

**ON THE PRINCIPLES OF CHANGES
TO STUDY PLANS AND STUDY MODES
AT THE FACULTY OF ARTS, MASARYK UNIVERSITY**

(as amended with effect from 1 December 2021)

In accordance with § 28 (1) of Act No. 111/1998 Coll., on Higher Education Institutions and on Modification and Amendment of Other Acts (Higher Education Act), as later amended (hereinafter referred to as the "Act"), I issue the following Measure:

Section 1

Subject of regulation

- (1) This measure specifies, in accordance with Section 5a of the Study and Examination Regulations of Masaryk University, the conditions under which changes to study plans within degree programmes and changes to the study mode are made at the Faculty of Arts, Masaryk University (hereinafter referred to as the "FF MU") (these changes are solely subject to students' requests).
- (2) This measure applies to studies in newly accredited degree programmes starting in the 2019/2020 academic year.
- (3) The conditions of study in degree programmes, divided into fields of study and permitted changes in the type and form of study, are regulated by FF MU Directive No. 5/2017.

Section 2

Basic conditions for changes to study plans

- (1) Changes to study plans under this measure can only be implemented within newly accredited degree programmes implemented from the academic year 2019/2020, i.e. within degree programmes divided into study plans.
- (2) Transfers from the new study structure (programmes divided into study plans) to the old one (programmes divided into fields of study) and vice versa cannot be made by application.
- (3) Changes to study plans can only be made within the same study mode (full-time or combined).
- (4) Changes to a study plan are subject to the conditions for each option set out in Section 3 of this measure. The options for changes shall be governed by the current offer of degree programmes (study plans) published at the end of each semester. The approval of the head of the department within whose programme the change is being made is necessary for the decision to change. The department head's approval is based on whether the applicant meets the conditions defined in the admissions procedure for the relevant programme, taking into account the capacity of the programme (study plan). If the applicant does not meet these conditions or if the capacity of the plan is full, the application cannot be granted. The Dean of the FF MU may set a maximum number of students implementing changes within the curricula.

- (5) A student may change their study plan a maximum of twice within Bachelor's studies and twice within follow-up Master's studies.

Section 3

Applications and their conditions

- (1) A change to the plan may be requested no earlier than after the end of the first semester and no later than the end of the second semester for Bachelor's studies, and no earlier than after the end of the first semester and no later than the end of the second semester for follow-up Master's studies.
- (2) The student submits a signed application in writing, or via the application in the IS MU. The application must include a specification of the requested change of study plans and its justification. The Office for Studies sends the application to the relevant department for comment.
- (3) An application for a change to the study plan cannot be granted if the student does not meet the conditions for the right to enrol in the following semester at the time of the application review, pursuant to Section 12 of the Masaryk University Study and Examination Regulations (hereinafter referred to as the "Regulations").
- (4) The basic options for changes between study plans are:
- a) from a single-subject study plan of programme X to a study plan of programme X with a specialization,
 - b) from a study plan with a specialization of programme X to a single-subject study plan in programme X,
 - c) from a study plan with a specialization A of programme X to a study plan with a specialization B in programme X,
 - d) a change in the framework of major/minor studies, when the major study plan of programme X is changed into a study plan with a specialization in programme X,
 - e) from a study plan with a specialization of programme X to major/minor studies, where the programme X study plan becomes the major study plan within the major/minor studies,
 - f) a change in the framework of major/minor studies, when the major study plan of programme X is changed into a single-subject study plan of programme X,
 - g) from a single-subject study plan of programme X to major/minor studies, when the programme X study plan becomes the major study plan within the major/minor studies,
 - h) a change in the minor study plan within the framework of major/minor studies (the major study plan remains unchanged).
- (5) The student must submit the application for a change to the study plan to the Office for Studies in the period 24–31 January after the autumn semester or in the period 24–31 August after the spring semester, and, at the time the application is assessed, the student must meet the conditions for advancement to the next semester according to Section 12 of the Regulations.
- (6) Once the collection of applications is completed, the relevant departments will comment within one week of the date of receiving the application; based on their comments, a decision will be issued by the Dean of the Faculty.

Section 4

Changes to the study mode

- (1) An application for a change to the study mode (from full-time to combined and vice versa) is submitted after the end of the teaching period and after all conditions for advancement to the next semester of study have been met, but no later than the last day of the examination period. In the case of newly enrolled students, a change to the study mode may be requested within 7 days after the end of the enrolment period.
- (2) The student submits the signed application in writing, or electronically via the IS MU; this application must include a description of the requested change and its justification.
- (3) An application to change the study mode cannot be granted if the student does not meet the conditions for the right to enrol in the following semester according to Section 12 of the Regulations at the time the application is assessed.
- (4) If the application is granted, the student is obliged to request in writing, within 30 days of the date of receiving the notification of the change to the study mode, that the courses already completed be counted for the purposes of fulfilling the monitoring template for the new study mode. Applications are delivered to the FF MU Office for Studies by post or in person at the FF MU mailroom.
Use of an electronic application in the Information System MU is excluded in these cases.

Section 5

Common provisions

Submission of the application does not entitle the applicant to its being processed with a positive outcome, nor does approval of the change entitle the applicant to exemptions from the Regulations or other regulations governing the conditions of study.

Section 6

Final provisions

- (1) This Measure repeals FF MU Measure No. 1/2020 On the Principles of Changes to Study Plans and Study Modes at the Faculty of Arts of Masaryk University dated 15 January 2020, effective from 15 January 2020.
- (2) I authorize the Vice-Dean for Bachelor's and Master's Studies to interpret the individual provisions hereof.
- (3) The compliance with this Measure shall be inspected by the Head of the Office for Studies.
- (4) This Measure shall enter into force upon signature.
- (5) This Measure shall enter into effect on 1 December 2021.

signed electronically
prof. PhDr. Milan Pol, CSc.
Dean