and Article 4) or the Vice-Dean for Doctoral Studies (Article 5) no later than 30 days after receipt of the application;

the student is notified of the decision via the IS MU. The decision may be appealed to the Dean of the Faculty no later than 30 days after notification of the decision.

5. The procedure for transferring and crediting courses is dealt with in Article 6 of this Directive.

6. A transfer or change of curriculum may be made only once.

7. Transfers are made only within the FSS MU, transfers from other MU faculties and other universities are not permitted.

8. Curriculum changes can be implemented within MU.

9. Transfers and curriculum changes listed in Articles 3, 4 and 5 are permitted. Other possibilities of transfers and curriculum changes are not permitted.

Article 3

Conditions for individual transfer or curriculum change alternatives in bachelor studies

Section 3.1

Transfer or change of curriculum from a single-subject study to a major/minor study

Transfer or change may be requested no later than the beginning of the fourth semester of study. As a condition for approval of the application, the following must be met

- a) the student has duly fulfilled all the requirements for advancement to the next semester in the last completed semester;
- b) the major or minor plan of the study to which the student is transferring or changing is pursued within the same programme of study as the student's previous single-subject plan of study. If a minor plan of study is implemented in the programme, approval of the application is linked to the student's transfer to the programme in which the student is newly implementing his/her major plan.

Article 3.2

Transfer or change of curriculum from a major/minor study to a single-subject programme

Transfer or change may be requested no later than the beginning of the fourth semester of study. As a condition for approval of the application, the following must be met

- a) the student has duly fulfilled all the requirements for advancement to the next semester in the last completed semester;
- b) at least one of the curricula of the major/minor study from which the student is transferring or changing and the new single-subject curriculum are implemented within the same programme of study. If a minor plan of study has been implemented in the

programme, approval of the application shall be linked to the student's transfer to the programme in which the student is newly implementing his/her single-subject plan.

Article 3.3

Change of the major plan in a major/minor study

A change of major may be requested no later than the beginning of the fourth semester of study.

As a condition for the approval of the application, the following must be fulfilled

- a) the student has duly fulfilled all the requirements for advancement to the next semester in the last completed semester;
- b) the minor plan remains the same.

Approval of the application is linked to the student's transfer to the programme in which he/she is pursuing his/her major plan.

Article 3.4

Change of the minor plan in a major/minor study

A change of minor may be requested no later than the beginning of the fourth semester of study.

As a condition for the approval of the application, the following must be met

- a) the student has duly fulfilled all the requirements for advancement to the next semester in the last completed semester;
- b) the major plan remains the same.

Article 3.5

Exchange of a major for a minor and of a minor for a major in a major/minor study

The exchange of an existing major for a minor and of a minor for a major in a major/minor study may be requested no later than the beginning of the fourth semester of study.

Approval of the application is contingent upon the student having duly completed all requirements for advancement to the next semester in the most recently completed semester

Approval of the application is linked to the student's transfer to the program in which he/she is pursuing his/her major plan.

Article 4

Conditions for changes to the in the follow-up Master's programme

1. A change of curriculum in a follow-up Master's programme means:

- a) a change of curriculum from full-time to combined study or from combined to full-time study;
- b) a change from a study plan with a specialisation to another study plan with a specialisation or to a single-subject study plan;
- c) a change from a single-subject curriculum to a specialised curriculum.

2. A change of study plan within the framework of a follow-up Master's degree programme may be applied for no later than the beginning of the third semester of study. As a condition for the approval of the application, the following conditions must be met

- a) the student has duly fulfilled all the requirements for advancement to the next semester in the last completed semester, or is duly enrolled in the first semester of study, no later than the beginning of the teaching of that semester;
- b) the curriculum from which the student is transferring and the curriculum to which the student is transferring are implemented within the same programme of study.

Article 5

Conditions for curriculum changes and transfer in doctoral study programmes conducted in Czech and English language

1) A change of curriculum within a doctoral study programme means:

- a) a change of study plan from full-time to combined study or from combined to full-time study;
- b) a change from a specialised curriculum to another specialised curriculum or to a single-subject curriculum;
- c) a change from a single-subject curriculum to a specialised curriculum.

2. Transfer in doctoral studies means a transfer from a study programme conducted in a foreign language to a study programme conducted in the Czech language which has the same content as the study programme conducted in a foreign language, and vice versa.

3. A condition for the approval of a request for a change of study plan or transfer is that the student has duly fulfilled in the last completed semester all the conditions for advancement to the next semester, or is duly enrolled in the first semester of study, no later than the beginning of the teaching of this semester.

Article 6

Transfer and crediting of courses

1. If the transfer request is granted, the Office for Studies shall transfer all courses to the student's new course of study.

2. In the event of a request for a change of curriculum between full-time and combined studies pursuant to Article 4, the student may request credit for completed courses, namely those which are compulsory and compulsory electives for his/her new studies. The student submits

the request for crediting courses via IS MU after the change of the study plan has been approved.

Article 7

Final provisions

1. I entrust the interpretation of the individual provisions of this Directive and their continuous updating to the Vice-Dean for Studies (Articles 3 and 4) and the Vice-Dean for Doctoral Studies (Article 5).
2. This Directive shall enter into force on the date of its publication.
3. This Directive shall enter into force on September 1, 2024.
4. This Directive repeals FSS Directive No. 2/2019 on the Policy for Approval of Transfers and Changes to the Curriculum.

Czech version is legally binding.

In Brno, June 20, 2024

Stanislav Balík

Dean