

Dean's Instruction No. 1/2019

Proper completion of studies in Bachelor's, Master's and follow-up Master's degree programmes

(as amended from 1 December 2022)

Pursuant to Section 28(1) of Act No. 111/1998 Coll., on Higher Education and on Amendments and Additions to Other Acts (Act on Higher Education), as amended, and pursuant to Article 5(2)(a) of the Organizational Regulations of the Faculty of Education of Masaryk University, I issue this instruction.

Article 1
General provisions

(1) Purpose: This guideline regulates, specifies and supplements, in the context of Articles 22, 23 and 24 of the Study and Examination Regulations of Masaryk University, the conditions for participation in the state final examination and the conditions for the proper completion of studies in Bachelor's, Master's and follow-up Master's degree programmes.

(2) Scope of validity: students in bachelor, master and post-master study programmes of the Faculty of Education MU. Study department of PdF MU. Students enrolled in interfaculty studies at a partner MU faculty and studying a minor study plan or one of their fields of study at PdF MU are subject to these conditions to the extent compatible with the regulations and practices of the partner faculty. Differences are resolved by agreement with the input of all three parties involved - the study departments of both faculties and the students themselves.

(3) Definition of terms and abbreviations:

- SZŘ - Study and Examination Regulations of Masaryk University
- SZZ - state final exam
- IS - Information System of Masaryk University
- PdF MU - Faculty of Education, Masaryk University
- SO - study department
- final thesis - bachelor's thesis or master's thesis
- Article - Article
- paragraph - paragraph
- letter - letter
- common basis - subjects of teaching / pedagogical-psychological propedeutics

(4) Responsibility: the Vice Dean for Student Affairs.

Article 2 Fulfilling the conditions for access to the SZZ

Single-subject studies (according to Article 23 of the CPR)

(1) The fulfilment of the conditions for access to the CSR in single-subject studies according to Article 23(1) of the CSR means the achievement of the minimum credit value of the study, the insertion of the final thesis into the electronic archive of the IS (filling the archive), and the fulfilment of all conditions in the assigned so-called control templates.

(2) After fulfilling the conditions for access to the CSR according to paragraph 1 of this Article, the learner shall participate in the period in which he/she applies for the CSR in accordance with Article 23(2) of the CSR in all parts of the CSR, including the defence of the final thesis.

Associated study, double major (according to Article 24 of the CBA)

(3) The so-called common core, if it is an integral part of the study, can in no way be considered a separate curriculum/field of study within the meaning of Article 24(1)(a) of the CPR. The 'common core' course is always part of one of the curricula of a joint degree/multidisciplinary course.

(4) The purpose of the provisions of Article 24(1) of the CPR is not to allow students to participate in different parts of the CPR in different semesters during different periods. ACE can only be spread over a comprehensive part of one of the curricula/fields of study.

(5) The application of the provisions of Article 24(1) of the CFR applies exclusively to the following described study situation: the student fulfils the credit requirement according to Article 24(1)(b) of the CFR and at the same time fulfils all the requirements of one curriculum/discipline from the subject combined/double degree programme, which is verified by the fulfilment of the relevant control template. If the student does not simultaneously meet the requirements of another curriculum/field of study in the subject associate/double major, he/she will meet these requirements through further active study.

(6) Fulfillment of the conditions for access to a comprehensive part of the CBA according to Article 24(1) of the CBA and according to paragraph 5 of this Article means fulfilment of the conditions set out in the control template relevant to the selected curriculum/field of study. If the final thesis is linked to this curriculum/field of study, then the control template for the submission of the final thesis must also be fulfilled. In accordance with the provisions of Article 24(8) of the CPR, the defence of the thesis must take place in one CPR period together with the examination relevant to the study plan/field of study within which the thesis is prepared. If the thesis is thematically related to the so-called common core, the defence shall take place in one period for the CSR together with the examination of the so-called common core. Defences in the follow-up Master's programme are allocated to a separate period.

(7) The fulfilment of the conditions for access to the CSR according to Article 24(2) of the CSR means the achievement of the minimum credit value of the study, the insertion of the final thesis into the electronic IS archive (filling the archive), and the fulfilment of all the conditions of the programme in the assigned so-called control templates.

(8) After fulfilling the conditions for access to the CSR according to paragraph 7 of this article, the learner participates in the period in which he/she applies for the CSR in accordance with Article 24(3) of the CSR in all parts of the CSR, including the defence of the final thesis.

Article 3 **Binding deadlines**

(1) The deadline for submitting the application for the NTT in the autumn semester is given by the time span from the beginning of the semester to 30 November inclusive. If the last day of the term is a Saturday, Sunday or a holiday¹, you may also submit your application on the first following business day.

(2) The deadline for submitting the application for the spring semester is given by the time span from the beginning of the semester to March 30 inclusive. If the last day of the term is a Saturday, Sunday or a holiday², you may also submit your application on the first following business day.

(3) No later than on the last day of the application period according to paragraph 1 (or paragraph 2) of this article, the topic of the thesis will be updated in the IS Topic List application. The topic will contain a valid and error-free indication of the title of the thesis in the language in which the thesis is written and in English, and the supervisor of the thesis.

(4) The period for the announcement of the dates of the CBA is set for a given academic year in accordance with Article 22(5) of the CBA in the academic year schedule available from the IS.

(5) Make-up dates for the CBA or its components within the meaning of the first sentence of Article 22(5) of the CBA are always included in the CBA period of the next semester.

(6) Deadlines for meeting the requirements for participation in the NWP in the autumn term:

- a. reaching the minimum credit value of the study - 15th December,
- b. fulfilment of all conditions in the assigned so-called control templates - 15 December,
- c. insertion of the final thesis into the IS electronic archive (filling the archive) - 10 December.

(7) Deadlines for fulfilling the conditions for participation in the NWL in the spring period:

- a. reaching the minimum credit value of the study - 25 April,
- b. fulfilment of all conditions in the assigned so-called control templates - 25 April,
- c. insertion of the final thesis into the IS electronic archive (filling the archive) - 20 April.

Article 4 **Application for SZZ**

(1) The application for the CSR must be submitted by the deadline set out in Article 3(1) (or (2)).

¹ Pursuant to Section 3 of Act No. 245/2000 Coll., on public holidays, other holidays, important days and days of rest.

² Pursuant to Section 3 of Act No. 245/2000 Coll., on public holidays, other holidays, important days and days of rest.

(2) The method of application is determined by the instructions of the Study Department through the usual communication channels.

(3) Once a complete application for the SZZ is received by the Study Department by the deadline for submission of the application, the application is binding. If the application is incomplete or unclear in content, it is the responsibility of the students to respond to the instructions of the study department and update the application as required. Failure to do so will result in the application not being accepted, the application not being processed, and no entitlement to participate in the CAP by the deadline.

(4) If the application for the SZZ is received at the study department after the deadline for its submission, it is not accepted, the application has not been made and no entitlement to participate in the SZZ on the given date arises.

(5) Learners are automatically assigned by the study department to participate in the remedial CAP or its component parts. The assignment is always made to the period defined for the CAP in the next possible subsequent semester. This method of registration is binding.

(6) In accordance with the provisions of Article 23(1) of the CBA, or Article 24(3) of the CBA, students are automatically assigned by the study department to participate in the CBA during the period defined for the CBA in the semester immediately following the semester in which they have fulfilled all the requirements for access to the CBA, unless they do so themselves. This method of registration is mandatory.

(7) The binding nature of the registration for the LAS (paragraphs 3, 5 and 6) is that there is no possibility of unjustified cancellation of participation in the LAS.

(8) In the event of failure to meet the conditions for access to the single-subject course of study (Article 2(1) and (2)) by the deadline (Article 3), the study department will cancel the application for the course of study. As a result of the cancellation, students will no longer be entitled to participate in the CSR in the given term.

(9) In the event of failure to meet the conditions for access to the KTP in the combined/double major (Article 2(3) to (8)) within the time limit (Article 3), the study department will cancel the registration for the KTP. As a result of the cancellation, students will no longer be entitled to participate in the CSR on the date in question. However, the study department will allow the examination to be taken for one curriculum/area of study/area of combined/double major if the situation described in Article 2(3) to (6) occurs.

(10) Learners are informed of the facts described in paragraphs 3 to 6 and paragraphs 8 and 9 of this Article by e-mail addressed to their mailbox in the IS.

Article 5

Participation in the SZZ

(1) Participation in the LAS shall be subject to the conditions laid down in Articles 2 to 4 of this Instruction and in accordance with the wording of Articles 22, 23 and 24 of the LAS.

(2) In the event that learners have also selected an elective course for the SZZ when registering for the SZZ, they are obliged to take the examination in this course, there is no possibility of cancelling the registration for this participation afterwards.

Article 6

Apology for non-attendance at SZZ

(1) In the event of non-attendance at any part of the final examination, learners have the option of delivering an acceptable excuse to the Study Department no later than five

working days after the date of the examination. If they fail to do so, or do so after the deadline, they shall be graded "unsatisfactory" for that part of the state examination in accordance with the provisions of Article 22(6) of the CPR.

(2) If the excuse is received within the deadline, the Study Department or the Vice-Dean for Student Affairs will assess the acceptability of the reasons given and the formal sufficiency of the excuse. Generally, reasons for a specifically described serious medical incapacity of a longer duration are considered acceptable; formal sufficiency is understood to mean an excuse in the form of a serious and credible medical report with the doctor's letterhead, signature and stamp, and indicating a clear time period - limited by specific dates - for the duration of the medical incapacity. Consideration of the excuse note as acceptable is not a claim.

(3) If the excuse is judged acceptable, learners shall be assigned to sit the examination of the relevant part of the HAL in the same way as in the case of a remedial HAL, i.e. in accordance with the provisions of Article 4(5) of this Instruction.

(4) If the excuse is judged unacceptable, learners are graded "unsatisfactory" for this part of the state examination in accordance with the provisions of Article 22(6) of the CPR.

Article 7 Repeating the SZZ

(1) If learners are graded as "unsatisfactory" in any of the components of the AQF, they have the right to repeat that component in one make-up period in accordance with Article 22(7) of the AQF (Article 3(5) of this Instruction).

(2) Students do not register for the make-up term, they are assigned to the term by the study department in accordance with Article 4(5) of this instruction.

(3) If learners fail to pass the CAP and at the same time meet the conditions for advancement to the next semester according to Article 12 of the CAP and wish to be enrolled in this semester, they must apply for enrolment in the next semester through the relevant IS application.

(4) If learners in the situation referred to in paragraph 3 of this Article intend to interrupt their studies until the time of the make-up term of the AAL, they must request the interruption in writing no later than five working days after the date of the last part of the AAL.

(5) If students fail to pass the CAP and at the same time do not meet the conditions for advancement to the next semester according to Article 12 of the CAP, the Dean shall exercise his/her right and, in accordance with the provisions of Article 22, paragraph 8 of the CAP, shall interrupt the students' studies until the date of the repeated CAP after the expiry of the last part of the CAP.

Article 8 Extraordinary term SZZ in September

(1) Learners can apply to take the CSR in September. The request will be granted if all the conditions described in paragraph 2 are met.

(2) The student is in the spring graduate semester on a study abroad placement of at least 3 months or on a work placement abroad of at least 2 months. This fact must be recorded in the student records. At the same time, the student must have applied for the HAL in the normal way by the regular deadline of 30 March of the year in question and notified the study department of his/her intention to take the HAL in September by e-mail from the university address učo@mail.muni.cz.

(3) Other deadlines (including the deadline for uploading the thesis to the IS archive) differ from the standard SZZ schedule and will be published on 1 February of the given year on the PdF MU website in the relevant section dedicated to SZZ.

(4) Apart from the timing differences, the other provisions of this Guideline will apply in full.

Article 9 Transitional and final provisions

(1) Related documents:

- *Act No.111/1998 Coll., on Higher Education*

(2) List of records:

- *They're not.*

(3) List of attachments:

- *They're not.*

(4) Check and update:

a) This directive is checked and updated once a year by the head of the SO. The first check will be carried out one year after the issue of this instruction. The checks shall be recorded in the Document Control Record.

b) It is the responsibility of every faculty member who uses this guideline in his or her work to continually monitor its currency and functionality and to bring its deficiencies and the need for changes to the attention of the Vice Dean for Student Affairs.

(5) The interpretation of the individual provisions and the continuous updating of this instruction is entrusted to the Vice-Dean for Student Affairs.

(6) This instruction cancels the validity of Dean's Instruction 3/2014.

(7) Change history:

Effective date of the previous edition	Specification of the change	Information on the substance of the change to the newer release
21. 9. 2020 - 30. 11. 2022	Full document	Supplementing the "curricula" to the fields of study. Updating the text in the spirit of gender correctness.
	Article 1, paragraph 3, definitions, last point	common basis - subjects of the pedagogical-psychological module common basis - subjects of teaching / pedagogical-psychological propedeutics
	Article 2(6)	Corrected outdated reference to the CAP in the third sentence.
1.2.2019-20.9.2020	Article 4(6) and (7)	The deadlines related to the submission of final theses have been adjusted.

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- (8) This instruction shall take effect on the date of publication.
- (9) This instruction shall take effect on 1 December 2022.

In Brno, 22 November 2022

(signed electronically)
doc. PhDr. Jiří Němec, Ph.D.
Dean of PdF MU