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*In accordance with Section 36(2) of Act No. 111/1998 Coll., on Higher Education Institutions and on the Modification and Amendment of Other Acts (Higher Education Act), the Ministry of Education, Youth and Sports registered the Masaryk University Study and Examination Regulations under Ref. No. MSMT-6302/2024-2 as of the date of signing the registration.*

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*Director of the Department of Higher Education Institutions*

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## **MASARYK UNIVERSITY STUDY AND EXAMINATION REGULATIONS**

*(in the version effective from 1 September 2024)*

### Part One **Basic Provisions**

#### Section 1

##### **Introductory Provisions**

The Masaryk University Study and Examination Regulations (hereinafter referred to as the "Regulations"), pursuant to 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"), set out the rules of studies in degree programmes (hereinafter referred to as "programmes") implemented at Masaryk University (hereinafter referred to as "MU") on the basis of accreditation or on the basis of authorization for degree programme implementation approved by the MU Internal Evaluation Board.

#### Section 2

##### **General Principles of Study Organization**

- (1) At the faculty level, the organization and inspection of studies in programmes are the responsibility of the dean or a vice-dean authorized by the dean. The dean is entitled to authorize another academic employee to participate in the organization of the studies.
- (2) Information according to these Regulations is published via the Information System of MU (hereinafter referred to as "IS MU"). If stipulated by these Regulations or another MU regulation, information is published via:
  - a) the official notice board,
  - b) electronic faculty course catalogues (hereinafter referred to as "course catalogues") or
  - c) the public section of MU/faculty websites.

The teaching, completion of courses (hereinafter referred to as "courses"), completion of studies and negotiations concerning the administration of study affairs are usually conducted in the language of the programme.

### Section 3

#### Academic Year Schedule

- (1) The academic year has a duration of twelve months divided into an autumn and a spring semester, beginning on 1 September and 1 February respectively. Each semester includes at least one week designated for enrolment in the semester, no less than three weeks for course enrolment, no less than twelve and no more than fifteen weeks of teaching time and at least six weeks of examination period, so that:
  - a) the examination period does not overlap with teaching while ending at least one day prior to the last day of the period designated for enrolment in the next semester,
  - b) the period designated for enrolment in the semester ends no later than on the fifth working day following the first day of teaching in that semester,
  - c) the course enrolment period ends on the thirteenth calendar day following the first day of teaching in that semester with the possible exception of intensive and/or specially scheduled courses; enrolment regulations for such courses are specified by the dean in the public section of the relevant website,
  - d) the course registration period precedes the course enrolment period.

The remainder of the semester constitutes vacation time.

- (2) Schedules containing the timing of the academic year and the definition of semester periods for course registration (Section 11) are determined by the Rector after a discussion with the deans in such a way that the teaching in the semester starts at all the faculties on the same date, enrolment in the semester starts on the same date, the examination period takes place simultaneously at all faculties for a duration of no less than three weeks, and the period for state examinations (Sections 22 to 24) does not overlap for individual semesters.
- (3) Weekly timetables are announced by the faculties prior to the first day of the course enrolment period in a given semester. Timetables of intensive courses and specially scheduled courses are announced by the faculties no less than one week prior to the beginning of such courses.
- (4) The weekly timetables are determined by the faculty in such a way that the courses which constitute a study template do not overlap more than absolutely necessary.

### Section 4

#### Academic Year Schedule and Course Catalogue

- (1) No later than by 31 May, the faculties publish in the IS MU for the next academic year:
  - a) the academic year schedule,
  - b) the list of courses available for enrolment in the next academic year and their specifications including the number of face-to-face teaching lessons, credit value (Section 6(2)), teaching mode and methods, prescribed completion options,
  - c) conditions restricting course enrolment (Section 11(5)), in particular any requirements arising from the sequence of courses within a programme, and a clear distinction between compulsory and selective courses (Section 8(3)).

The information under clause b) and c) is published by the faculty in the Course Catalogue, IS MU.

## Section 5

### Study Plan and its Modification

- (1) Studies in a programme approved by the MU Internal Evaluation Board or accredited by the National Accreditation Bureau for Higher Education are implemented on the basis of a study plan.
- (2) Studies in a programme are implemented as full-time, distance or the combination of both (hereinafter referred to as the "combined mode").
- (3) A study plan is a set of compulsory courses, selective courses and elective courses, which are arranged in temporal and content-related succession so that the study objectives and the graduate's profile of the programme can be achieved within the standard duration of study.
- (4) The studies may be:
  - a) single-subject, leading to the acquisition of knowledge and skills of the relevant programme and their deepening according to the choice of courses from the range of the study plan;
  - b) with a specialization on the basis of a specialized study plan, leading to the acquisition of knowledge and skills in the relevant programme and their deepening according to the choice of the defined specialty group of courses;
  - c) major/minor studies on the basis of a major/minor study plan, leading to the acquisition of knowledge and skills in the relevant programme and their expansion according to the minor study plan;
  - d) in accordance with two major study plans, leading to the acquisition of knowledge and skills in the relevant programme and their expansion according to the second major study plan.
- (5) During the course of studies, a student may request a modification to the study plan governing the programme in which they are enrolled.
- (6) The faculty shall publish conditions for a modification of the study plan under subsection 5, which may be based mainly on the applicant's knowledge, academic performance or compatibility of the study plans; the conditionals also contain a deadline for submitting applications under subsection 5.
- (7) An application under subsection 5 cannot be granted if the student, at the time the application is considered, does not meet the conditions for enrolment in the next semester (Section 12) or in the case of a programme which consists of one plan only.

## Part Two

### Study Organization and Administration

## Section 6

### Credit System

- (1) The fulfilment of study requirements in a programme (hereinafter referred to as "studies") is recorded by means of a credit system based on the European Credit Transfer System (ECTS).
- (2) The basic unit of studies is a course identified by a unique course code. The amount of requirements necessary to complete a course is expressed by the number of credits assigned to that course (hereinafter referred to as the "credit value").
- (3) The credit value of a course, group of courses or stage of studies is determined in accordance with ECTS principles so that it corresponds to a standard workload of an average student; it is used for a course regardless of a programme or study mode.

- (4) A condition for the completion of studies in a programme or field of study is the acquisition of credits awarded for completing courses prescribed by the study plan, reaching at least the minimum credit value, i.e. thirty times the standard duration of study in a programme expressed in the number of semesters.
- (5) For the purpose of assessing the minimum credit value of studies, the following credits are recognized:
  - a) credits gained for courses completed during the studies,
  - b) credits recognized in accordance with Section 14,
  - c) credits automatically recorded in accordance with Section 14(10),
  - d) credits recognized in accordance with Section 60(2) of the Act, from credits gained for courses completed within lifelong learning.
- (6) Credits gained for courses identical or substantially overlapping with courses for which the student has already gained credits in these studies shall not be recognized and included in the credit value.
- (7) At the request of a student, the dean is entitled to decide on a repeated completion of a course provided its content significantly differs during each implementation of the course. In such case, the repeated completion is not considered course repetition under Section 20.

#### Section 7

##### **Academic Records**

- (1) Academic records are kept in the IS MU for each study separately; the study template is included into the records no later than within thirty days after enrolment in a bachelor's or master's programme. In case a student is enrolled in multiple studies simultaneously, these are considered as concurrent studies.
- (2) The Office for Studies of a given faculty shall provide a student or former student, at their request, with a transcript of courses completed in accordance with Section 57(1)(b) and Section 57(3) of the Act, in the form of a transcript of records kept in accordance with subsection 1.
- (3) The examiner, the chair of the examination board or other authorized person are responsible for entering the result of course completion into the IS MU:
  - a) no later than on the working day following the day when the course is completed by oral examination, or
  - b) no later than seven working days after the date of course completion in case the last part of the course completion is a written assignment or another form of instruction in that course.

#### Section 8

##### **Courses and Groups of Courses**

- (1) Courses and groups of courses included in programmes implemented at MU and its faculties are classified as either compulsory, selective or elective. The type of a course is determined individually in respect of a specific study plan.
- (2) A course may be implemented in a language different from the language of a given programme if so stipulated by the course specification. This different language may not be Czech.
- (3) A course is:
  - a) compulsory if it has to be passed for the due completion of studies,
  - b) selective if it is part of a compulsory group of courses. A compulsory group of courses is a set of courses of which a student is required to complete a certain

number or is required to gain a given number of credits for the due completion of studies; or

- c) elective.
- (4) The preparation of one bachelor's, master's, advanced master's or doctoral thesis (hereinafter referred to as "diploma thesis") and its defence may not be recognized in more than one concurrent programme of studies.

#### Section 9

#### Teaching

- (1) Teaching and supervision of diploma theses are entrusted to academic employees. Teaching and supervision of diploma theses may also be entrusted to experts meeting the rules adopted by the faculty scientific board or to other persons approved by the faculty scientific board.
- (2) The teaching may be delivered face-to-face, online as synchronous teaching, or as guided self-study in an asynchronous mode. Direct teaching means the face-to-face teaching or synchronous online teaching or a combination thereof.
- (3) Full-time students are required to participate in the instruction with the exception of lectures and consultations. Participation in other forms of instruction may be substituted with other requirements if so stipulated in the course specification. The obligation of students in the combined study mode to be present in the classes is determined in the course specification.
- (4) Classes during a semester are organized according to weekly timetables or within the framework of intensive courses.
- (5) The methods of assessment, manner of course completion and other information on the requirements for the course completion are announced by the teacher via the IS MU at least five working days before the start of the classes.
- (6) In case course completion involves online examination, the teacher announces via the IS MU the manner and procedure of online examination including conditions, requirements and instructions concerning technology, at least five working days before the start of the classes.
- (7) A student is entitled to one unexcused absence from compulsory classes within a course; this does not apply to intensive courses or specially scheduled courses under subsection 4. This shall not affect study obligations arising from in-term assessments or other mandatory conditions associated with the course. If the conditions of the course teaching and study allow so, the course guarantor may set a higher number of unexcused absences permitted.
- (8) A student is obliged to excuse their absence from compulsory classes via the IS MU within five working days after the classes take place.

### Part Three

## Course of Studies

#### Section 10

#### Enrolment and Re-enrolment in Studies

- (1) An applicant for study becomes a student as of the day of enrolment. In case an applicant has acquired the right to enrolment in major/minor studies, they become a student by enrolling in a programme with the major study plan (Section 5(4)(c)).
- (2) The right to re-enrol in studies and the right to enrol in the next semester (Section 12) arises as of the date when interruption of studies ends (Section 13). The intention to re-enrol must be communicated to the Office for Studies via the IS MU.

- (3) Enrolment in studies is organized by the faculty which implements the programme. An applicant may apply for an alternate date of enrolment no later than on the last day of the period prescribed for enrolment.
- (4) The right to enrol in studies expires by the vain lapse of the period for enrolment or of an alternate date of enrolment. In such case, the dean is entitled, for reasons worthy of special consideration, to decide on enrolment upon a motion of the applicant, filed no later than within five working days after the vain lapse of the period or date mentioned in the first sentence.
- (5) The total duration of study is calculated from the starting date of the first semester. If a student enrolls in studies after the beginning of the semester, the total duration of study is calculated from the enrolment date.

#### Section 11

##### Course Registration and Enrolment

- (1) The right to participate in a course and in other study-related activities necessary for its completion arises to a student solely through the course enrolment.
- (2) In the period for course registration and subsequently in the period for course enrolment, a student, via the IS MU, chooses the courses planned to be attended in the next semester. Course enrolment shall be carried out unless prevented by an obstacle under these Regulations.
- (3) A student is entitled to register and enrol in courses whose credit value does not exceed 60 credits in one semester for each of the student's studies.
- (4) For the purpose of preparing the timetable or an offer of courses, the dean is entitled to decide on the obligation to register a course before the period for course registration and enrolment; this does not apply to registration immediately following enrolment or re-enrolment in studies.
- (5) The dean is entitled to limit the number of students enrolled in a course. In such case, the guidelines for prioritization of students are set, giving preference to students for whom the course is compulsory, selective or repeated (Section 20) and those who have registered the course.
- (6) Further conditions for enrolment in registered courses including the requirement of prior completion of other courses may be determined in the programme specification or the Course Catalogue, as the case may be.
- (7) Changes in course enrolment are only possible during the period designated for course enrolment and its change; this does not apply to enrolment in intensive or specially scheduled courses; special guidelines for such courses are set by the dean.
- (8) Prior to the beginning of the registration period, the dean is entitled to determine a minimum number of students enrolled in a course; in case such number is not enrolled in the course, the dean is entitled to cancel the teaching in the course unless the course is compulsory (Section 8(3)(a)). In such case, an enrolled student has the right to additionally enrol in courses with a similar credit value.

#### Section 12

##### Enrolment in a Semester

- (1) A doctoral student has right to enrol in the next semester in case they meet the requirements of the studies in accordance with Section 30(1). A bachelor's or master's programme student has the right to enrol in the next semester of the studies in case they:
  - a) successfully completed all repeated courses (Section 20(1)) in which they enrolled in the current semester,

- b) met the conditions for enrolment in the next semester as specified in subsection 2,
  - c) not exceeded double the standard duration of study associated with the programme,
  - d) is not in default on payment of the fee for studies in a foreign language or is not in default on payment of the study-related fee for a period exceeding three months.
- (2) The condition under subsection 1(b) is considered met by a student who:
- a) gained a minimum of 20 credits for courses completed in a given semester (credits gained for one course enrolled in more concurrent studies are recognized in all such studies for the purpose of meeting this condition),
  - b) gained a minimum of 45 credits for courses completed in a given semester and an immediately preceding semester (credits gained for one course enrolled in more concurrent studies are recognized in all such studies for the purpose of meeting this condition),
  - c) gained credits corresponding to the minimum credit value of the given studies while not exceeding the standard duration of study (the overall number of credits gained in such studies includes credits gained for all courses completed, recognized or automatically recorded), or
  - d) gained a number of credits corresponding to at least thirty times the number of semesters completed in these studies while not exceeding the standard duration of study (the number of credits includes credits gained for courses completed as part of such studies, not credits gained for courses recognized or automatically recorded).
- (3) Further conditions for enrolment in a semester, associated with the focus of the programme, may be determined in the programme specification.
- (4) A student uses the relevant IS MU application to electronically enrol in the next semester within a period prescribed by the academic year schedule.
- (5) A student may apply for an alternate date of enrolment in a semester no later than on the last day of the period for enrolment in the semester.
- (6) The right to enrol in a semester expires by the vain lapse of the period for enrolment in the semester or of an alternate date of enrolment under subsection 5. In such case, the dean is entitled, for reasons worthy of special consideration, to decide on enrolment upon a motion of the student, filed no later than within five working days after the vain lapse of the period or date mentioned in the first sentence.
- (7) A student:
- a) who has not acquired the right to enrol in a semester as of the last day of the period for enrolment in the semester,
  - b) who according to the study records in the IS MU is unable to meet the conditions for enrolment in the immediately following semester under subsection 1(a) and (b) and simultaneously cannot meet the requirements for admittance to the final state examination, or
  - c) whose right to enrol in a semester has expired and who has not been enrolled in the semester pursuant to the dean's decision under subsection 6,
- shall be terminated the studies in accordance with Section 56(1)(b) of the Act.
- (8) The dean is entitled to decide on an exemption regarding subsection 1(d), taking into account student's payment record and other reasons worthy of special consideration.

## Section 13

### Interruption of Studies

- (1) The dean shall interrupt studies at the request of a student in case:
  - a) the student meets conditions for enrolment in the next semester (Section 12(1) and (2) and has successfully completed at least one semester of studies, or
  - b) the period stipulated in the request forms part of the student's recognized parental period (Section 21(1)(f) of the Act and Section 54(2) of the Act).
- (2) A request for interruption of studies due to serious reasons shall be decided by the dean after assessing the reasons stated in the request; in order to assess a request for interruption of studies in a doctoral programme, the dean is entitled to ask the doctoral board for opinion.
- (3) In the decision on interruption of studies, the dean shall set the beginning and end dates of the interruption period; the dean is entitled to determine further conditions for enrolment in the semester immediately following re-enrolment in studies. If a person in the recognized parental period files a request for re-enrolment in studies at a date prior to the end of the interruption period, such request shall be granted by the dean.
- (4) Studies may be interrupted by the dean until a resit date of the state examination, doctoral state examination or doctoral thesis defence.
- (5) Studies are interrupted for a period of whole semesters extended by the remainder of the semester when the request was filed. If the period of interruption cannot be set so as not to exceed the standard duration of study and at the same time the total duration of study including interruptions does not exceed twice the standard duration of study, the studies shall be terminated in accordance with Section 15(1)(b); the total duration of study does not include interruption periods specified in subsections 1(b), 3 and 4.
- (6) For the purpose of assessing a request for interruption under this section, the starting date of the semester means the end of the period for changing enrolment in courses (Section 11(7)), defined by the academic year schedule.
- (7) The end of the study interruption period in General Medicine or Dentistry of a student who submitted an application to the advanced master's state examination or its last part may be set by the dean to the beginning of the period for final state examinations of the last semester of the interruption period.
- (8) The end of the study interruption period of a student who submitted an application to the doctoral state examination or doctoral thesis defence may be set by the dean no later than one working day before such examination or defence; in such case, the faculty shall inform the student about the date of the examination or defence no later than thirty days in advance.
- (9) A person ceases to be a student of MU on the day of interruption of studies or of the last concurrent study.

## Section 14

### Recognition of Completed Parts of Studies

- (1) The dean is entitled to recognize a course completed:
  - a) in previous or concurrent studies at MU,
  - b) in previous or concurrent studies at another higher education institution in the Czech Republic or abroad,
  - c) in previous or concurrent studies in an accredited educational programme at a tertiary vocational school in the Czech Republic or abroad,



- d) in previous or concurrent studies in lifelong learning up to 60% of the minimum credit value of studies for which the courses are recognized.

Previous studies for the purposes of this section mean studies completed under Section 55 or 56 of the Act.

- (2) A course that is compulsory or selective may be recognized under subsection 1 in the relevant studies. The dean may specify other courses that can be recognized, except for courses mentioned in Section 8(4).
- (3) The dean may also recognize a set of courses instead of a course or a group of courses prescribed for the studies.
- (4) A request for the recognition of parts of studies completed outside of MU submitted by a student must include:
  - a) a full transcript of records, i.e. an official certificate of completion of each course including grades, credits and number of failed course completion attempts, and
  - b) an official transcript of the course syllabus including a description of the course's place in the relevant programme.
- (5) The dean is entitled to require that the course be recognized by passing an equivalency examination or meet other equivalency requirements; in such case, the dean shall determine an examiner or a method of equivalency requirements fulfilment. For recognition purposes, the original assessment of the course is substituted with an assessment of the equivalency examination or a result of equivalency requirements fulfilment.
- (6) The assessment and a record of the number of failed course completion attempts are recognized along with the course completion. If the recognized course was not assessed with credits, its credit value is determined in line with the rules applicable to the relevant studies.
- (7) The completion of courses or a set of courses from previous duly completed studies may be recognized with credits in the aggregate amount by which the number of credits gained in previous studies exceeds thirty times the duration of duly completed studies expressed in the number of semesters.
- (8) The aggregate amount of credits recognized in accordance with subsection 1 is excluded from the number of credits used for assessing the fulfilment of requirements for enrolment in the next semester under Section 12(2)(a), (b) and (d); however, it is included in the number of credits used for assessing whether minimum credit value was reached as well as for assessing the fulfilment of requirements for enrolment in the next semester according to Section 12(2)(c).
- (9) No part of the final state examination, doctoral state examination or, in the fields of General Medicine and Dentistry, the advanced master's state examination can be recognized from previous or concurrent studies.
- (10) For the purposes of assessing the fulfilment of the requirements for study, all compulsory and selective courses (Section 8(3)) completed at MU during the course of previous unsuccessful studies, including their credit value, are automatically included, as long as the duration of the period between their completion and enrolment in a given studies does not exceed three years.
- (11) The transfer of courses completed as part of foreign mobility programmes is governed by an MU directive.
- (12) After returning from study abroad, at the request of the student and according to the possibilities of the degree programme, the requirements for fulfilling the study obligations shall be adjusted in order to limit the necessity of prolonging the studies.

## Section 15

### Completion and Termination of Studies

- (1) Studies may be completed or terminated in the following ways:
  - a) duly in accordance with Section 55(1) of the Act (hereinafter referred to as "due completion of studies"),
  - b) in case the right to enrolment does not arise or if it expires under Section 10 or 12, or due to failure to meet conditions specified in Sections 22 to 24, 32 or 33 (Section 56(1)(b) of the Act),
  - c) by abandoning studies (Section 56(1)(a) of the Act),
  - d) by expulsion from studies under Section 65(1)(c) or Section 67 of the Act (Section 56(1)(h) of the Act),
  - e) for reasons related to expiration of the programme accreditation or loss of authorization for the programme implementation, enumerated in Section 56(1)(c) to (f) of the Act,
  - f) on the grounds specified in Section 56(1)(g) of the Act.
- (2) The date completion or termination of studies is defined:
  - a) in accordance with subsection 1(a), as the day of passing the final part of the final state examination, advanced master's state examination (in the case of General Medicine and Dentistry), or doctoral thesis defence (for doctoral degree programmes),
  - b) in accordance with subsection 1(b) or (d), as the day when the relevant decision comes into legal force,
  - c) in accordance with subsection 1(c), as the day when the written notification of abandoning studies is delivered to the faculty,
  - d) in accordance with subsection 1(e), as the day stated in Section 56(2) of the Act,
  - e) in accordance with subsection 1(f), as the effective date of a final decision on the invalidity of the state examination prescribed at the end of studies in a programme, or its part, in accordance with Section 47e(1) of the Act.
- (3) A person ceases to be a student of MU on the day of completion or termination of their studies or on the day of completion or termination of the last concurrent study.
- (4) Continuation of studies under Section 80(5) of the Act is the responsibility of the dean.
- (5) A proof of due completion of studies is the university diploma and the diploma supplement. The diploma is in the language of the relevant programme. The bilingual diploma supplement is issued in Czech and English. At the request of a graduate, the faculty shall provide a translation of their diploma into English or Czech, including the faculty stamp and authorized person's signature.

## Section 16

### Completion of Courses

- (1) Course completion means meeting the requirements of the course by a due deadline or on a resit date as follows:
  - a) by grading where an examination is assessed on a scale from "excellent" to "satisfactory" or
  - b) in a manner not using grades where a course subject to credits is assessed as "credited" and a colloquium is assessed as "passed".

Conditions of course completion may also include the fulfilment of requirements of in-term assessment; its result may be included in assessment under subsections 1 or 2.

- (2) If it is not possible to ensure the simultaneous presence of at least two examined students in an oral examination held in the presence of a single examiner, the examiner shall arrange for the presence of a third person from among MU employees or, with the consent of the examined student, shall arrange for another suitable way of verifying the course of the oral examination.
- (3) Deadlines for course completion are announced via the IS MU no later than two weeks prior to the beginning of the examination period. Deadlines and resits are scheduled so as to enable compliance with the provisions of Section 18(3) and Section 19(5) and their number corresponds to the manner of course completion, number of students enrolled and course specification.
- (4) Deadlines for course completion take place during the examination period or during the last two weeks of teaching in a semester; this does not apply to enrolment in intensive or specially scheduled courses, whose deadlines may be set for the period of teaching in a semester.
- (5) A credit course completion date may be set during the period of teaching in a semester at the request of a student who has fulfilled all the other requirements necessary for the completion.
- (6) Resits take place during the examination period or:
  - a) during the teaching period of the subsequent semester, but not later than on the thirteenth calendar day following the beginning of teaching; these dates are only available to students who have enrolled in that semester, or
  - b) during the examination period of the subsequent semester in case this period precedes the beginning of the teaching period of that course; these dates are only available to students who have enrolled in that semester.
- (7) The dean is entitled to determine a period for completion of a course in the combined and distance study mode in a bachelor's and master's programme and in all study modes of a doctoral programme also outside the examination period.
- (8) Unless provided otherwise in the course specification, a student registers for the course completion date via the IS MU.
- (9) In case a student fails to excuse their absence from the course completion on the registered date within five working days via the IS MU, or if they fail to take part in the course completion, they receive a "failed" grade, marked as "-" (Section 17(1)).
- (10) The provisions hereof concerning resits shall not apply to in-term assessment whose results are included in the final grade. A student whose absence from in-term assessment is duly excused shall be given an alternative opportunity by the teacher to meet the requirements of the in-term assessment.
- (11) The teacher shall communicate the result of the in-term assessment to the student within ten working days of the assessment.
- (12) A student who has not met the requirements of the in-term assessment during the semester is graded with an "X" and is not eligible to register for the course completion.
- (13) A student is entitled to consult the assessment of a written work or test that forms part of the course completion within fifteen days of being informed of the assessment under subsection 11 or Section 7(3). The teacher shall ensure that the written work or test, including the assessment, is kept for six months after the end of the examination period of the relevant semester.

Section 17  
**Grading Scale**

- (1) The teacher assesses students in accordance with the ECTS grading scale:

<b>Grade</b>	Excellent	Very good	Good	Satisfactory	Sufficient	Failed
<b>Designation</b>	A	B	C	D	E	F/-/X
<b>Value</b>	1	1.5	2	2.5	3	4

Grades are recorded in the IS MU as letter grades. The numerical value of the grade is used to determine the grade point average of the study.

- (2) The grade point average is a weighted average of the values in subsection (1) from all dates of graded completion of the course; the weight is the credit value of the course. The grading of courses where an exemption from the obligation to repeat them has been granted under Section 20, is not included in the grade point average.

Section 18  
**Credit**

- (1) Courses whose requirements are generally fulfilled during the standard course of teaching are completed with the award of credits.
- (2) The teacher decides whether to award credits using the wording "requirements fulfilled" or "requirements not fulfilled", in the IS MU designated as "Z" or "N", respectively.
- (3) In case a student fails to fulfil the requirements by the designated deadline, they are entitled to fulfil them on a resit date set during the examination period of the same semester; a student enrolled in a course for the first time may make use of two resits while a student repeating a course may only make use of one resit (Section 20).

Section 19  
**Colloquium and Examination**

- (1) Courses where a substantial part of the course load is not concentrated in a standard period of teaching are completed by a colloquium or examination.
- (2) A colloquium refers to a discussion of the course subject matter and/or a submission of an essay on a topic within the course and/or a combination thereof.
- (3) The teacher decides on the assessment of a colloquium using the wording "requirements fulfilled" or "requirements not fulfilled", in the IS MU designated as "P" or "N", respectively.
- (4) The examination may be written, oral or practical or a combination thereof. All parts of the examination are held on the same day; should this is not be the case, the dates of all parts of the examination shall be announced via the IS MU.
- (5) In case a student fails to pass a colloquium or examination by the deadline, they are entitled to a resit; a student enrolled in a course for the first time may make use of two resits, while a student repeating a course may only make use of one resit.

Section 20  
**Course Repetition**

- (1) A course that has not been completed must be completed by the student in the nearest semester in which it is taught (hereinafter referred to as a "repeated course"); if the student fails to meet this obligation even after exhausting all

possibilities specified in Section 18(3) or Section 19(5), they lose the right to enrol in the next semester (Section 12).

- (2) The dean is entitled to grant an exemption from the obligation to repeat an elective course under subsection 1 at the request of a student, filed via the IS MU no later than by the end of the period for changing enrolment in courses; elective courses for this purpose are considered also courses included in a compulsory group of courses enrolled after the requirements of the compulsory group of courses have been met.
- (3) An exemption under subsection 2 may be granted only for courses whose aggregate credit value is worth up to one-tenth of the minimum credit value of the studies.
- (4) In case a student is obliged to complete a course under subsection 1, they shall be enrolled in such a course in the nearest semester in which it is taught without further notice.

#### Section 21

##### **Refusal of a Passing Grade**

- (1) A student is entitled to refuse a passing grade in a course under Section 16(1)(a) once per semester. In such case, the refused passing grade shall be removed from the IS MU records as per the date of the student's registration for another examination date and further action shall be governed hereby.
- (2) Refusal under subsection 1 cannot be withdrawn. A new grade shall be recorded instead of the refused passing grade even in case it is failing or worse than the refused grade. A grade is marked as "-" in case a student did not appear for the examination.
- (3) An entitlement under subsection 1 shall not apply to a passing grade of a part of the final state examination or doctoral state examination.

#### Section 22

##### **State Examinations in Bachelor's and Master's Programmes**

- (1) Studies are completed by a final state examination (Section 45(3) and Section 46(3) of the Act) or – in the case of General Medicine and Dentistry – an advanced master's state examination (Section 46(3) of the Act), carried out before an examination board (hereinafter referred to as the "state examination").
- (2) The state examination and announcement of its results are open to the public. Written minutes are taken by the examination board from the state examination and kept in the IS MU.
- (3) The state examination including voting may be held using remote communication means; the chair of the board decides on the manner of their use. The dean is entitled to set further conditions of remote communication.
- (4) The state examination consists of separately graded parts, given by the programme specification, and of:
  - a) bachelor's thesis defence, if required in the bachelor's programme or
  - b) master's thesis defence in the master's programme.

The individual parts of the state examination may take place on different dates. The advanced master's state examination in General Medicine and Dentistry does not include diploma thesis defence.

- (5) Only a bachelor's or master's thesis submitted via the IS MU and made available to the public in accordance with Section 36 may be admitted for defence; details of thesis submission including other forms of thesis submission may be determined by the faculty through a regulation.

- (6) The defence of a bachelor's or master's thesis is oral; other parts of the state examination are written or oral, and/or written and oral. A successful bachelor's or master's thesis defence does not constitute a prerequisite for taking the remaining parts of the state examination.
- (7) The examination dates and resit dates of state examinations for each programme are determined by the dean and together with the composition of examination boards are made available in the IS MU no later than two weeks prior to the beginning of state examinations. State examination application deadlines are decided by the dean and included in the academic year schedule.
- (8) In case a student fails to excuse their absence from a part of the state examination via the IS MU within five working days, they receive a "failed" grade. The severity of the reasons for the excuse shall be assessed by the dean.
- (9) In case a student is assessed by a "failed" grade at the state examination, they are entitled to repeat this part in the period scheduled for state examinations in the immediately following semester:
  - a) in one resit in the case of the final state examination,
  - b) in two resits in the case of an advanced master's state examination in General Medicine and Dentistry.

A student may be given the opportunity to repeat an unsuccessfully attempted part of the state examination in the same semester if so stipulated by a faculty regulation. Further conditions of the organization of resits may be set by the dean.

- (10) A student must pass the final part of the state examination no later than during the last semester of a period which comprises twice the standard duration of study increased by an interruption period under Section 13(4) and, as the case may be, periods of interruption due to serious reasons and/or the student's recognized parental period under Section 13(1)(b); otherwise the studies shall be terminated in accordance with Section 56(1)(b) of the Act.
- (11) In case the specifications of concurrent studies define that parts of the state examination are interchangeable or substitutable, in case the student applied for the state examination in these studies in one and the same semester, and taking the state examination or its part is admissible in these studies, such part of the state examination shall take place only once.
- (12) If a student so requests, the dean or a person authorized by the dean will attend both the public and non-public parts of the state examination resit without the possibility of voting on the result.

### Section 23

#### **State Examination in Single-subject Studies or in Studies with Specialization in Bachelor's and Master's Programmes**

- (1) Requirements for admittance to the final state examination in single-subject studies or studies with specialization (hereinafter referred to as "admittance requirements") include the following:
  - a) compliance with the study templates of the given studies,
  - b) achievement of the minimum credit value required in the given studies and
  - c) submission of the diploma thesis under Section 36(1), if required in the given programme, in accordance with the schedule determined by the faculty.

Other admittance requirements may be determined in the programme specification.

- (2) A student is required to apply for the state examination in the period designated for state examinations in the semester in which the student met the requirements under subsection 1 or in the immediately following semester; if this requirement is not met, further procedure shall be determined by the dean.

- (3) The state examination in the case of studies with specialization also contains a part associated with the specialization of the student's study plan.
- (4) Unless taking the state examination resit, a student is required to take all parts of the state examination in the period designated for state examinations in the semester in which they applied for the state examination. Resits of parts of the state examination are governed by the provisions of Section 22(9).
- (5) In case a student failed to meet the requirements under subsection 1 according to the faculty schedule prior to the date of the first part of the state examination, the application for the state examination shall be cancelled.

#### Section 24

#### **State Examination in Major/Minor Studies and Advanced Master's State Examination in General Medicine and Dentistry**

- (1) Requirements for admittance to a part of the final state examination in major/minor studies and/or advanced master's state examination in General Medicine and Dentistry include the following:
  - a) fulfilment of requirements of a given major/minor study plan, or of a self-contained section of the General Medicine or Dentistry programme, defined in the programme specification, and
  - b) achievement of at least two thirds of the minimum credit value of the studies.  
Further conditions may be determined in the programme specification.
- (2) The state examination in the case of major/minor studies contains at least one part associated with the minor study plan of the student.
- (3) The conditions governing the selection of the topic, writing and defence of the bachelor's or master's thesis in major/minor studies (Section 5(4)(c)) are set out in the major study plan. In the case of studies implemented in accordance with two major study plans (Section 5(4)(d)), a student is required to prepare two diploma theses. In a Teacher Training programme, these conditions may also be governed by a minor study plan; this also applies, as appropriate, to the major/minor studies in a bachelor's programme not included under Teacher Training if, in conjunction with a master's programme, such studies lead to the performance of a regulated teaching profession (Section 2(2)(a) of Act No. 563/2004 Coll., on Teaching Staff and on the Modification and Amendment of Other Acts, as later amended).
- (4) Requirements for admittance to the remaining parts of the final state examination include the following:
  - a) fulfilment of the study template of the given studies, as defined by the programme specifications, and simultaneously
  - b) achievement of the minimum credit value required by the studies in question,
  - c) submission of the diploma thesis if required in the given programme, in accordance with the schedule determined by the faculty.
- (5) A student who has met the requirements specified in subsection 4 is required to apply for the remaining parts of the state examination in the period designated for state examinations in the semester in which they met such requirements or in the period designated for state examinations in the immediately following semester.
- (6) Resits of parts of the state examination are governed by the provisions of Section 22(9) as appropriate.
- (7) A student is obliged to participate in the diploma thesis defence and all the remaining parts of the state examination in the plan or specialization in which they write the diploma thesis simultaneously during one state examination period.

- (8) Provided that the admittance requirements have been met, the student is entitled to take all the parts of the state examination in major/minor studies within one and the same semester.

#### Section 25

##### **Examination Board in Bachelor's and Master's Programmes**

- (1) All parts of the state examination take place before an examination board (hereinafter referred to as the "board"). A member of the board is appointed by the dean in accordance with Section 53(2) of the Act for an indefinite period; dismissal of a member appointed in this way requires prior approval by the faculty scientific board. Other members of the board may be appointed by the Ministry in accordance with Section 53(3) of the Act.
- (2) The chair of the board is appointed by the Rector, following a recommendation made by the dean, from among the board members appointed in accordance with Section 53(2) of the Act. The chair presides over the board's meetings.
- (3) The board constitutes a quorum if at least three of its members are present, including the chair. The board decides by an absolute majority of the members present. In the case of equality of votes, the vote of the chair is decisive.
- (4) In case more than one board is appointed for a programme, the distribution of applications for the state examination is decided by the dean; this decision is published prior to the date of the examination (Section 22(7)).
- (5) A thesis reviewer must be selected from among academic employees or other university-educated experts in a given field by the dean no less than three weeks prior to the bachelor's or master's thesis defence. The thesis reviewer and supervisor are entitled to participate in the board's session; in case they are not members of the board, their capacity shall be advisory.
- (6) The thesis reviewer and supervisor prepare written reports of the thesis including assessment recommendation in accordance with Section 26(1). A student has the right to be informed of the reports no later than five working days prior to the defence.

#### Section 26

##### **Assessment of the State Examination and of Duly Completed Studies in Bachelor's and Master's Programmes**

- (1) The individual parts of the state examination are assessed by the board as follows: "passed with excellent results", "passed" or "failed".
- (2) The overall result of the state examination is assessed by the board as follows:
  - a) "passed with excellent results" if most parts of the state examination are assessed as "passed with excellent results",
  - b) "failed" if any part is assessed as "failed", or
  - c) "passed".
- (3) The overall result of duly completed studies is assessed as "passed summa cum laude" in case:
  - a) all parts of the state examination were successfully completed by the deadline,
  - b) the overall result of the state examination is "passed with excellent results",
  - c) according to the grade point average of the studies, referred to in Section 17(2), the student is among the top 10% of graduates of the same-type programmes at the faculty for the previous two academic years,
  - d) the student did not receive a grade of F, -, N or X in any course; this does not apply to the grading of courses where an exemption from the obligation to repeat them was granted under Section 20, and



- e) the student gained a maximum of one third of all credits in the given studies through recognition of previous or concurrent studies or by transfer from previous unsuccessful studies.

In all other cases, the board assesses the result of duly completed studies as "passed".

- (4) The overall assessment of duly completed studies is entered in the university diploma.

## Part Four

### Studies in a Doctoral Degree Programme

#### Section 27

#### Doctoral Boards

- (1) The establishment, composition and powers of the doctoral board are determined by the Act and the MU Degree Programme Quality Regulations.
- (2) The doctoral board is entitled to make decisions on its internal structure, organization and internal rules of procedure; the powers, competence and responsibility of the doctoral board shall not be affected thereby.
- (3) On the recommendation of the doctoral board or by their own decision, the dean may establish other bodies aimed at the support for effective doctoral studies at the faculty.
- (4) The composition of the doctoral board is published in the public section of MU/faculty websites.
- (5) The doctoral board carries out activities in accordance with the Act and these Regulations, and also, in particular, the following:
  - a) establishes specific requirements associated with full-time and combined study modes,
  - b) may determine milestones under Section 30(5),
  - c) approves the planned research topics of doctoral theses,
  - d) assesses individual students' study plans in terms of compliance with doctoral programme specifications,
  - e) provides the dean with recommendations regarding admissions committee members and chairs and specifies entrance examination requirements,
  - f) provides the dean with recommendations regarding the appointment or dismissal of supervisors,
  - g) determines a student's supervisor under Section 28,
  - h) initiates, discusses and coordinates the programming of lectures, seminars and other study-related requisites,
  - i) together with the supervisor discusses and evaluates the course of studies of each student under Section 30,
  - j) proposes the withdrawal of a scholarship under Section 30(7),
  - k) proposes the termination of studies under Section 30(8),
  - l) makes recommendations on the appointment of the chair and members of the doctoral state examination board and doctoral defence board as well as reviewers for a doctoral thesis defence; proposes their dismissal,
  - m) proposes the dates of doctoral state examinations and doctoral thesis defences.

- (6) Meetings of the doctoral board on study-related matters are convened by the chair as required, but no less than once per year; the provisions on the organization of meetings and per rollam decision-making of the doctoral board as stipulated in the MU Degree Programme Quality Regulations shall apply accordingly.

#### Section 28

#### Supervisor

- (1) Studies in a doctoral programme are governed by individual study plans under the guidance of a supervisor.
- (2) Associate professors, full professors, independent researchers and senior research employees may be appointed as supervisors. In exceptional and justified cases, an academic or a research employee holding a degree of Ph.D., CSc. or Dr. or a similar degree gained abroad may be appointed a supervisor of a particular student and research focus of the doctoral thesis.
- (3) A supervisor is appointed and dismissed by the dean on the proposal submitted by the doctoral board or by the dean's own decision following a discussion with the doctoral board chair. A proposal for the appointment or dismissal of a supervisor must be approved by the faculty scientific board unless otherwise stipulated by a faculty regulation.
- (4) By the procedure set out in subsection 3, the dean may appoint a permanent supervisor for a doctoral programme from among persons mentioned in subsection 2, first sentence. A supervisor appointed in this way shall be nominated by the doctoral board to supervise a certain student.
- (5) The doctoral board may also replace a student's supervisor in accordance with subsection 3 or 4 if it finds out, at their own or the student's initiative, circumstances preventing the supervisor from proper guidance of the student.
- (6) If a student notifies the doctoral board of their wish to study under the guidance of a certain supervisor, the board shall take this into account when deciding under subsections 3 and 4.
- (7) A supervisor may resign from their capacity in case circumstances preventing them from proper guidance of a student arise. The supervisor's written resignation must be communicated to the dean, the doctoral board chair and the student. The resignation shall become effective as of the day of appointment or designation of the new supervisor.
- (8) The board shall act promptly to minimize the adverse impact of a change, dismissal, or resignation of the supervisor on the studies. Until a new supervisor is appointed or designated, the supervisor's capacity is performed by the chair of the doctoral board.
- (9) The list of supervisors, current and previously defended theses led by a certain supervisor and planned research focuses of doctoral theses are published in the public section of MU/faculty websites.
- (10) A supervisor's responsibilities include primarily the following:
- presenting a student's proposed doctoral thesis research focus or a change thereto to the doctoral board following a consultation with the student,
  - drafting an individual study plan together with the student,
  - providing the student with expert and methodological guidance during the work on the doctoral thesis,
  - evaluation of the student's progress with respect to the course of studies and study plan in accordance with Section 30,
  - coordinating with the doctoral board in order to prepare a proposal for the revocation of a scholarship in accordance with Section 30(7),

- f) coordinating with the doctoral board in order to prepare a proposal for the termination of studies in accordance with Section 30(8),
  - g) preparation of an opinion of the doctoral thesis in accordance with Section 33(5).
- (11) In exceptional and justified cases, e.g. those concerning external or foreign supervisors, the doctoral board may agree that the supervisor authorizes an officer in charge of doctoral studies to perform tasks in the IS MU on behalf of the supervisor, including entering assessments. In such case, an authorized officer performs these acts only based on express written instructions of the supervisor, which are archived by the officer. This provision shall not be used for a doctoral thesis inspection in the IS MU theses archive.

#### Section 29

##### **Duration and Mode of Study**

- (1) The standard duration of study in a doctoral programme is set by a programme specification in a minimum of three and a maximum of four years.
- (2) The total duration of doctoral study from the date of enrolment to the end of the programme and any interruptions in studies are set out in Section 13.
- (3) Studies in a doctoral programme may be implemented in either full-time or combined study mode. Detailed information on study conditions in individual study modes is provided to doctoral students and applicants in the public section of MU/faculty websites.
- (4) During the studies, a student may ask the dean for a study mode transfer. In the case of transfer from combined to full-time studies within the standard duration of study, the student is entitled to a scholarship in support of studies in a doctoral programme (hereinafter referred to as a "scholarship") in accordance with the MU Scholarship and Bursary Regulations.

#### Section 30

##### **Course of Studies and the Due Fulfilment of Study Requirements**

- (1) Due fulfilment of study requirements in a doctoral programme means:
  - a) meeting the requirements of an individual study plan,
  - b) completion of repeated courses in accordance with Section 20,
  - c) fulfilment of requirements for enrolment in the next semester under Section 12(2) and
  - d) not exceeding the total duration of study.
- (2) The course of studies is governed by an individual study plan approved in accordance with Section 27(5)(d).
- (3) An individual study plan sets the conditions for:
  - a) doctoral thesis preparation,
  - b) publications,
  - c) participation in conferences and professional forums,
  - d) research internships,
  - e) teaching skills development plan,
  - f) proving the language competencies in a manner set by the doctoral board,
  - g) specialized courses and other forms of theoretical education,
  - h) study milestones if defined as of the enrolment date,

- i) other requirements associated with the focus of the programme or set by the doctoral board such as preparing the propositions of the doctoral thesis or a transferable skills development plan.
- (4) In accordance with subsection 3(a), the credit value associated with the preparation of a doctoral thesis ranges from one half to generally two thirds of the minimum credit value of the studies, as set out in the programme specification. The number of credits gained per semester corresponds to the work done by the student in the semester concerned.
  - (5) Study milestones are basic duties set by the doctoral board, published in the public section of the faculty website, which are achieved by students in prescribed periods.
  - (6) The fulfilment of the requirements of the individual study plan is evaluated by the student and the supervisor via the IS MU every semester and by the doctoral board at least once per year. Based on the evaluation:
    - a) the supervisor approves the advancement to the next semester,
    - b) the doctoral board approves the continuation of the studies.
  - (7) The decision to withdraw a scholarship on the grounds of unsatisfactory fulfilment of an individual study plan is made by the dean on the proposal of the doctoral board, submitted on the initiative of the supervisor or on the board's own initiative; such a proposal includes the next date of the study evaluation. On suggestion of the supervisor, the doctoral board may perform the evaluation at an earlier date than specified in the proposal. If, based on the study evaluation, the doctoral board notifies the dean that the student is duly fulfilling their individual study plan, the dean may decide to re-award the scholarship.
  - (8) If the supervisor or the doctoral board fail to grant approval in accordance with subsection 6 or the study evaluation detects serious shortcomings in the fulfilment of the individual study plan, the doctoral board shall discuss the situation without undue delay. The student, the supervisor, the dean and on the student's request an expert appointed by the vice-rector authorized under the MU Organizational Regulations are entitled to attend such session. If it is proved during the discussion that the student has failed to fulfil the requirements of the individual study plan, and thus the requirements of the programme within the meaning of Section 56(1)(b) of the Act, the studies shall be terminated by the procedure set out in Section 68 of the Act.
  - (9) Successful completion of the doctoral programme is contingent upon successful passing of the doctoral state examination (Section 32) and successful defence of the doctoral thesis (Section 33).

#### Section 31

##### Doctoral Thesis

- (1) The requisites of a doctoral thesis under Section 47(4) of the Act are determined by the dean or the doctoral board upon the dean's authorization; these requisites are published in the public section of the faculty website. Unless stipulated otherwise by the dean or the doctoral board, a body of works dealing with the given topic that have been published or accepted for publishing in print or in another method, attached a self-contained introduction and a commentary by the student, may also be acknowledged as a doctoral thesis.
- (2) If the doctoral thesis contains an outcome co-produced by another author, the student's statement on the extent of their creative contribution for each such outcome shall be included in the doctoral thesis.
- (3) The language of the doctoral thesis is governed by Section 36.

## Section 32

### Doctoral State Examination

- (1) Prerequisites for submitting a doctoral state examination application include the fulfilment of all requirements stipulated by the doctoral board. The application is submitted by the student to the dean. The dean may designate a deadline for application submission.
- (2) The doctoral state examination date is proposed by the doctoral board and set by the dean to take place at the earliest possible date, at the latest, however, within one year after submitting an application.
- (3) The general requirements for a doctoral state examination are determined in the programme specification. Further examination requirements may be set by the doctoral board; in such case, the student shall be informed of these at least four weeks before the date referred to in subsection 2.
- (4) The doctoral state examination is held in the language of the given programme or in the language determined in the programme specification. Unless expressly prohibited by the programme specification, the doctoral state examination may always be taken in English or Slovak or another language usual in the field of science concerned.
- (5) The result of the doctoral state examination is assessed as "passed" or "failed".
- (6) In case a student fails the doctoral state examination, they are entitled to repeat the examination no more than once; the resit date shall be set by the dean following a recommendation by the doctoral board. The resit must take place by the end of the following semester. In case the doctoral state examination includes a discussion of doctoral thesis topics, a later date may be set by the dean. In case the studies are interrupted until the resit, Section 13(3) shall apply. In case a student fails both the doctoral state examination and the resit, the studies shall be terminated in accordance with Section 56(1)(b) of the Act, by the procedure set out in Section 68 of the Act.
- (7) In case a student fails to excuse their absence from the doctoral state examination to the dean within five working days, they receive a "failed" grade. The severity of the reasons for the excuse shall be assessed by the dean.
- (8) The doctoral state examination and announcement of the final assessment are open to the public.

## Section 33

### Doctoral Thesis Defence

- (1) In addition to meeting study requirements in accordance with Section 30, the requirements for submitting a doctoral thesis defence application (hereinafter referred to as an "application") comprise the following:
  - a) a previously completed doctoral state examination, or
  - b) submission of a doctoral state examination application; in such case, the examination and the defence usually take place in one day.
- (2) The dean is entitled to designate a deadline for application submission.
- (3) The application under subsection 1 is submitted by the student to the dean. The application must include:
  - a) the doctoral thesis submitted via the IS MU,
  - b) the doctoral thesis abstract,
  - c) the list of the student's works published and/or accepted for publication,
  - d) the student's professional CV,

e) other requisites determined in the programme specification.

The requisites in terms of content and form under clauses b) to e) may be determined by the dean or the doctoral board; such requisites are published in the public section of the faculty website.

- (4) The date of the doctoral thesis defence is set by the dean on the proposal of the doctoral board. In the event that the defence cannot take place within one year after submitting the application for reasons worthy of special consideration, the dean shall decide on the date in such a way that it does not exceed the total duration of study under Section 29; the dean shall inform the student on the reasons for such a decision.
- (5) The supervisor shall prepare their opinion of the doctoral thesis and shall submit it in such a way that the student can read it via the IS MU theses archive no later than seven days before the defence.
- (6) The dean following a recommendation by the doctoral board shall appoint at least two doctoral thesis reviewers who are not employed by MU. The supervisor, a former supervisor, a co-author under Section 31(2) or a person in a similar role cannot be appointed as a reviewer. It is not admissible to appoint an additional reviewer in the event of a difference of opinion between reviewers.
- (7) Each reviewer compiles a report in Czech, Slovak or English or in a language designated for the defence purposes in the doctoral programme specification. Thesis reports assess the quality of a doctoral thesis, a student's contribution and their ability of independent creative activity in the given area of research. The linguistic and formal aspects of the thesis shall also be assessed. The conclusion of each report must explicitly state whether the student has demonstrated their creative abilities in the relevant research area. The reviewer shall submit the report in such a way that the student can read it via the IS MU theses archive no later than seven days before the defence.
- (8) The doctoral thesis defence is held in the language of a given programme or in a language designated for the defence purposes in the doctoral programme specification. Unless expressly prohibited by the programme specification, the thesis defence may always be held in English or Slovak or another language usual in the field of science concerned.
- (9) The result of the doctoral thesis defence is assessed as "passed" or "failed". A successful defence of a doctoral thesis which in its relevance and quality significantly exceeds the usual standards can be assessed as "passed summa cum laude".
- (10) In case a student fails the doctoral thesis defence, they are entitled to repeat the defence no more than once. The resit date and the thesis defence board are determined by the dean following a recommendation by the doctoral board. The resit date must be scheduled within the next two semesters. In case the studies are interrupted until the resit, Section 13(3) shall apply. The conditions for a repeated defence must be specified by the board no later than one month following the failed defence attempt. In case a student fails both the doctoral thesis defence and the resit, the studies shall be terminated in accordance with Section 56(1)(b) of the Act, by the procedure set out in Section 68 of the Act.
- (11) In case a student fails to excuse their absence from the doctoral thesis defence to the dean within five working days, they receive a "failed" grade. The severity of the reasons for the excuse shall be assessed by the dean.
- (12) The doctoral thesis defence and announcement of the final assessment are open to the public.

## Section 34

### Examination Board

- (1) The doctoral state examination takes place before the doctoral state examination board. The doctoral thesis defence takes place before the doctoral thesis defence board.
- (2) The board members are appointed and dismissed by the dean in accordance with Section 53(2) of the Act. Other members of the board may be appointed by the Ministry in accordance with Section 53(3) of the Act. The membership of the board expires by delivery of a written resignation of a board member to the dean or by dismissal of a board member by the appointing body.
- (3) Permanent members of the board may be appointed by the procedure set out in subsection 2 for a maximum period of authorization for doctoral programme implementation.
- (4) The chair of the board is appointed and dismissed by the Rector; a board member appointed in accordance with Section 53(2) of the Act may be appointed as the chair. The chair presides over the board's meetings.
- (5) The board includes five members appointed in accordance with Section 53(2) of the Act of whom at least two are not employed by MU. The thesis supervisor is not a member of the board; however, they are entitled to attend the non-public part of the board's discussion in an advisory capacity. In case the reviewer is not a member of the board, they are entitled to attend the non-public part of the board's discussion in an advisory capacity.
- (6) The board constitutes a quorum if at least half of its members appointed in accordance with subsection 53(2) of the Act are present, including the chair, and simultaneously if at least one of the members not employed by MU is present. The state examination or the doctoral thesis defence may be held only provided the board constitutes a quorum.
- (7) In justified cases, the chair of the board is entitled to decide on the use of remote communication means during the board's session, the doctoral state examination and doctoral thesis defence. The dean is entitled to set further conditions of remote communication.
- (8) The result of the doctoral state examination or doctoral thesis defence are discussed by the board in closed session by secret ballot. The method of voting shall be determined by the chair of the board based on the practice of the faculty; the IS MU may be used for voting. The "passed" grade requires a majority of votes of members present; in the opposite case, the grade shall be "failed". The board takes written minutes in printed or electronic form from the course and assessment of the doctoral state examination and doctoral thesis defence.

## Section 35

### Special Provisions on Studies Implemented in Collaboration with a Foreign Institution

- (1) Doctoral studies may be implemented under dual supervision, such as cotutelle, based on an agreement between MU and another higher education institution or research institution on cooperation in doctoral studies; in such case, the student is a party to the agreement.
- (2) If so stipulated by the agreement specified in subsection 1, the dean – with the approval of the doctoral board – shall appoint a second supervisor from among experts working at the foreign higher education or research institution in question. Unless otherwise stipulated by the agreement under the first sentence of this subsection, the second supervisor's rights and responsibilities and their extent are governed hereby.

- (3) For the purpose of fulfilling the agreement under subsection 1, the dean is entitled to decide, with the approval of the doctoral board, on an exception to the conditions for appointing members of the boards referred to in Section 34.
- (4) A student's application for the creation of conditions for the European Doctorate, which must be approved by the doctoral board, shall be decided by the dean. Documentation detailing the completion of studies in a doctoral programme approved under the first sentence shall state that the studies were completed in compliance with the requirements for the award of the European Doctorate in case:
  - a) for a period of at least three months, the student has been fulfilling the study obligations related to preparation of the doctoral thesis in another European country,
  - b) the doctoral thesis or at least the introduction, abstract and conclusion are written in a foreign language, either in English or in the official language of a European country approved by the doctoral board,
  - c) reports on the doctoral thesis prepared by at least two reviewers from another European country were submitted,
  - d) the supervisor and the reviewers of the doctoral thesis do not work in one and the same country,
  - e) at least one member of the doctoral defence board works at a higher educational institution located in another European country.

## Part Five

### Common, Transitional and Final Provisions

#### Section 36

##### Diploma Thesis Submission, Publication, Inspection and Archival

- (1) Bachelor's, master's, doctoral and advanced master's theses (hereinafter referred to as "diploma theses") are submitted by uploading the thesis into the IS MU theses archive.
- (2) A diploma thesis submitted for defence is made available to the public via the IS MU no later than five working days prior to the defence date.
- (3) A defended diploma thesis together with the reviewers' reports and minutes of the course and result of the defence are made available to the public via the IS MU. A doctoral thesis which was published in another way shall not be made available to the public. The minutes of the course and result of the defence shall be made available to the public no later than three weeks after the defence date.
- (4) A ban on the publication of a diploma thesis or a part thereof may be stipulated in justified cases following a proposal of the supervisor and an approval of the dean under Section 47b of the Act for a maximum of three years. The reasons for this ban shall be made available to the public in accordance with subsection 3.
- (5) Unless the quality of the thesis is affected, the student or the author of the thesis shall ensure that its content does not constitute a ban on publication under subsection 4. The part of the thesis that has been made available to the public always contains complete information about the goals of the thesis and results achieved.
- (6) A bachelor's, master's or doctoral thesis is written in the language of the programme or in the language determined in the programme specification; it may also be written in English unless expressly prohibited by the programme specification. If so specified in a faculty regulation, a programme implemented in



Czech may allow the submission of a bachelor's, master's or doctoral thesis written in Slovak or in another language.

- (7) The supervisor or, in the case of an advanced master's thesis, the chair of the advanced master's examination board:
  - a) checks the scope of those parts of the thesis where a ban on publication applies in accordance with subsection 4,
  - b) verifies the readability of the thesis version stored in the IS MU thesis archive using commonly available software tools, and
  - c) no later than seven days before the defence, checks the thesis stored in the thesis archive using the IS MU application for detecting plagiarism; the execution of the check is indicated in the IS MU thesis archive.
- (8) In case the faculty requires that the thesis is submitted also in another form, the obligation under subsection 1 shall not be affected thereby. The thesis version submitted in accordance with subsection 1 is decisive for the defence purposes.

#### Section 37

##### **Assessment Review Procedure**

- (1) A proposal for the review of assessment of course completion, state examination or a part thereof or doctoral thesis defence may be filed by a student, graduate or academic employee to the dean within thirty days after the assessment was entered in the IS MU.
- (2) The dean shall grant the proposal under subsection 1 and cancel the contested assessment, if a legal regulation or an internal regulation of MU/faculty was violated during the assessment, or if the assessment was made arbitrarily. In such case, the dean is entitled to decide on further measures to protect the affected rights of the student.
- (3) In case the assessment of course completion was cancelled in accordance with subsection 2, a new assessment shall take place before a three-member board, appointed by the dean; Section 25(2) and (3) shall apply accordingly. In case a state examination or its part or the result of a doctoral thesis defence was cancelled in accordance with subsection 2, that state examination or its part or a doctoral thesis defence shall take place before a different state examination board or doctoral defence board.
- (4) The student is entitled to a presence of their confidant during the reassessment. A confidant may only be a member of the MU academic community. The confidant is not a member of the board.

#### Section 38

##### **Decisions on Student Rights and Obligations**

- (1) For reasons worthy of special consideration, the dean is entitled to grant an exemption from these Regulations to a student, based on a written justified request of the student.
- (2) Decisions relevant to students' rights and obligations as well as exemptions from these Regulations are governed by the provisions of the Act, these Regulations, internal MU/faculty regulations, and Act No. 500/2004 Coll., the Administrative Procedure Code, as later amended.
- (3) A decision made under Section 68(1) of the Act may be appealed by a student within 30 days of its announcement to the body which originally issued the decision. An appeal filed in time shall have a suspensive effect. Appeals are decided on by the Rector.

## Section 39

### **Provisions Concerning the Studies of Persons with Special Needs**

The conditions for the study of persons with special needs to ensure equal treatment within the meaning of the anti-discrimination law are regulated by an MU directive.

## Section 40

### **Special Provisions Concerning the Studies of Persons Caring for Children**

- (1) A student caring for a child is entitled to an extension of the period designated for fulfilling study obligations as well as to an extension of the period designated for enrolment in the next semester, specifically by a period of time which would otherwise have constituted the duration of parental leave (Sections 195, 197 and 198 of Act No. 262/2006 Coll., the Labour Code, as amended), provided that they do not interrupt their studies during this time.
- (2) The detailed process of defining the conditions for the study of persons caring for a child is set by the vice-rector authorized under the MU Organizational Regulations.

## Section 41

### **Transitional Provisions**

- (1) Proceedings commenced before the effective date hereof shall be completed in accordance with the MU Study and Examination Regulations valid to date. The same applies to decisions on submissions, applications, and motions filed prior to the effective date hereof.
- (2) The MU Study and Examination Regulations valid to date shall apply to:
  - a) the final state examination in bachelor's and master's studies, where the student passed the first part by 1 October 2024;
  - b) the defence of a doctoral thesis for which the student applied by 1 September 2024;
  - c) The course completion whose date is scheduled in the extended examination period of the spring semester of academic year 2023/2024.
- (3) Any mentions herein of programme or course specifications also refer to programme, field of study or course requirements resulting from accreditation granted prior to 1 September 2016, as appropriate.
- (4) The provision of Section 11(3) shall enter into effect on 1 January 2025.

## Section 42

### **Final Provisions**

- (1) The Masaryk University Study and Examination Regulations registered with the Ministry of Education, Youth and Sports on 27 June 2017 under ref. No. MSMT-182824/2017, as later amended, are hereby repealed.
- (2) The individual provisions hereof are subject to interpretation by vice-rectors responsible for study affairs in the relevant types of studies.
- (3) These Regulations have been approved in accordance with Section 9(1)(b)(3) of the Act by the MU Academic Senate on 8 April 2024.
- (4) In accordance with Section 36(4) of the Act, these Regulations shall enter into force on the day of registration with the Ministry of Education, Youth and Sports.
- (5) These Regulations shall enter into effect on 1 September 2024.