

Under Section 36 paragraph 2 of Act No. 111/1998 Coll. on Higher Education Institutions and on Amendments of and Supplements to Other Acts (the Higher Education Act), the Ministry of Education, Youth and Sports registered the following Study and Examination Rules for Students of the University of Chemistry and Technology in Prague under ref. code MSMT-20042/2022-2 on July 15, 2022.

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Higher Education Institutions

Head of Department

**STUDY AND EXAMINATION RULES
of the University of Chemistry and Technology, Prague**

July 15, 2022

**PART I
GENERAL PROVISIONS**

Article 1

- (1) The Study and Examination Rules of the University of Chemistry and Technology, Prague (hereinafter “SER”) are an internal regulation of the University of Chemistry and Technology, Prague (hereinafter “UCT Prague”) and its faculties, and apply to all students and employees of UCT Prague.
- (2) SER relate to the respective provisions of Act on Higher Education Institutions and Amendments of and Supplement to Other Acts No. 111/1998 Coll. (Higher Education Act) as amended (hereinafter the “Act”).
- (3) UCT Prague provides university study in the following types of accredited study programmes:
 - a) bachelor´s,
 - b) master´s,
 - c) doctoral.
- (4) The forms of study in accredited study programmes provided by UCT Prague are:
 - a) full-time, which assumes regular attendance of students in lessons and fulfilment of study obligations in compliance with the time schedule of the academic year and the study plan,
 - b) combined, which is based on the requirements of the full-time form of study but at the same time includes bigger share of self-study; students are not required to attend regularly the instruction in form of lectures and exercises. Participation in laboratory instruction is obligatory.
- (5) Students may perform part of their study at a foreign university. The pre-requisites for study at a foreign university are set forth by an agreement between the university and the UCT Prague and by the internal document “Rules of UCT Prague Students´ Study Abroad” (Pravidla studia v zahraničí studentů VŠCHT Praha).

- (6) Studies in accredited study programmes are provided by the individual faculties of UCT Prague or by UCT Prague itself.
- (7) In case of study programmes that are not administered by any of the UCT Prague faculties, the Dean's responsibilities according to the UCT Prague Organizational Structure are assigned to the Vice-Rector for Education. The tasks of the Dean's Office shall be fulfilled by the Department of Education of UCT Prague, and the faculty shall in such case mean UCT Prague.
- (8) A list of accredited study programmes provided at UCT Prague in compliance with the requirements of Section 21 paragraph 1 letter h) of the Act is published on public internet websites of UCT Prague.
- (9) Information related to studies is recorded in the study information system of UCT Prague (hereinafter "SIS") and made available to users of the system in compliance with the set up user rights.
- (10) SER also apply to the study of foreigners in study programmes provided by UCT Prague in the Czech language as well as to the study of foreigners in study programmes provided by UCT Prague in a foreign language. The terms and conditions of study of students from foreign universities are governed by agreements made between the foreign universities and UCT Prague and by the internal regulation "Study Conditions for Foreigners Studying at UCT Prague". For the time of their studies at UCT Prague, foreign students have the rights and obligations of students of UCT Prague unless provided otherwise in an agreement binding for the Czech Republic or for UCT Prague.

PART II

STUDENTS

Article 2

- (1) An applicant becomes a student on the day of his/enrolment in the study of a bachelor's, master's or doctoral study programme; a person whose study has been suspended becomes a student as at the date of the re-enrolment in the study.
- (2) A person ceases to be a student upon termination of study under Article 14 and in compliance with Section 55 paragraph 1 and Section 56 paragraphs 1 and 2 of the Act or upon suspension of study under Section 54 of the Act.

Article 3

Students' rights

- (1) In compliance with Section 62 of the Act, the rights of students of UCT Prague include namely the right to:
 - a) study within one or several study programmes,
 - b) select study subjects and create his/her own study plan according to the rules of the study programme,
 - c) take exams under the conditions defined by the study programme or the SER,
 - d) enrol in another part of the study programme provided he/she has fulfilled the obligations

set forth by the study programme and the SER,

- e) propose the topic of his/her bachelor´s, master´s or dissertation thesis upon agreement with the guarantor of the study programme,
 - f) use devices and information technologies required for study in the study programme in compliance with the rules defined by UCT Prague,
 - g) elect and be elected to the Academic Senate,
 - h) receive scholarship from the resources of the university provided that the student has fulfilled the conditions for being awarded the scholarship as defined in the internal regulation “Scholarship Rules of UCT”.
- (2) In addition, the student may namely:
- a) suspend the study under Article 12,
 - b) take part in scientific, research and development activities of UCT Prague,
 - c) participate in self-government and management of UCT Prague, namely in the area of educational activities and social issues of students via representation in the Academic Senate of UCT Prague or in the Academic Senate of the faculty,
 - d) submit suggestions and complaints regarding the study to the Head of Department, Guarantor of Study Programme, Vice-Dean or Dean.
- (3) Students of doctoral study programme have the right to submit suggestions and complaints to their supervisor, head of supervising workplace, chairperson of Doctoral Study Board and Dean. In addition, the student has the right to ask for change of supervisor and topic of dissertation thesis. The decision about such changes is within the authority of the Dean upon opinion of the Doctoral Study Board.

Article 4

Student´s obligations

- (1) The student´s obligations are set forth in Section 63 of the Act and include namely the following:
- a) to comply with and fulfil the obligations resulting from the study programme in which the student is enrolled, the SER and other internal regulations of UCT Prague and its components, as well as other internal documents of UCT Prague and its components, including the “Code of discipline for students of the University of Chemistry and Technology, Prague, and its faculties”.
 - b) to pay the fees related to studies and to provide facts important for determining the fee amount,
 - c) to provide the Dean´s Office of the faculty with the student´s mail delivery address or his/her data box, and to inform promptly the Dean´s Office of any change of surname, mail delivery address or data box,
 - d) to inform the Dean´s Office of the faculty that the student´s health ceased to be fit for study,
 - e) to appear if summoned by the Rector, Vice-Rector, Dean or a university employee authorized by them to discuss any issues regarding the course of his/her study or termination thereof.
- (2) Culpable failure to comply with the obligations under paragraph 1 letters b) through e) shall result in student´s obligation to compensate UCT Prague for any costs incurred thereby.
- (3) The student is obliged to check the records of fulfilled study obligations in the SIS and, in case

of any discrepancy, to solve it promptly with the teacher or the Dean's Office of the faculty. Records in the Credit Book of UCT (hereinafter the "Credit Book") are made upon the student's request. The rules and methods of recording are specified by the internal document "Checking and record-keeping of study obligations and the use of UCT credit book".

- (4) For communication with UCT Prague, the student shall use the e-mail address assigned to him/her by UCT Prague (login@vscht.cz).

Article 5

Decision on student's rights and obligations

- (1) In deciding on the student's rights and obligations in matters set forth in Section 68 paragraph 1 of the Act, the procedure shall comply with Act No. 500/2004 Coll., the Code of Administrative Procedures, as amended (hereinafter the "Code of Administrative Procedures"), with variations defined by law.
- (2) Proceedings regarding student's rights and obligations are conducted by the Dean, if not provided otherwise by law, and may be started upon student's request as at the date of delivery of the student's written request or ex officio.
- (3) In case of proceedings started upon student's request such request must contain the following:
- a) name, surname and date of birth,
 - b) mailing address of the requesting person,
 - c) name of the faculty and study programme, number of study group,
 - d) subject matter,
 - e) justification of the request,
 - f) date and student's signature.

In case of any incompliance in the request, the student will be asked to correct it and will be given reasonable time to do so.

- (4) In case of proceedings started ex officio the Dean may start the proceedings for the following reasons:
- a) failure to comply with the requirements resulting from the study programme (Section 68 paragraph 1 letter g) of the Act in connection with Section 56 paragraph 1 letter b) of the Act). The proceedings are started on the date of call for statement regarding the information provided for the decision. The start of the proceedings is a reason to suspend any proceedings concerning any student's request upon which a legally effective decision has not been passed yet.
 - b) in cases referred to in Article 12, paragraph 10, paragraph 12, paragraph 13 and paragraph 14. Issuing of decision on the matter is the first act of the Dean.
- (5) The university decides namely about the rights and obligations in the following matters:
- a) suspension of study,
 - b) acknowledgement of exams or fulfilment of study obligations and ordering of differential exams,
 - c) scholarship award,

- d) assessment of tuition fee,
 - e) termination of study under Article 14 paragraph 2 letters b), c) and d)
 - f) expulsion from the study under Article 14 paragraph 2 letters g) and h),
 - g) expulsion from the study under Section 67 of the Act,
 - h) unpredictable facts requiring special consideration.
- (6) The decision shall be made in writing in compliance with the internal regulation “Document Rules of UCT Prague” (Spisový řád VŠCHT Praha), it shall contain the grounds on which the decision was taken as well as the information on the right to request revision of the decision; it shall be delivered to the student in compliance with Article 17.
- (7) Only a student may be the participant in the proceedings regarding the student’s rights and obligations.
- (8) In proceedings regarding matters stated in paragraph 5 letters a) through d), and f) through h) of this Article, the school is not obliged to invite the student to comment on the supporting documentation before such decision is issued. The decision is the first act of UCT Prague in proceedings stated under paragraph 5, letters a), c) and d) of this Article. The student has the right to comment on the supporting documentation and to inspect the file only after the decision has been notified.
- (9) In proceedings regarding non-compliance with the requirements defined in Section 56 paragraph 1 letter b) of the Act, the invitation to comment on the supporting documentation is the first act of UCT Prague. Such invitation is executed via SIS or to the student’s e-mail address stated in SIS.
- (10) The student may bring an appeal against the decision, if he/she has not waived such right explicitly after notification of the decision, no later than within 30 days from notification of the decision; failure to meet this deadline may be pardoned in case of serious reasons. The appeal suspends the effect of the decision. The appeal is always to be brought to the body that has issued the decision. If such body is the Dean, the Dean may fully accept the request, or pass the appeal to the Rector, who is the appeal body. The Rector shall review compliance of the decision and the proceedings preceding such decision with legal regulations and internal regulations of UCT Prague and of the respective faculty, as well as with other internal documents of UCT Prague and the faculty.
- (11) If necessary, the bodies of UCT Prague or its faculties shall take in connection with the Rector’s decision under paragraph 10 of this Article all necessary measures to restore the rights of the student and to remove or at least mitigate the consequences of the original faulty decision.

PART III

STUDY PROGRAMME AND EDUCATION AREA

Article 6

- (1) The definitions of formalities and elements of study programme, as well as the educational area, are set forth in Sections 44 and 44a of the Act.
- (2) For each study programme, the Dean appoints and removes the Study Programme Guarantor chosen from associate professors and professors of the respective faculty.
- (3) The Study Programme Guarantor coordinates the preparation of the contents of the study programme, supervises the quality of its implementation, evaluates the study programme

and develops it in compliance with the internal document of UCT Prague “Study Programme and Course Guarantors” (Garanti studijních programů a předmětů).

Article 7

Bachelor´s study programme

- (1) A bachelor´s study programme is focused on the preparation for future employment and for studies in a master´s study programme following the bachelor´s study programme (hereinafter the “master´s study programme”).
- (2) The standard term of study in a bachelor´s study programme including practicals is three or four years in accordance with the effective accreditation of the study programme.
- (3) The maximum duration of study in a bachelor´s study programme is the standard term of study extended by two years. The maximum duration of study does not include the time when study is suspended according to Article 12 paragraphs 6 and 13 and the excluded period of time defined by a legal regulation.
- (4) The study in a bachelor´s study programme is duly finalized by a state final exam, which includes defence of a bachelor´s thesis.
- (5) Graduates from bachelor´s study programmes are awarded the academic title “bachelor” (“*bakalář*” in Czech), in short “Bc.” stated before the name.

Article 8

Master´s study programme

- (1) A master´s study programme is focused on acquiring theoretical and practical knowledge corresponding with the current level of scientific knowledge, research and development, and on managing their application and on development of creative abilities.
- (2) The standard term of study in the master´s programme including practicals is two years.
- (3) The maximum duration of study in a master´s programme is the standard term of study extended by two years. The maximum duration of study does not include the time when study is suspended according to Article 12 paragraphs 6 and 13 and the excluded period of time defined by a legal regulation.
- (4) The study in a master´s study programme is duly finalized with the state final exam, which includes defence of a master´s thesis.
- (5) Graduates from master´s study programmes, except for study programmes in the EDUCATION educational area, are awarded the academic title “inženýr”, in short “Ing.” stated before the name.
- (6) Graduates from master´s study programmes in the EDUCATION educational area are awarded the academic title “master” (“*magistr*” in Czech), in short “Mgr.” stated before the name.

Article 9

Doctoral study programme

- (1) A doctoral study programme (hereinafter the “DSP”) is focused on scientific research and independent creative activity of students in research or development.
- (2) The standard term of study is at least three and at most four years, and is defined in the

decision on accreditation of the DSP. The standard term of study is also the time when study is suspended according to SER except the time when study is suspended according to Article 12 paragraphs 6 and 13 and the excluded period of time defined by a legal regulation.

- (3) The maximum duration of study in a DSP is the standard term of study extended by three years. The maximum duration of study does not include the time when study is suspended according to Article 12 paragraphs 6 and 13 and the excluded period of time defined by a legal regulation.
- (4) The study in a DSP is duly finalized with a state doctoral exam and a defence of a dissertation thesis. The end date of study is the day when the state doctoral exam has been passed and the thesis defended.
- (5) Graduates from DSP are awarded the academic title “doctor” (“*doctor*” in Czech), in short “Ph.D.” stated after the name.

Part IV UNIVERSITY STUDY

Article 10 Academic year

- (1) The academic year is divided in winter and summer semesters.
- (2) The semester consists of the teaching period, which is 14 weeks, the examination period of at least 6 weeks, and the holiday period. During the holiday period, professional practicals and excursions may take place.
- (3) The academic year is 12 calendar months long; its time schedule, including the measures regarding its organization, is set forth annually by the Rector.

Article 11 Enrolment in study, year and semester

- (1) An applicant who has received the decision about his/her acceptance to the study shall enrol in the study in such way and within such term as defined by the Dean. Upon the applicant´s request, the Dean may pardon the applicant´s failure to meet the deadline.
- (2) During enrolment in the year and semester, the student enrolls in courses according to the study plan of the respective year, or as the case may be, according to an approved extraordinary study plan in bachelor´s and master´s study programme or according to an approved individual study plan in DSP. Enrolment in the year or semester requires a positive result of the check on completion of study obligations for the previous study period (year, semester). In case of a DSP student, the prerequisite for enrolment in a year is recommendation of the supervisor based on annual report and the information for assessment delivered by the student under Article 37 paragraph 5.
- (3) Under Article 14 paragraph 2 letter b, failure to enrol in a year or semester within the deadline set forth by the Dean is a reason for termination of study due to failure to comply with study requirements.
- (4) Enrolment in individual following periods of study may be done electronically without physical presence of the student in school within the deadlines and rules defined by the Dean provided that the study obligations for the preceding study period have been completed as defined in paragraph 2, second and third sentences of this Article.

Article 12

Suspension of study

- (1) Suspension of study is the time for which a student's study was suspended upon his/her request or ex officio. During the suspension of the study, the student ceases to be student and does not enjoy the advantages and rights of a student.
- (2) Suspension of study will be decided by the Dean based on the student's justified written request.
- (3) The reasons for suspension of study by a student include namely:
 - a) health reasons,
 - b) social and economic reasons,
 - c) pregnancy, child delivery or parenthood,
 - d) representation of the Czech Republic in sport or preparation therefor,
 - e) other serious personal or family reasons,
 - f) exceptional cases.
- (4) If a request for suspension for the reasons stated above is submitted together with evidence of the decisive facts no later than by the end of the first month of the semester and if at the same time all requirements of paragraph 5 of this Article are met, the Dean will approve the request.
- (5) Suspension of study may be allowed in case of a student of a bachelor's or master's study programme only upon completion of the study obligations entitling the student to enrol in the following semester. Completion of the study obligations is checked by the Dean's Office.
- (6) A student has the right to suspend his/her study any time during the study for serious health reasons or in connection with pregnancy, child birth or parenthood, as well as with foster care replacing parent care; the suspension shall be allowed for the entire recognized parenthood period.
- (7) In case of a DSP student, the study may be suspended any time during the study upon submission of the study report, opinion of the supervisor and the head of the supervising workplace. Opinions of the supervisor and head of supervising workplaces are not required in case of request for suspension of study for any reason stated in paragraph 3 letters a) and c).
- (8) The total time for which the study is suspended is the time that together with the actual duration of study does not exceed the limit for the maximum duration of study.
- (9) The Dean's decision on suspension of study shall be made always in writing; if the decision is positive, the Dean shall set forth the duration of the suspension as well as the terms and conditions for re-enrolment.
- (10) The Dean may ex officio start proceedings regarding suspension of study of a student who within the defined period has not paid the fee related to the study in compliance with the internal regulation "Provisions on fees related to study at UCT Prague".
- (11) The study is suspended under paragraph 10 for the time remaining until the end of the maximum duration of study. If the study fee is paid and the person requests termination

of suspension of study, the Dean will comply with the request and decide on termination of suspension of study.

- (12) The Dean may ex officio initiate proceedings to suspend study and issue a decision regarding that matter in case of a student who has failed to complete the study obligations under Article 26, paragraph 5. The study is suspended for a fixed period of time, i.e. till the start of the next winter semester.
- (13) The Dean may ex officio initiate proceedings to suspend study and issue a decision regarding that matter in case of a student who has failed the state final exam. The study is suspended for fixed term, however no longer than till 3 working days before a resit state final exam. In case of a DSP student, the study is suspended for at least six months and the maximum 1 year due to suspension of proceeding leading to defence of dissertation thesis under Article 40 paragraph 10 and Article 40 paragraph 20.
- (14) The Dean may ex officio initiate proceedings to suspend study and issue a decision regarding that matter in case of a student who, under a valid legal regulation of the Czech Republic or a valid directly enforceable legal regulation of the European Union, cannot be provided with so-called technical assistance, which, among other things, includes giving instructions, consultancy, training consultations or passing on of work experience or competencies. The study is suspended for the period that remains until the end to the student's maximum duration of study. If the application of the above mentioned restriction to a concrete individual is terminated, and if the individual applies for the termination of the suspension of study, the Dean shall grant this application and decide on the termination of the suspension of study.
- (15) The time for which the study is suspended is included in the maximum duration of study, except for reasons stated in paragraphs 6 and 13 when the time for which the study is suspended is not included in the total time of suspension nor is it included in the maximum duration of study.
- (16) If the reasons of suspension of study cease to exist, the Dean will decide, upon a written request of the person whose study was suspended, on termination of the suspension of study even before the determined time of suspension elapses.
- (17) The person gains the right to re-enrol in the study when the study suspension term elapses. The person re-enrols in the study under the same conditions as defined in Article 11 paragraph 1.
- (18) The person shall re-enrol in the study no later than by the first day of the month following the month in which the suspension was terminated. The person who fails without excuse to attend enrolment to study, or whose excuse is not accepted, loses his/her right to re-enrol in the study and his/her study is terminated in compliance with Article 14 paragraph 2 letter b). Acceptance of the excuse is the decision of the Dean. The failure to meet the deadline cannot be pardoned if more than 7 calendar days have elapsed since the enrolment deadline set forth by the Dean.
- (19) If the study plan of the student has changed during the suspension of study, the Dean will define, in compliance with these Study and Examination Rules and the respective study programme, which study obligations the student must meet and the deadlines thereof.

Article 13

Transfer and link between study programmes

- (1) A student may be allowed, based on a written request and provided that all study obligations of the preceding study period have been completed, to transfer from one study programme

to another within a faculty. A decision on such transfer will be issued by the Dean of the respective faculty..

- (2) The Dean may link the consent with such transfer to completion of a unit of period of study in the study programme and to the achieved study results of the requesting student.
- (3) A student of UCT Prague who wants to study at a different faculty of UCT Prague or a student of other university who wants to study at UCT Prague goes through admission proceedings in compliance with the internal regulation of UCT Prague. If the student is successful and is admitted to study, he or she may apply for recognition of the completed study obligations from the previous study pursuant to the conditions defined in Article 27 hereof.

Article 14

Termination of study

- (1) The study is duly terminated by completing the study in the respective study programme. The day of termination of study is the day when the state final exam has been passed in case of bachelor´s and master´s study programmes; in case of DSP, it is the day of passing the state doctoral exam or of its last part with public defence of dissertation thesis.
- (2) The study may also be terminated in compliance with Section 56 of the Act, namely in the following cases:
 - a) by resigning from the study; the day of termination of study is the day when UCT Prague or the faculty where the student is enrolled receives the student´s written statement of his/her resignation,
 - b) if the student fails to meet the study requirements resulting from the study programme under these Study and Examination Rules and the study plan; the day of termination of study is the day when the decision on termination of study comes to legal force and effect,
 - c) the standard term of study of a DSP student has elapsed and the student has not completed his/her study and has not requested transfer to combined form of study; the day of termination of study is the day when the decision on termination of study comes to legal force and effect,
 - d) exceeded maximum duration of study; the day of termination of study is the day when the decision on termination of study comes to legal force and effect,
 - e) withdrawal of accreditation of the study programme; the day of termination of study is the day when the period defined in the decision of the Ministry of Education, Youth and Sports (hereinafter the "Ministry") has elapsed,
 - f) termination of accreditation of study programme by law; the day of termination of study is the day as at which UCT Prague notified the termination of the study programme or the day as at which the accreditation has terminated,
 - g) expulsion from study under Section 47e paragraph 3 of the Act; the day of termination is the day when the decision under Section 47c through 47e of the Act regarding invalid state final exam required at the end of the study in the study programme or any part thereof or defence of dissertation thesis comes to legal force and effect,
 - h) expulsion from study for disciplinary fault under the internal regulation "Code of Discipline for Students of UCT Prague and Its Faculties" (Disciplinární řád pro studenty VŠCHT Praha a jejích fakult) in compliance with Section 65 paragraph 1 letter c) or Section 67 of the Act; the day of termination of study is the day when the decision on expulsion from study has

come to force and effect.

- (3) In case of termination of study under paragraph 2 letters e) and f) UCT Prague is obliged to ensure for the students the chance to continue studying the same or similar study programme at UCT Prague or other university.
- (4) Termination of study under paragraph 2 letters b) through d) and h) is the decision of the Dean and termination under paragraph 2 letter g) is the decision of the Rector.
- (5) In case of termination of study under paragraphs 1 and 2 the student is obliged to prove on the study termination checklist, which is to be delivered to the Dean's Office of the faculty, that all obligations stated therein have been settled.

Article 15

Study documents

- (1) The documents evidencing the study programme and completion of study of the study programme are defined in Section 57 of the Act:
 - a) student's card,
 - b) university diploma,
 - c) diploma supplement,
 - d) certificate of passed exams,
 - e) confirmation of study.
- (2) Student's card means a card of student of UCT Prague received by the student upon enrolment in the study, or ISIC (International Student Identity Card). These documents confirm the legal status of the student, which enables the student to benefit from students' rights and advantages resulting from legislation, internal regulations of UCT Prague, as well as from other internal documents of UCT Prague and its components.
- (3) It is obligatory to keep a study report electronically in SIS. A study report in paper form ("Credit Book") is not obligatory. A teacher of authorised employee records the completion of a study obligation in SIS and, as the case may be, in the credit book. The records in SIS and the credit book must show the same date and result. The result of the study obligation in the credit book must be accompanied with date and signature.
- (4) A university diploma and diploma supplement are public documents and are awarded to a graduate. They are usually awarded during graduation ceremony once a year.
- (5) The document on passed exams or confirmation of study is issued upon a request of a student, graduate or person who terminated the study under Article 14 paragraph 2.

Article 16

Publishing of final theses

- (1) The student is obliged to hand in the final thesis under Articles 30, 32 and 39 and electronically to SIS.
- (2) UCT Prague publishes a not-for-profit database of defended final theses of graduates in compliance with Section 47b paragraph 1 of the Act, including the opinions of the reviewers, the correction sheet and the record of the course and result of defence.
- (3) The database of defended final theses (hereinafter the "Repository of Final Theses of UCT Prague") is published on the UCT Prague websites.

- (4) Publicly available information regarding final theses includes:
- a) title of the thesis,
 - b) name of the author of the thesis,
 - c) date of defence of the thesis,
 - d) study programme of the graduate,
 - e) name of supervisors of the thesis,
 - f) names of consultants / supervising specialists,
 - g) names of reviewers,
 - h) faculty and department where the thesis is available in hard copy,
 - i) annotation of the thesis.
- (5) Access to fully electronic version of defended final thesis is provided in the Repository of Final Thesis of UCT Prague.
- (6) Final theses handed in for defence are made available to the public for reading at least 5 working days before the date of defence. Bachelor´s and master´s theses are published so in the department where the defence is to take place, dissertation theses are published in the Dean´s Office of the respective faculty.
- (7) UCT Prague may postpone publishing of a bachelor´s, master´s or dissertation thesis or any part thereof in compliance with Section 47b paragraph 4 of the Act; such postponement may be for the time for which the publishing obstacle remains, however no longer than for the term set forth by the Act. The information about such postponed publishing together with the reasons thereof shall be stored in the same places as where the bachelor´s, master´s and dissertation theses are to be published.
- (8) The request for postponed publishing of a bachelor´s, master´s or dissertation thesis is raised by the supervisor of the thesis/supervisor of the student via SIS and opinion on the request is given by the head of department, in case of dissertation theses by the Chair of the PhD Board and the Dean of the faculty The request is approved in case of bachelor´s/master´s theses by the Vice-Rector for Education, and in case of dissertation theses by the Vice-Rector for Research and Development.
- (9) Detailed rules and procedures related to defence and handling of thesis with deferred publishing are defined in the internal document “Defence and storage of theses with deferred publishing”.

Article 17

Delivery of documents to students and applicants for study

- (1) During the admission proceedings and proceedings regarding students´ rights and obligations, documents are delivered according to the Code of Administrative Procedures and the Act.
- (2) If the document fails to be delivered during the proceedings under Section 68 of the Act because the student has not met his/her obligation stated in Section 63 paragraph 3 letter b) of the Act, i.e., the student has failed to provide his/her mailing address or does not have a data box, the document shall be delivered by public announcement.
- (3) Decisions regarding issues stated in Section 68 paragraph 1 letters a), b) and d) of the Act which accept the student´s request, as well as decisions regarding issues stated in Section 68 paragraph 1 letter e) of the Act, may be delivered to the student via SIS. In such case, the

delivery date of the decision shall be the first day following the date when the decision is made accessible in SIS.

PART V

STUDY IN BACHELOR 'S AND MASTER 'S STUDY PROGRAMMES

Article 18

Conditions of admission to study in a study programme and admission proceedings

- (1) Admission to study in a study programme and admission proceedings are governed, in compliance with Sections 48 and 49 of the Act and Article 20 of the Statute of UCT Prague, by the internal regulation "Conditions of admission to study and admission proceedings at the UCT Prague".

Article 19

Study plan

- (1) Study plan defines the time and content sequence of study obligations, specifies the sequence of their fulfilment, i.e., names and codes of study subjects, scope and method of instruction, method of verification of study results in the study subject, number of credit points for completing the subject and the workplace providing the instruction of the respective subject.
- (2) The guarantor of study programme is responsible for the study programme, making sure the aims of the study programme are met in compliance with its valid accreditation.
- (3) Study subjects in study plans are divided in compulsory, compulsory-elective, and elective.
- (4) Compulsory study subjects are subjects that the student has to complete during the study of the respective study programme. In case of compulsory-elective study subjects, the student chooses the minimum required number of study subjects from the given group of subjects. Within optional subjects, the student may choose additional study subjects.

Article 20

Extraordinary study plan (ESP)

- (1) ESP means a study plan for a period of study set forth by the Dean based on a written request delivered by the student to the Dean.
- (2) ESP is designed namely for students with extraordinary individual needs.
- (3) ESP is provided to students in order to optimize their time schedule and to students in combined form of study.
- (4) In addition, ESP is provided namely for serious health or social reasons, due to foreign stay, or for other serious reasons and reasons requiring special consideration, which the student needs to document sufficiently.
- (5) Students are also entitled to ESP in case of pregnancy, childbirth or personal care of a child of up to three years of age.
- (6) In exceptional cases, the Dean may invite the student to hand in a request for ESP.
- (7) The time schedule of completion of study obligations within the ESP is proposed by the

student. The Dean has the right to modify the plan proposed by the student in order to maintain logical sequence and link of the study obligations and to meet the aims of the study programme in compliance with its valid accreditation.

- (8) If necessary, during the proceedings regarding the request for ESP, the Dean may request the opinion of the guarantor of the study programme, the head of department or the guarantor of the study subject.
- (9) The Dean's decision on granting an ESP is always made in writing and shall contain a list of study obligations and the deadlines for their fulfilment. In addition, it may contain other conditions of verification of study results, including specification of student's participation in classes. ESP is binding for the student and if the student fails to comply with the plan, his/her study will be terminated under Article 14 paragraph 2 letter b).

Article 21

Instruction

- (1) Instruction is provided namely in the form of lectures, exercises, seminars, laboratory instruction, seminary, semestral and independent projects, practicals, excursions, consultations and writing the final bachelor's or master's thesis.
- (2) Lectures can be given by professor, associate professor, assistant professor or researcher from another workplace than UCT Prague (hereinafter the "external worker") in the given field.
- (3) Exercises, laboratory instruction, seminary, semestral and independent projects, practicals, excursions and consultations may be provided by a professor, associate professor, assistant professor, assistant, researcher of UCT Prague or DSP student.
- (4) Final bachelor's theses can be supervised only by an employee of UCT Prague in the position of professor, associate professor, assistant professor or researcher in compliance with the staff categories at UCT Prague. The role of consultant may be performed also by a professional worker, DSP student or eminent external expert in the given field.
- (5) Final master's theses can be supervised only by employees of UCT Prague in the position of professor, associate professor, assistant professor or researcher in compliance with the staff categories at UCT Prague. The role of consultant may be performed also by assistant, professional worker, DSP student or eminent external expert in the given field.

Article 22

Methods of verification of study results

- (1) The methods of verification of study results are: exam, classified credit, credit and state final exam. Definition of method of verification of study results is within the power of the guarantor of study programme and the guarantor of study subject upon agreement with the head of the department which provides the instruction in the given study subject.
- (2) In case of extraordinary study plan the guarantor of study programme, upon agreement with the head of the department, may define in writing also other conditions of verification of study results, including specification of participation in exercises, seminars and lectures; any such conditions shall be defined before the start of instruction in the respective subject.
- (3) The head of the department providing the instruction in the study subject is obliged to:
 - a) ensure publishing of dates of exams or, as the case may be, of classified credits and credits in compliance with the Rector's decree on organization of the academic year, so that students can take such exam or other verification of study, including the chance of make use

of re-sits,

- b) ensure before the start of the semester publishing of syllabi of the study subjects, conditions of verification of study, requirements for exam, classified credit, or credit.
- (4) Exams may be written, oral, or combined – written and oral; classified credits may be written, practical or combined – written and practical.
- (5) Classification grades of exam or classified credit are provided in the following table:

Classification	Excellent	Very good	Good	Satisfactory	Sufficient	Failed
Alphabetical equivalent	A	B	C	D	E	F
Numeric equivalent	1.0	1.5	2.0	2.5	3.0	4.0
Numeric range %	100 - 90	89 – 80	79 – 70	69 – 60	59 – 50	< 50

- (6) If a student fails for serious reasons to cancel his/her participation in an exam, he/she may promptly excuse him/herself directly to the examiner. In such case, the student shall state the reason of absence from the exam. Unexcused absence from an exam or unrecognized excuse of absence from an exam is classified as “F”.
- (7) The classification of an exam or a classified credit is recorded promptly by the examiner in SIS and, if requested so by the student, also in the student’s credit book by using a capital letter according to the classification and in compliance with paragraph 5. The “F” classification is not recorded in the credit book. The completion of credit requirements is recorded by the examiner in SIS by entering the letter “z”.

Article 23

Credit points system

- (1) The study load of individual study subjects is expressed by a credit point system.
- (2) The basic characteristics of the credit points system are:
 - a) one credit point corresponds to 1/60 of average workload of student in an academic year in full-time form of study with standard term of study and corresponds to 28 hours of study effort of an average student,
 - b) by meeting the study requirements under Article 25 the student receives the number of credit points assigned to the respective subject,
 - c) the credit points acquired during the study in one study programme add up; the total number of credit points serves for verification of the course of study.
- (3) In case of study in a study programme according to a study plan, in order to duly terminate the study programme, the student must obtain the minimum amount of credit points, which equals sixty times the number of years of the standard term of study.

Article 24

Student’s study average

- (1) Study average is a weighted arithmetical average calculated as the sum of the resulting numeric equivalents under Article 22 paragraph 5 of the individual classification multiplied by credit points assigned to the respective subject, divided by the total number of credits

from the completed classified subjects for the evaluated period.

- (2) Study average is used namely for
 - a) award of scholarship for good study results,
 - b) determining the overall result of study.

Article 25

Fulfilment of study obligations during study

- (1) Study obligation means one-semester subject completed with a credit, classified credit, exam, or credit and exam.
- (2) Fulfilment of study obligations must respect the sequence of study obligations. The requirement for certain sequence and conditions of the sequence are determined by the guarantor of the study programme and the guarantor of the subject.
- (3) The scope of compulsory participation in the instruction of study subjects is within the authority of the guarantor of the study programme/subject. The scope of compulsory participation is specified no later than before the start of instruction of the subject. The participation in laboratory instruction is always obligatory. Unexcused non-participation of a student in instruction with obligatory participation may be considered failure to fulfil study obligation.
- (4) Credits preceding an exam may be taken by a student no later than by the end of the third week of the examination period if not decided otherwise by the head of department.
- (5) In case of study obligations concluded with an exam, students have the right to re-sit for the exam twice. In case of study obligations concluded with a credit or classified credit, the number of resits is decided by the guarantor of the study subject.
- (6) Students may enrol in the same study obligation three times as maximum. In case of a reenrolment in a study obligation, the student has the same conditions for its fulfilment as in the original enrolment. The term reenrolment includes also enrolment of the same subject in the English language or under different code. If a student fails to fulfil an obligatory study subject, he/she must enrol in the subject no later than in the nearest semester in which the subject is taught.
- (7) Upon student's or examiner's request, the Dean may decide on one of the resit exams under paragraph 5 to take place before a board. The composition of the board is determined by the Dean.
- (8) The same study obligation in which the student enrolled in different types of study may be awarded by credits only in one of them, i.e. in the type of study where the enrolment was earlier.

Article 26

Conditions of starting and completing a semester and year

- (1) The semester is duly completed by fulfilment of study obligations prescribed by the study plan and by obtaining the number of credit points equal to at least thirty times the number of completed semesters no later than by the end of the examination period of the respective semester. The study within the study programme is completed with passing the state final exam. The conditions to be fulfilled by the student for due completion of study in a study programme are stated in Section 55 of the Act and Articles 29 and 31.
- (2) The student is obliged to enrol for each semester in study obligations according to the study

plan of the study programme.

- (3) For enrolment in the next semester of the study programme, the student is always obliged to obtain in the preceding semester at least 15 credit points for compulsory and compulsory–elective subjects.
- (4) For enrolment in the next year of the study programme, the student may lack no more than 15 credit points of the number of credit points equal to thirty times the number of completed semesters.
- (5) For enrolment in the last semester of the study programme, the student must have completed all compulsory and compulsory-elective subjects from the already completed semesters.
- (6) The right to sit for state final exams is granted to those students who have fulfilled all study obligations of the study programme and have obtained at least the total number of credit points in compliance with Article 23 paragraph 3.
- (7) If any of the conditions stated in paragraphs 4 and 5 of this Article is not met, the student will not be enrolled in the following semester or year and the student's study will be terminated under Article 14 paragraph 2 letter b).
- (8) If the student fails to comply with the conditions under paragraphs 2 through 5 of this Article, he/she may, in cases stated in Article 20 paragraphs 3 and 4, apply for an extraordinary study plan.

Article 27

Recognition of study obligations from previous or parallel study

- (1) In case of a student who studies, studied or has graduated from a university in a similar study programme, the Dean may, upon the student's written request, recognize the study obligations the student has completed in the other programme provided that the date of completion of such obligation is no earlier than 5 years ago. The condition for recognition of a classified study obligation is the grade Good (C) or better (see classification according to Article 22, paragraph 5).
- (2) The Dean may decide to condition the recognition of the study obligation by passing a differential exam. The Dean may also decide that for recognition of a whole set of study obligations and enrolment in a higher year of study the student must fulfil additional study obligations.
- (3) In extraordinary cases and in order to remove hardship, the Dean may in cases stated in paragraph 1 recognize study obligations of older date or the classification Satisfactory (D).
- (4) Already recognized study obligations cannot be recognized repeatedly.

Article 28

State final exam

- (1) The state final exam takes place before an examination board; the course and publishing of results of the state final exam are public. In extraordinary cases, distance form of state final exam can be used according to the rules and in compliance with the internal document "Rules for the distance form of the state exam" ("Pravidla pro distanční formu státní zkoušky")
- (2) The chairperson, vice-chairperson and members of the examination boards including

substitutes are appointed by the Dean from the ranks of professors, associate professors and experts approved by the Scientific Board of the faculty. The ministry may appoint additional members of the examination board out of important experts in the given field.

- (3) The examination board is summoned by the Dean or his/her delegate for each date of the state final exam.
- (4) The details regarding state final exams are provided in Articles 29 and 30 for bachelor's study programme, Articles 31 and 32 for master's study programme and in Articles 38, 39 and 40 for doctoral study programme.

Article 29

State final exam in bachelor's study programme

- (1) The state final exam consists of defence of the bachelor's thesis and an oral part of the state final exam.
- (2) The state final exam takes place at the end of the last semester of study on the date defined by the Dean. It may be taken by a student who has fulfilled all study obligations of the study programme, has delivered the bachelor's thesis before the respective deadline and the opinion of the supervisor contains recommendation for the bachelor's thesis to be defended.
- (3) A student who has not met all conditions for taking the state final exam under paragraph 2 may be assigned by the Dean, upon the student's written request, a deadline for meeting all the conditions and a re-scheduled date of the state final exam outside the dates of state final exams recommended to all school
- (4) The examination board for the state final exam consists of at least five members. The examination board members, chairperson and vice-chairperson are appointed by the Dean. The state final exam requires the presence of majority of members of the examination board. At all time during the exam, the chairperson or vice-chairperson of the board must be present.
- (5) The state final exam usually takes place in one day. During the defence of a bachelor's thesis, the student presents the theses of the bachelor's work, comments on the opinion of the supervisor and, in case of professionally oriented bachelor's study programmes, also on the opinion of the reviewer, and discusses his/her thesis with the members of the examination board. In the oral part of the state final exam, the student's knowledge is verified by the student answering the questions of the examination board members regarding at least three topic areas in compliance with the approved accreditation of the study programme.
- (6) Evaluation of the state final exam:
 - a) the evaluation of the state final exam by the examination board is non-public,
 - b) the classification of the bachelor's thesis and its defence, classification of oral exams in topic areas, classification of the oral part of the state final exam and the overall classification of the state final exam are expressed by the grades "excellent", "very good", "good", "satisfactory", "sufficient" and "failed",
 - c) the classification of oral exam in topic areas is usually proposed by the member of the examination board who asked the questions from the respective area,
 - d) the classification of the bachelor's thesis and its defence, the classification of the oral part of the state final exam based on partial classifications of oral exams in topic areas, and the overall classification of the state final exam are proposed by the chairperson

of the examination board,

- e) if any member of the examination board does not agree with the proposed classification, a vote is taken to decide on the classification; in case of equal number of votes the vote of the chairperson of the examination board shall prevail,
 - f) if the classification of the bachelor's thesis or its defence or one or more classifications of the oral exam in the topic areas is "failed", the overall classification of the state final exam is "failed" and the student has to re-sit for the state final exam either in the part regarding the defence of the bachelor's thesis or the defence of the revised bachelor's thesis, or only of the topic areas in which the student received the grade "failed".
- (7) A protocol of the state final exam will be written and it will be signed by all members of the examination board. In case of the distance form of the state final exam, the protocol shall be signed at least by the chairperson of the board.
- (8) If a student fails the state final exam, he/she has the right to re-sit twice on the dates decided by the Dean, however no later than before the expiry of the maximum duration of study.
- (9) If the student resits only the defence of the bachelor's thesis or only the topic areas, the Dean may suspend the student's study until three working days before the resit. If the student is instructed by the examination board to re-write the bachelor's thesis, the Dean will decide on an ESP and a new date of the resit state final exam.
- (10) Overall result of study:
- a) the overall result of study is assessed by the grades "with honours", "passed" or "failed",
 - b) the conditions for "with honours" are:
 - 1. study average up to and including 1.50 for the whole period of study,
 - 2. no exam or classified exam with the classification "sufficient",
 - 3. the state final exam was passed without resit,
 - 4. the overall classification of the state final exam is "excellent",
 - c) a student may request the Dean to allow him/her to retake an exam/exams of up to two study subjects which prevent the student to meet the requirements for receiving the total study result "with honours"; such resits must be taken before the date of the state final exam,
 - d) a student with the overall result of study "with honours" may be awarded the Rector's award (study average 1.00), the Dean's award (study average 1.01 – 1.20) or recognition of achievement (study average 1.21 – 1.50),
 - e) if the overall classification of the state final exam is "failed", the overall result of study is "failed".
 - f) UCT Prague student may take a state final exam at a foreign university. The conditions and rules of the state final exam at a foreign university are contained in the agreement on provision of accredited study programme.

Article 30

Bachelor's thesis

- (1) The bachelor's thesis proves that the student is able of practical application of the acquired professional knowledge and skills.
- (2) The topic of the bachelor's thesis must comply with the focus of the bachelor's study programme and is based on the scientific, research and development activity of the

department providing the instruction of the study programme.

- (3) Supervisors of bachelors' theses and consultants (if any) are appointed and the principles of preparation and the form of submission of bachelors' theses are determined by the head of the respective department in cooperation with the guarantor of the study programme and in compliance with the Dean's instruction. In case of profession-oriented study programmes, the head of department also appoints the reviewer of the bachelor's thesis. The content and form of the bachelor's thesis are governed by other internal documents of UCT Prague. The bachelor's thesis may be written in Czech, Slovak or English.
- (4) In exceptional cases, a bachelor's thesis may be based on data that cannot be published as at the date of the state final exam due to an agreement or other fact binding for UCT Prague. Members of the examination board may inspect the data and assess them to the extent required for the classification of the bachelor's thesis and its defence, while respecting the conditions stated in the agreement. Handling of such thesis shall be performed in compliance with Article 16 paragraphs 7 and 8 and the internal document "Rules for defending, keeping and publishing non-public final theses at UCT Prague" (Pravidla pro obhajoby, uchovávání a zveřejňování neveřejných závěrečných prací na VŠCHT Praha).
- (5) Before its defence, the bachelor's thesis is made accessible for inspection in compliance with Article 16.
- (6) The bachelor's thesis is assessed by the supervisor, in case of profession-oriented bachelor's study programmes also by a reviewer. The opinion contains classification of the thesis by the grades "excellent", "very good", "good", "satisfactory" or "sufficient" together with recommendation for defence, or the grade "failed" together with non-recommendation for defence.
- (7) The head of department makes it possible for the student to know the opinion of the supervisor, or the reviewer as the case may be, of the bachelor's thesis at least three days before the date of the state final exam.

Article 31

State final exam in master's study programme

- (1) The state final exam consists of defence of the master's thesis and an oral part of the state final exam.
- (2) The state final exam takes place in the last semester of study on the date defined by the Dean. It may be taken by a student who has fulfilled all study obligations of the master's study programme, has delivered the master's thesis before the respective deadline and the opinion of the supervisor contains recommendation for the master's thesis to be defended.
- (3) A student who has not met all conditions for taking the state final exam under paragraph 2 may be assigned by the Dean, upon the student's written request, a deadline for meeting all the conditions and re-scheduled date of the state final exam outside the dates of state final exams recommended to all school.
- (4) The examination board for the state final exam consists of at least seven members. The examination board members, chairperson and vice-chairperson are appointed by the Dean. The state final exam requires the presence of majority of members of the examination board. The presence of the chairperson or vice-chairperson of the board is required throughout the duration of the exam.
- (5) The state final exam usually takes place in one day. During the defence of a master's thesis, the student presents the theses of the master's work, he/she comments on the opinions

of the thesis, and discusses his/her thesis with the members of the examination board. In the oral part of the state final exam, the student's knowledge is verified by the student answering the questions of the examination board members regarding at least four topic areas in compliance with the approved accreditation of the master's study programme.

- (6) Evaluation of the state final exam:
- a) the evaluation of the state final exam by the examination board is non-public,
 - b) the classification of the master's thesis and its defence, classification of oral exams in topic areas, classification of the oral part of the state final exam and the overall classification of the state final exam are expressed by the grades "excellent", "very good", "good", "satisfactory", "sufficient" and "failed",
 - c) the classification of oral exam in topic areas is usually proposed by the member of the examination board who asked the questions from the respective area,
 - d) the classification of the master's thesis and its defence, the classification of the oral part of the state final exam based on partial classifications of oral exams in topic areas, and the overall classification of the state final exam are proposed by the chairperson of the examination board,
 - e) if any member of the examination board does not agree with the proposed classification, a vote is taken to decide on the classification; in case of equal number of votes the vote of the chairperson of the examination board shall prevail,
 - f) if the classification of the master's thesis or its defence or one or more classifications of the oral exam in the topic areas is "failed", the overall classification of the state final exam is "failed" and the student has to re-sit for the state final exam either in the part regarding the defence of the master's thesis or the defence of the revised master's thesis, or only of the topic areas in which the student received the grade "failed".
- (7) A protocol of the state final exam will be made and it will be signed by all members of the examination board. In case of the distance form of the state final exam, the protocol shall be signed at least by the chairperson of the board,
- (8) If a student fails the state final exam, he/she has the right to re-sit twice on the dates decided by the Dean, however no later than before the expiry of the maximum duration of study.
- (9) If the student resits only the defence of the bachelor's thesis or only the topic areas, the Dean may suspend the student's study until three working days before the resit. If the student is instructed by the examination board to re-write the master's thesis, the Dean will decide on an ESP and a new date of the resit state final exam.
- (10) Overall result of study:
- a) the overall result of study is assessed by the grades "with honours", "passed" or "failed",
 - b) the conditions for "with honours" are:
 1. study average up to and including 1.20 for the whole period of study,
 2. no exam or classified exam with the classification "sufficient",
 3. the state final exam was passed without resit,
 4. the overall classification of the state final exam is "excellent",
 - c) a student may request the Dean to allow him/her to retake an exam/exams of up to two study subjects which prevent the student to meet the requirements for receiving the total study result "with honours"; such resits must be taken before the date of the state final exam,

- d) a student with the overall result of study “with honours” may be awarded the Rector’s award (study average 1.00), the Dean’s award (study average 1.01 – 1.10) or recognition of achievement (study average 1.11 – 1.20),
- e) if the overall classification of the state final exam is “failed”, the overall result of study is “failed”,
- f) UCT Prague student may take a state final exam at a foreign university. The conditions and rules of the state final exam at a foreign university are contained in the agreement on provision of accredited study programme. In case of a thesis defended at a foreign university based on mutual recognition of study under the double degree regime where there is no agreement on provision, the state final exam may be taken at such university provided that all requirements pursuant to Articles 28 and 31 hereof have been met.

Article 32

Master’s thesis

- (1) The master’s thesis proves that the student is able of practical application of the acquired professional knowledge and skills.
- (2) The topic of the master’s thesis must comply with the focus of the master’s study programme and be based on the scientific, research and development activity of the department providing the instruction of the study programme.
- (3) Supervisors of master’s theses, reviewers and consultants (if any) are appointed and the principles of preparation and the form of submission of master’s theses are determined by the head of the respective department in cooperation with the guarantor of the study programme and in compliance with the Dean’s instruction. The content and form of the master’s thesis are governed by other internal documents of UCT Prague. The master’s thesis may be written in Czech, Slovak or English.
- (4) In exceptional cases, a master’s thesis may be based on data that cannot be published as at the date of the state final exam due to an agreement binding for UCT Prague. Members of the examination board and the reviewer may inspect the data and assess them to the extent required for the classification of the master’s thesis and its defence, while respecting the conditions stated in the agreement. Handling of such thesis shall be performed in compliance with Article 16 paragraphs 7 and 8 and the internal document “Rules for defending, keeping and publishing non-public final theses at UCT Prague” (Pravidla pro obhajoby, uchovávání a zveřejňování neveřejných závěrečných prací na VŠCHT Praha).
- (5) Before its defence, the master’s thesis is made accessible for inspection in compliance with Article 16.
- (6) The master’s thesis is assessed separately by the supervisor and the reviewer. The opinion contains classification of the thesis by the grades “excellent”, “very good”, “good”, “satisfactory” or “sufficient” together with recommendation for defence, or the grade “failed” together with non-recommendation for defence.
- (7) The head of department makes it possible for the student to know the opinions of the supervisor and the reviewer of the master’s thesis at least three days before the date of the state final exam.

PART VI

STUDY IN DOCTORAL STUDY PROGRAMMES

Article 33

Conditions of admission to study in a study programme and admission proceedings

- (1) Admission to study in a study programme and admission proceedings are governed, in compliance with Sections 48 and 49 of the Act and Article 20 of the Statute of UCT Prague, by the internal regulation "Conditions of admission to study and admission proceedings at UCT Prague".

Article 34

Individual study plan and conditions of study

- (1) DSP study is carried out under the management of a supervisor, always according to the individual study plan (ISP) approved by the Doctoral Study Board and the Dean. ISP prescribes the study subjects and the dates of exams in those subjects, defines the topic for systematic solution of a specific scientific task in research or development area, which is to be completed with writing and defending a dissertation thesis, at least three topic areas of the basic part of the state doctoral exam and it also may prescribe other domestic and foreign study.
- (2) Upon agreement with the head of the supervising workplace, the student may participate in pedagogical activity of UCT Prague.
- (3) In case of full time study the DSP student studies and participates in scientific and possibly pedagogical work in the volume of 40 hours per week, if not agreed otherwise with the supervisor, and has the possibility of applying for a scholarship financed by the funds of UCT Prague, faculties, workplaces providing DSP study or other sources.
- (4) In case of a combined form of study the DSP student studies and participates in scientific activities in compliance with the ISP and has the possibility of using information technology and devices of UCT Prague to the necessary extent and in compliance with the rules defined by UCT Prague.
- (5) A student of full-time form of study in DSP whose standard term of study has elapsed and who has not completed the study yet may ask the Dean to transfer the student to a combined form of study; otherwise, his/her study is terminated (Article 14 paragraph 2 letter c).
- (6) A DSP student is in the academic year entitled to 30 working days of holiday in total. The schedule of holiday is subject to approval by the supervisor. A DSP student may, upon agreement with the supervisor and the head of the workplace, move part of the holiday to the next academic year.
- (7) DSP study is divided in study years. The length of a study year is one year of study. After suspending the study, students whose maximum duration of study has not elapsed shall continue in the study year that was suspended.

Article 35

Supervisor, supervising workplace

- (1) The supervisor is appointed by the Dean from the professors and associate professors of UCT Prague or legal entities with which UCT Prague has an agreement on cooperation

in carrying out the DSP under Section 81 of the Act, and from other renowned experts in the given field. Appointment of a supervisor who has not been promoted to associate professorship yet is subject to approval by the Scientific Board of the faculty.

- (2) If the topic of the dissertation thesis requires specific supervision, supervisors-specialists may be appointed, and such specialists will ensure the agreed part of the student's professional preparation together with the supervisor. A supervisor-specialist is an expert in the field who has achieved at least the degree Ph.D., Dr., CSc. or their equivalent. In order to ensure profession-specific consultations within the student's professional preparation, consultants may be appointed as well. A consultant is an expert with experience from technological or laboratory practice and he/she must have a university degree. Supervisors-specialists and consultants for the given topic and student are appointed by the Dean.
- (3) The supervisor's obligations include:
 - a) within 30 days from the student's enrolment in the study, together with the student and with the knowledge of the head of the supervising workplace, to draw an ISP and propose, if applicable, supervisors-specialists and consultants,
 - b) to propose to the Dean the topic areas in which the student will take the basic part of the state doctoral exam,
 - c) to monitor the study of the student and to consult with him/her the progress of his/her research work,
 - d) together with the head of the supervising workplace, to ensure and be responsible for reasonable material and financial conditions for the student's research or development activity prescribed in the ISP,
 - e) evaluate the student's performance of the ISP on a regular basis,
 - f) to express his/her recommendation/non-recommendation for student's enrolment in the next study year.
- (4) A supervising workplace is a department of the respective faculty or legal entities with which an agreement on cooperation in carrying out DSP has been signed under Section 81 of the Act and which received a joint accreditation with a faculty of UCT Prague. If the supervising workplace is a legal entity, then in cases requiring opinion of the supervising workplace the Dean will also request the opinion of the department of UCT Prague where the study programme is provided.
- (5) Participation of legal entities under paragraph 4 of this Article in ensuring pedagogical, financial, organisational or personnel conditions for DSP under Section 2 paragraph 8 of the Act is governed by bilateral agreements between faculties and such legal entities.

Article 36

Doctoral Study Board

- (1) The Doctoral Study Board is established for each DSP, or field of studies, accredited at UCT Prague. For a DSP of the same area of education that is performed at several faculties of UCT Prague, a joint Doctoral Study Board may be established. The board has at least 10 members. The chairperson of the Doctoral Study Board is the guarantor of the accredited DSP appointed by the Dean. Members of the Doctoral Study Board are appointed and removed by the Dean upon approval by the Scientific Board of the faculty. Members of a joint Doctoral Study Board are appointed and removed by the Rector upon approval by the Scientific Board of UCT Prague. The term of office of a member

of a Doctoral Study Board is usually 5 years. A legal entity with which an agreement on cooperation in carrying out DSP has been made under Section 81 of the Act has a representative in the Doctoral Study Board.

- (2) The Doctoral Study Board monitors and evaluates the quality of study in DSP and reports at the end of the academic year to the Scientific Board of the faculty through its chairperson. The activities of the Board include namely:
 - a) approves topics of dissertation theses and supervisors, discusses and approves changes thereof,
 - b) approves the offer and content of study subjects of DSP,
 - c) approves ISP of students and assess how the plan is fulfilled,
 - d) submits to the Dean their opinion on termination of study due to failure to fulfil study obligations,
 - e) approves topic areas for examination during state doctoral exam,
 - f) nominates the chairperson, vice-chairperson and members of the Examination Board for state doctoral exam,
 - g) nominates the chairperson, vice-chairperson and members of the Examination Board for defence of dissertation theses,
 - h) proposes to the Dean approval of requirements regarding publication activity of DSP students and the content and form of dissertation theses in the given field.
- (3) Meetings of the Doctoral Study Board are called by its chairperson as and when necessary, however at least once in the academic year. For a decision of the Doctoral Study Board to be valid, agreement of majority of the present members is required, the quorum being two thirds of the total number of the members. Opinions of the members of the Doctoral Study Board may be requested electronically.

Article 37

Fulfilment of study obligations

- (1) DSP student fulfils the study obligations stated in the ISP. Presentation of results of scientific and research activity to professional public in compliance with the requirements defined by the Doctoral Study Board forms an integral part of the study.
- (2) During the study, the student must pass the prescribed exams in specialized study subjects of DSP in compliance with the approved ISP. The student proves the fulfilment of the study part of ISP by passing the exams and the results will be recorded by the examiner in SIS. The classification grades of the exams are “passed” (prospěl/a) and “failed” (neprospěl/a).
- (3) Each DSP student is obliged during the study to take part in a student scientific conference at UCT Prague, where he/she gives a presentation in English. The professional and language level of the presentation and discussion is assessed by a committee appointed by the Dean. The presentation is classified as an exam and the chairperson records the result “passed” in SIS. If the student fails the exam, he/she has to re-sit, however no earlier than after 4 months. Students may retake the presentation in English no more than twice.
- (4) In DSP performed based on the accreditation granted in compliance with the Government regulation No.274/2016 Coll., on standards for accreditation in higher education, a study stay of at least one month at a foreign institution forms an integral part of the study obligations; such obligation may be carried out also as a series of shorter professional stays, where the durations of the stays add up. This study obligation may be fulfilled also

by direct participation in an international project or by work in an international research group provided that the outcomes are published in an international periodical or presented to professional public abroad in some other way.

- (5) At the end of each study year, DSP student is obliged to present to the supervisor an annual report and information on the passed exams, publications and other outcomes of the research work as well as, if applicable, any pedagogical activities for the assessment of the student's current year of study. The method and deadlines for submission of information for annual assessment and of the report on the outcomes of the DSP student's professional activities are governed by the Rector's decree. The submitted documents serve for assessment by the supervisor and for his/her recommendation or non-recommendation for the student to be enrolled in the next study year. The student has a chance to comment on the supervisor's assessment. If the supervisor does not recommend enrolment in next study year, the Dean will pass a decision on termination of the study, upon opinion of the Doctoral Study Board. The annual assessment is approved by the Dean.
- (6) Completed study obligations from previous terminated unsuccessful studies are not recognized.

Article 38

State doctoral exam

- (1) The state doctoral exam consists of two independent parts. The basic part, which verifies theoretical knowledge of specialized subjects and which is taken by the student before the defence of the dissertation thesis. The second part is the final part, which verifies professional knowledge related to realisation of own research work and which is taken by the student within the defence of the dissertation thesis in the form of extended discussion.
- (2) The examination board for a state doctoral exam is summoned by the Dean, who appoints the chairperson, vice-chairperson, members and, if applicable, stand-by members for each of the two parts of the state doctoral exam. The right to examine during the state doctoral exam belongs exclusively to professors, associate professors, and also to other renowned experts approved by the Scientific Board of the respective faculty. The composition of the examination board for the basic part may vary from the one for the final part; in case of the final part of the state doctoral exam the function of the examination board is taken over by the board for defence of dissertation thesis. The ministry may appoint other members of the examination board from renowned experts in the given field.
- (3) The language of the state doctoral exam is Czech, Slovak or English; only in exceptional cases and with prior approval by the Dean and the Doctoral Study Board, the exam may be taken in other world language. Both parts of state doctoral exam are taken before an examination board, which has at least 4 members of which at least two thirds must be present for the exam to be valid. The chairperson or vice-chairperson must always be present. In extraordinary cases, distance form of state doctoral exam can be used according to the rules and in compliance with the internal document "Rules for the distance form of the state exam" ("Pravidla pro distanční formu státní zkoušky")
- (4) The basic part of the state doctoral exam consists of at least three topic areas approved for the exam and the student may sit for it only after passing the exams in prescribed subjects of the doctoral study and after receiving the classification "passed" from the student scientific conference at UCT Prague. The application for the basic part of the state doctoral exam recommended by the supervisor is handed in by the student to the Dean; the Dean's Office will inform the student about the date of the exam at least 30 calendar days

in advance.

- (5) The result of the individual topic areas within the basic part of the state doctoral exam and the overall result of the basic part of the state doctoral exam, as well as the result of the final part of the state doctoral exam, are expressed by the grades “passed” and “failed”. The assessment of the state doctoral exam by the examination board is non-public.
- (6) A protocol of the basic part of the state doctoral exam and its result will be made in the required form and signed by the chairperson and all present members of the examination board. The assessment of the result in the topic area is proposed by the member of the board who asked the questions from the respective area. If some of the members of the board do not agree with the proposed assessment, a vote is taken to decide on the assessment; in case of equal number of votes, the vote of the chairperson of the examination board shall prevail. The chairperson of the examination board will inform the student about the result of assessment in the topic areas and the overall result of the basic part of the state doctoral exam.
- (7) If the result in one or more topic areas of the basic part of the state doctoral exam is “failed”, the overall result of the exam is “failed” and the student must re-sit the whole basic part of the state doctoral exam. The student has the right to re-sit the basic part of the state doctoral exam only once and no earlier than 3 months after the failed exam.
- (8) A protocol of the final part of the state doctoral exam and its result as well as of the defence of the dissertation thesis will be made in the required form and signed by the chairperson and all present members of the examination board. The course of the expanded discussion among the student, board members and other participants in the defence shall be recorded in the protocol. The chairperson of the examination board will inform the student about the result of the final part of the state doctoral exam together with the result of the defence of the dissertation thesis. In case of the distance form of the state doctoral exam the protocol will be signed at least by the chairperson or the vice-chairperson of the board.
- (9) The classification “failed” in the final part of the state doctoral exam is applied always when the student is assessed “failed” in the defence of the dissertation thesis. In such case, the student has the right to re-sit the final part of the state doctoral exam together with the defence of the dissertation thesis no earlier than after 6 months. The final part of the state doctoral exam may be retaken only once.
- (10) A state doctoral exam from previous terminated unsuccessful studies is not recognized.

Article 39

Dissertation thesis

- (1) Dissertation thesis is a result of solving a specific scientific task and must contain original and published results, or results accepted or ready for publication.
- (2) The dissertation thesis may be submitted in Czech, Slovak or English languages, or exceptionally, with prior written approval by the Dean and the Doctoral Study Board, in other world language.
- (3) The rules for submission, content, form and publishing of dissertation theses are governed by the internal document “Rules for submission and publishing of dissertation theses at UCT Prague” (Pravidla pro předkládání a zveřejňování dizertačních prací na VŠCHT Praha) and, in case of non-public dissertation theses, also by the internal document “Rules for defending, keeping and publishing non-public final theses at UCT Prague” (Pravidla pro obhajoby, uchovávání a zveřejňování neveřejných závěrečných prací na VŠCHT Praha).

Article 40

Defence of dissertation thesis

- (1) The request for permission to defend the dissertation thesis must be submitted by the DSP student no later than 4 months before termination of the maximum duration of study under Article 9 paragraph 3.
- (2) A DSP student may withdraw a submitted dissertation thesis and the request for its defence at any time during the proceedings until the start of the non-public meeting of the board for defence of the dissertation thesis (hereinafter the “board”). In such case, the proceedings will be terminated by the Dean.
- (3) The request for permission to defend the thesis is submitted by the DSP student to the Dean. The request includes:
 - a) 5 copies of the dissertation thesis in hard binding,
 - b) printed signed list of all published works of the student,
 - c) structured curriculum vitae in a printed version.

In case of formal faults, the Dean will ask the student to remove such faults within the defined deadline.
- (4) The Dean will ask the supervisor, head of the supervising workplace and the chairperson of the Doctoral Study Board to provide their opinions on the request for permission to defend the thesis.
- (5) If the request for permission to defend the dissertation thesis meets all formal requirements and if it is also recommended by the chairperson of the Doctoral Study Board and supported by favourable opinions of the supervisor and the head of the supervising workplace, the Dean will start the proceeding leading to the defence of the dissertation thesis and he/she will pass the dissertation thesis including the documents under paragraph 3 letters b) and c) and the respective recommendations and opinions to the board.
- (6) The board consists of at least six members: chairperson, vice-chairperson, and at least two other members of the board; other members of the board are two reviewers of the dissertation thesis. In case of a dissertation thesis of interdisciplinary character, the board may have three reviewers as members. The supervisor, supervisor – specialist and consultant of the student shall not be members of the board. The chairperson, vice-chairperson and members of the board are appointed by the Dean upon proposal by the Doctoral Study Board. At least three members of the board must be associate professors or professors and at least two thirds of the members of the board must have a Ph.D. degree or its equivalent. All members of the board must be experts in the given area of education.
- (7) The reviewers are experts in the given field, at least two of them must have a Ph.D. degree or its equivalent and at least one of them must be an associate professor or professor. Only one reviewer may be member of the academia of UCT Prague. If the supervising workplace was a legal entity under Section 81 of the Act, at least one reviewer must be from other workplace than such legal entity. Each reviewer is obliged to make a clear statement if he/she recommends the thesis to be accepted for defence or not.
- (8) The student will know the reviewers ‘assessment at least 7 working days before the defence of the dissertation thesis.
- (9) In case of a favourable assessment of the dissertation thesis by at least one of the two reviewers, or two of the three reviewers, the student is obliged to make a statement

regarding the comments of all reviewers in writing and such statement is part of the protocol of the defence of the dissertation thesis.

- (10) In case of a negative assessment of the dissertation thesis by two or more reviewers, the chairperson of the board will inform the Dean, who will suspend the proceedings. The Dean will define the deadline for submission of a re-written dissertation thesis, which will then be re-sent to reviewers for assessment. Should the re-written dissertation thesis receive again a negative statement from two or more reviewers or should the candidate fail to submit the re-written dissertation thesis before the defined deadline, the proceeding will be deemed to have been completed with the assessment of the defence of the dissertation thesis as “failed” and the study will be terminated.
- (11) The chairperson of the board will set the time and place of the defence of the dissertation thesis, which the Dean’s Office of the faculty will announce to the participants, no later than 30 calendar days in advance. The date of the defence must be published in the public part of the websites of the faculty and of the legal entities attached by agreement if such legal entities were the supervising workplace.
- (12) Written comments to the dissertation thesis or its public part made available in compliance with Article 16 paragraphs 6 and 7 are received by the Dean’s Office of the respective faculty, which will pass them to the chairperson of the board.
- (13) The defence of the dissertation thesis is held in Czech, Slovak or English, or in exceptional cases and with previous approval by the Dean and the Doctoral Study Board, in other world language. The defence is managed by the chairperson of the board or, in the absence of the chairperson, by the vice-chairperson of the board. The board may act if at least two thirds of the board members are present and at least one of them is the reviewer. The reviewers who have not recommended the thesis to be defended have to be present always. In extraordinary cases, distance form of defence of dissertation thesis can be used according to the rules and in compliance with the internal document “Rules for the distance form of the state exam” (“Pravidla pro distanční formu státní zkoušky”)
- (14) If during the defence of the dissertation thesis there is not sufficient number of board members or reviewers under paragraph 13 of this Article, the defence will not take place and the chairperson of the board will, no later than 7 working days from the cancelled defence, define a new date of the defence.
- (15) The defence of the dissertation thesis is public. If any part of the defence would result in disclosure of facts contained in the part of the thesis whose publishing was postponed under Article 16 paragraph 7 and which is governed by the internal document “Rules for defending, keeping and publishing non-public final theses at UCT Prague” (Pravidla pro obhajoby, uchovávání a zveřejňování neveřejných závěrečných prací na VŠCHT Praha), such part of defence will be excluded from public proceedings. If a distance form of state final exam can be used according to the rules and in compliance with the internal document “Rules for the distance form of the state exam” (“Pravidla pro distanční formu státní zkoušky”)
- (16) During the defence of the dissertation thesis, the student will inform the board about the results of the dissertation thesis. That will be followed by statements of the reviewers and an extended discussion between the student and the reviewers, other board members and other participants in the defence. At the same time, the extended discussion represents the final part of the state doctoral exam (Article 38 paragraph 1).
- (17) During the defence of the dissertation thesis, the chairperson of the board shall discuss all received written statements regarding the submitted dissertation thesis. In case of presential form of the defence, anybody of the present public has the right to present their

comment to the thesis during the defence thereof. The student is obliged to respond to the written and oral comments during the defence.

- (18) After completion of the defence of the dissertation thesis, at a non-public meeting the board assesses the dissertation thesis, objections of the reviewers and responses of the student during the discussion. The board including the reviewers decides by taking secret vote; for a valid statement “passed” it is necessary to have majority of votes of the present board members. If a majority vote in favour of “passed” is not achieved, the assessment of the defence of dissertation thesis is “failed”. The chairperson of the board will publicly inform the student about the result of the defence of the dissertation thesis.
- (19) If the proceedings are terminated under paragraph 2 and in case the defence of the dissertation thesis has been assessed as “failed”, the DSP student has the right to submit the re-written dissertation thesis no earlier than after six months.
- (20) In case the defence of the dissertation thesis is assessed as “failed”, the defence can be repeated only once. The proceedings for defence of the dissertation thesis and the study may be suspended for the time required for re-writing; however, the suspension shall not exceed the date determined by the Dean.
- (21) If any errors in the dissertation thesis are pointed out in favourable reviews of the reviewers or during the defence itself, the chairperson of the board will decide on the student’s obligation to correct such errors in the form of a correction sheet inserted in all copies of the dissertation thesis, although the defence has been assessed by the grade “passed”. In such case, the student will deliver to the Dean’s Office of the faculty a correction sheet in electronic version. The correction sheet is a published document together with the dissertation thesis.

Article 41

Study abroad

- (1) A DSP student may spend part of the study at a foreign university. The terms and conditions of the study at the foreign university are set forth by an agreement between the foreign university and UCT Prague or the faculty providing the DSP.
- (2) The study or its part and the study obligations completed by the student at a foreign university may be recognized by the Dean, upon proposal by the Doctoral Study Board, as part of the study in DSP provided by UCT Prague or its faculty.

PART VII

JOINT, TRANSITIONAL AND FINAL PROVISIONS

Article 42

Joint provisions

Void state exam, its part or defence of dissertation thesis

- (1) The state exam or its part or the defence of a dissertation thesis may be declared void by the Rector under Section 47c and 47d of the Act and under the Code of Administrative Procedures.

- (2) The proceedings regarding declaration of voidness are started ex officio; they may be started by the Rector within the term stated in Section 47c paragraph 4 of the Act.
- (3) If the Rector finds no reasons for declaring the state exam or its part or the defence of the dissertation thesis void under Section 47c paragraph 2, the proceedings regarding declaration of voidness will be terminated by resolution.
- (4) The opinion of a revision committee consisting of seven members forms part of the information serving for the Rector to decide. Members of the revision committee are appointed by the Rector from professors, associate professors or other experts in the respective or related field. One member is appointed from the rank of students. Members are appointed with their consent. One member is usually the chairperson or member of the examination board that examined during the state exam or its part the person whose state exam or its part or whose defence of dissertation thesis is concerned. The chairperson of the revision committee issues a protocol of the meeting of the revision committee.
- (5) The quorum of the revision committee is the majority of all members. The chairperson of the revision committee organizes the voting. The revision committee takes a secret vote.

Article 43

Transitional provisions

- (1) Any proceedings started before the effective date of these Study and Examination Rules will be completed according to the preceding Study and Examination Rules of the University of Chemistry and Technology Prague registered by the Ministry on May 10, 2020 under the ref. no. MSMT-23482/2019, as amended.
- (2) The rights and obligations of the students who started their study before the effective date of these SER shall be governed by these rules.

Article 44

Final provisions

- (1) The Study and Examination Rules of the University of Chemistry and Technology in Prague registered by the Ministry on July 10, 2019 under the ref. code MSMT-23482/2019-1 as amended by amendment registered on April 30, 2020 under the ref. code MSMT-19033/2020-1 is hereby cancelled.
- (2) These Study and Examination Rules were approved under Section 9 paragraph 1 letter b) point 3 of the Act by the Academic Senate of the University of Chemistry and Technology, Prague on May 10, 2022.
- (3) These Study and Examination Rules become valid under Section 36 paragraph 4 of the Act on the day of registration by the Ministry.
- (4) These Study and Examination Rules come to force and effect on the day of registration by the Ministry.

Radek Cibulka, m. p.

President of the Academic Senate

Pavel Matějka, m. p.

Rector