

Measure No. 1/2018 of the Dean of the Faculty of Science Masaryk University**Measure Supplementing the Study and Examination Rules
of Masaryk University**

(version effective from 1 June 2020)

Pursuant to Section 28 (1) of Act No. 111/1998 Coll., on higher education institutions and amending and supplementing other laws (Higher Education Institutions Act), as amended, (hereinafter the "Higher Education Institutions Act"), I hereby issue the following Measure:

Article 1**Initial Provisions**

- (1) This Measure is issued to specify and interpret selected provisions of the Study and Examination Rules of Masaryk University.

Article 2**Commentary of the Study and Examination Rules of Masaryk University****Re: Articles 2 and 4**

Pursuant to Article 27 of the Statute, the degree programme supervisor shall be responsible for co-ordinating the preparation of materials to obtain the authorisation to organise the respective Bachelor's or Master's degree programme and all its fields of study / specialisations. Pursuant to Article 26 of the Statute, the director of the authorised department or the directors of the authorised departments, as the case may be, are responsible for implementation of the degree programme; the director of the authorised department or one of the directors of the authorised departments appointed by the Dean, as the case may be, are responsible for implementation of the field of study / specialisation. Degree programmes and their corresponding fields of study / specialisations shall be assigned to individual departments by a special measure of the Dean. The director of the department usually authorises his/her deputy for pedagogical matters to assess requests for exemptions from the Study Rules, applications for recognition of courses completed in previous studies etc., on which the decision is subsequently made by the Vice-Dean for Study, and to resolve organisational and technical issues related to studies. An up-to-date list of deputies of directors of the individual departments, who are responsible for pedagogical matters, is published on the website of the Faculty of Science, specifically in the "Student" section.

Re: Art. 6 (3)

The Faculty's rules stipulating the credit value of each course, group of courses or stage of studies are set out in the Dean's Measure on Teaching and Creation of Degree Programmes.

Re: Art. 6 (6)

If a student completes two or more courses whose content overlaps substantially, he/she shall be granted credits merely for the course with the highest credit value. The extent to which the content overlaps shall be determined by the degree programme supervisor.

Re: Art. 8 (4)

The director of the respective department who is responsible for organisation of the degree programme shall be responsible also for the scope and formal aspects of the list of topics of the Bachelor's and Master's theses, as the case may be, in the said degree programme.

The selected topic of the thesis shall be transferred from the list of topics included in the

Information System to the study records in the Information System based on the Final Thesis Assignment drawn up in the Information System of Masaryk University and approved by the thesis supervisor as well as by the director of the department or a person authorised by the director, as the case may be, and confirmed by the student.

Re: Art. 9 (4)

In view of the nature of studies at the Faculty of Science, intensive teaching is possible only in exceptional cases. The following principles must be observed in this case.

1. The authorised director of the department decides which courses will be taught in the form of intensive teaching.
2. The dates of intensive courses taught by the employees of the Faculty of Science or Masaryk University must be published in the Information System before the course enrolment begins.
3. If the intensive form of teaching of required and selective courses coincides with the semester teaching, it may be scheduled only for (a) the first week of teaching; (b) the last week of teaching; (c) a specific day of the week. As regards options (a) and (b), the regular teaching period according to the weekly schedule shall be reduced for the respective field of study / specialisation and grade. Option (c) is possible only if there is no collision with other courses that are required or selective for the given field of study / specialisation.
4. In extraordinary cases, the decision on the inclusion of intensive courses shall be made by the director of the department or, in case of major changes to the schedule, by the Dean.
5. Intensive teaching of elective courses may not interfere with the teaching of other courses.

Re: Art. 9 (5)

At least five business days prior to the beginning of teaching activities in the given semester, the teacher shall inform the students of the course completion requirements in case of any excused absence from compulsory full-time courses unless the information is already included in the course description.

Re: Art. 9 (6)

Unexcused absence cannot be used if the student is to undergo in-term course assessment or fulfil another obligation that cannot be repeated or replaced. In such a case, the student must have his/her absence duly excused.

Re: Art. 11 (1)

In each of the first two semesters of studies of Bachelor's programmes, the students of the Faculty of Science are obliged to enrol in required and selective courses according to the study plan guidelines. This obligation shall not apply in the second semester if the student's enrolment in the course is prevented by the fact that he/she failed to complete a prerequisite course in the first semester. This provision shall in no way prejudice the students' right to enrol in other courses according to their own discretion.

For the first semester of studies, the required courses are enrolled by the Office for Studies.

Re: Art. 11 (3)

All courses shall be enrolled during the course enrolment period. If a student fails to fulfil this obligation, his/her enrolment may be prevented by limiting the capacity of the course. Elective courses in which less than five students enrol need not be offered for enrolment. A decision on whether or not the respective course is offered shall be made by the director of the relevant department.

Re: Art. 11 (8)

Enrolment in intensive and/or specially scheduled courses can be changed not later than 10 days before their beginning. In the period following the period for changes in registration, the registration shall be made by the Office for Studies.

Re: Art. 11 (9)

The minimum number of students of elective courses prescribed at the Faculty of Science is five. The Dean shall authorise the director of the relevant department to decide on cancellation of elective courses. The decision of the director of the department may be reviewed and cancelled, where necessary, by the Dean. Required and selective courses cannot be cancelled. Courses may be cancelled not later than during the period for changes in course enrolment. Teachers are obliged to inform students of the cancelled courses without delay.

Re Art. 13 (1)

A student may apply for interruption of studies without stating a reason by the end of the period for changes in course enrolment at the latest. During the semester, it is possible to apply for interruption only for serious health or family reasons.

Re: Art. 14 (1)

A student may also apply for recognition of a course which he/she has completed in previous studies and which is not a required or selective course for the studies where it is to be recognised. Students apply for recognition of courses completed at Masaryk University through the app in the Information System.

Applications for recognition of courses passed in studies which have not been duly completed are usually not granted in the following cases: (a) the course was successfully completed using the second re-sit session; and (b) the course was completed with a "D" or an "E". This provision does not apply to automatically registered courses pursuant to Art. 14 (8).

An application for recognition of courses enrolled by the student in the given semester may be granted only if the application was submitted by the end of the period for course enrolment. A course enrolled by the student repeatedly may not be recognised.

Re: Art. 14 (5)

Required courses passed in previous studies that have been duly completed (Section 55 of the Act) shall be recognised in the new studies with zero credit value only. Selective courses passed in previous studies can be recognised with their credit value only up to the amount by which the number of credits obtained in the given group of selective courses exceeded the prescribed minimum required value of the given group of courses in the previous studies.

Re: Art. 16 (2) and (3)

If the list of course teachers specified in the Information System of Masaryk University consists of a single person, this person shall usually be the examiner. If the list consists of several persons, one or more persons on that list shall, as a rule, be authorised to make decisions; they shall be selected by the director of the respective department.

Art. 16 (7)

A student who fails to register for any of the announced standard dates for course completion shall be deemed to have failed on the standard date. The evaluation "-" shall be recorded in the Information System of Masaryk University; in case of graded courses, the value of 4 (corresponding to an "F") shall be added to the student's grade-point average.

Re: Article 16

Participation in a foreign study residence programme does not entitle the student to any special conditions of completion of courses in the given semester.

Re: Art. 20 (3)

If a student fails to successfully complete an elective course, he/she may apply for a waiver of the obligation to repeat the course if the student has met all the conditions for being allowed to take the final state examination and has registered for its last part; this applies even if the student exceeded the limit on the number of credits specified in Art. 20 (3).

Re: Art. 22 (2)(a)

If the specification of the final thesis does not expressly enable that the thesis be drawn up in a foreign language, the student may apply for this option via the app in the Information System. The application will be granted if it is recommended by the thesis supervisor and his/her superior, i.e. the director of the respective department. If the final thesis is to be drawn up in English, no application needs to be submitted.

Re: Art. 22 (3)

In cases justified by the nature of teaching, the director of the relevant department may set an earlier deadline for submission of Bachelor's and Master's theses than it is set out in the academic year calendar, but not before 20 April (this provision applies only to the spring semester).

A thesis must be submitted by uploading its electronic version to the Information System of Masaryk University pursuant to Art. 22 (3) of the Study Rules as well as by submitting at least one copy of the thesis in a non-detachable binding to the Office for Studies. Depending on the needs of individual departments, it is possible to request submission in two copies. The student shall then deliver the copies bearing the stamp of the Faculty to the department where the defence will take place.

The final thesis may be submitted only after the student has obtained the last credit from the course group entitled "Bachelor's thesis" or "Master's thesis", as the case may be.

If there are reasons for not publishing certain parts of the Bachelor's thesis or the Master's thesis, as the case may be, the student or the thesis supervisor shall file the corresponding application through the "Document Office" in the Information System.

Re: Art. 22 (4)

The student has the right to proceed to the defence even if his/her thesis was graded with an "F" in one of the evaluation reports.

Re: Art. 22 (4)

The student has the right to inspect the evaluation report on the written part of the state final examination within 15 business days of the date of the written examination at the Office for Studies.

Re: Art. 22 (7)

It is possible to repeat an unsuccessful part of the state examination in the same semester in Bachelor's and follow-up Master's programmes only if the unsuccessful attempt was made on a standard date in the spring semester. Re-sit examination sessions shall be specified in the academic year calendar.

Re: Art. 22 (8)

The student may be enrolled in the next semester even after an unsuccessful attempt to pass the state examination if he/she meets the conditions stipulated in Art. 12 (1) and (2). The application for enrolment in a semester, including reasoning, must be submitted not later than three business days after the date of the state examination.

Re: Art. 23 (and Art. 24) (1)

Fulfilment of the requirements pursuant to paragraph 1 above means successful completion of all required, selective and elective courses, as prescribed.

Re: Art. 23 (3), and (24) (5)

If the student fails to register for the state examination, i.e. for its standard date in the state examination session of the respective semester in which he/she met all prescribed conditions, or in the state examination session of the semester that immediately follows, he/she will be

registered for a specific date based on the Dean's decision.

Re: Article 23, Art. 24 (1)

All the conditions necessary for being allowed to take the final state examination or its part set out in the Study and Examination Rules, this Measure or in the respective degree programme, as the case may be, must be met at least three business days before the examination takes place.

Students of Bachelor's degree programmes are allowed to take the first part of the state examination if they have completed the examination in English language and obtained the required credits for Physical Education, and – in case of pedagogical degree programmes – in Pedagogy and Psychology. Students of Master's degree programmes are allowed to take the first part of the state examination if they have completed the examination in foreign language. Before the state examination in Pedagogy and Psychology, students of pedagogical degree studies must have all the relevant courses completed within the mandatory scope and they must comply with condition (b) of this paragraph. Students shall register for the examination in Pedagogy and Psychology in the semester in which they are also registered for the state examination in a multiple-subject pedagogical degree programme.

Re: Art. 23 (3) and Art. 24 (5)

The student expresses his/her intention to participate in the state examination in the given semester by enrolling in the State Examination during the course enrolment.

If, during the semester, the student does not request, either in writing or by e-mail, that the Office for Studies cancel his/her enrolment in the State Examination, the enrolment in said course existing as of the deadline for the submission of the final thesis, as specified in the academic year calendar, shall be deemed to constitute a binding application for the state examination. If the student fails to meet the conditions for being allowed to take the state examination, the application shall be cancelled *ex officio*.

Re: Art. 25 (4)

The reviewer of the final thesis shall be appointed by the director of the relevant department.

Article 3
Final Provisions

- (1) I authorise the Vice-Dean for Studies to provide interpretation of the individual provisions of and to control compliance with this Measure.
- (2) This Measure shall come into effect on June 1, 2020 and replaces existing text of the Measure No. 1/2018.

In Brno, May 27, 2020

Signature illegible

doc. Mgr. Tomáš Kašparovský, Ph.D.
Dean