

Under Section 36 (2) of Act 111/1998 Sb. on Higher Education and on Changes in and Amendments to some other acts (the Higher Education Act), the Ministry of Education, Youth and Sports registered the University Code of Study and Examination of Charles University in Prague under Ref. No. 16 753/99-30 on April 26, 1999.

The changes to the University Code of Study and Examination of Charles University in Prague were registered by the Ministry of Education, Youth and Sports under Section 36 (2) and (5) of the Higher Education Act on July 21, 2000, under Ref. No. 23 694/2000-30, on June 19, 2001, under Ref. No. 19 793/2001-30, on March 14, 2005, under Ref. No. 14 637/2005-30, and on April 28, 2006, under Ref. No. 12 120/2006-30.

**FOURTH CONSOLIDATED
CODE OF STUDY AND EXAMINATION
OF CHARLES UNIVERSITY IN PRAGUE
OF APRIL 28, 2006**

Under sections 9 (1) (b) and 17 (1)(f) of Act 111/1998 Sb., on Higher Education and on Changes in and Amendments to some other Acts (the Higher Education Act), the Academic Senate of Charles University has adopted the following University Code of Study and Examination of Charles University, as an internal regulation of the University:

**Part I.
Fundamental Provisions**

**Article 1
Introductory Provisions**

This Code shall govern the course of study at Charles University (hereinafter referred to as “University“) as well as first instance proceedings at the Faculty and review procedure regarding decisions on students’ rights and obligations. •

• Translator’s note: Words importing the masculine shall include the feminine, and unless the context otherwise requires, words in the singular shall include the plural and words in the plural shall include the singular.

Article 2
Higher Education

1. Higher education shall be acquired in accredited programmes of study in accordance with a study plan in a prescribed form of study.
2. The programmes of study shall take the form of
 - a) Bachelor's programme of study,
 - b) Master's programme of study, and
 - c) Doctoral programme of study.
3. The Bachelor's programme of study shall aim at vocational preparation and preparation for a study in a Master's programme. In the Bachelor's programme, a contemporary body of knowledge and methods is made direct use of; it shall also comprise the required extent of theoretical background knowledge. The standard length of study including practical training shall range between a minimum of three and a maximum of four years. The study shall be completed properly by a State Final Examination which shall as a rule include the defence of the Bachelor's thesis.
4. The Master's programme of study shall aim at the acquisition of theoretical knowledge and findings based on contemporary knowledge, research and development and shall aim at mastering the capability of their application, and at developing creative skills; in the domain of art, the programme shall aim at a demanding artistic preparation and unfolding of creative talent. The Master's programme of study represents a continuation of a Bachelor's programme study; the standard length of this study shall be at least one and at most three years. In the case the Master's programme doesn't represent a continuation of a Bachelor's programme of study the standard length of study shall be at least four and at most six years. The Master's programme shall be completed properly by the sitting of a State Final Examination which shall include the defence of the Master's Diploma Thesis; the programme of study in medicine, veterinary medicine and hygiene (public healthcare) shall be completed by a State Rigorosum Examination.
5. The Doctoral programme of study shall aim at scholarly research and independent creative activity in the field of research and/or development. The standard length of study shall be at least three and at most four years. Study shall be completed properly by a State Doctoral Examination and the defence of the Doctoral Dissertation. The Doctoral Dissertation shall serve as proof of capability to carry out independent work in the field of research and development or independent theoretical and creative artistic activity. The Dissertation must contain original and published results of work or results accepted for publication.
6. The programme of study may be further divided into branches of study.

7. The programme of study or the branch of study shall be specified and implemented by study plans (curricula).
8. The forms of study shall be
 - a) full-time study,
 - b) distance learning study, or
 - c) combined study.
9. For the full-time form of study, the study plan shall be created within the framework of a programme of study in such a way that the largest part of instruction shall take the form of lectures, tutorials, seminars, courses, practical training, laboratory classes, consultation and other similar forms of instruction, which shall be held according to a regular schedule, which will be generally a weekly schedule; they shall enable students to acquire knowledge directly.
10. For the distance learning form of study, the study plan shall be created within the framework of the programme of study based on the assumption that study shall be implemented in the form of instruction using multimedia, and that teachers and students shall all the time or for most of the time be at different locations separated from each other by physical distance.
11. For the combined form of study, the study plan shall be created within the programme of study based on the assumption that study shall take a form which shall employ principles of both full-time and distance learning study.
12. The Faculty must always organise its doctoral programme of study in both full-time study form and either in distance learning form of study or in combined form of study.

Article 3

Organisation of Study

1. The academic year shall last twelve calendar months. The Rector shall determine its commencement.
2. The academic year shall be divided into a winter semester, a summer semester and vacations. The dates of commencement of semesters and vacations shall be determined by the Rector.
3. The commencement of instruction, examination period, practical training, and other details regarding the division of a semester shall be determined by the measure of the Dean of the Faculty, upon consultation with the Rector. Deans of the Faculties which implement joint programmes of study in accordance with Art. 22 (3) (c) of the Constitution of Charles University (hereinafter referred to as the “Constitution“) shall determine these details by mutual agreement.

4. If the study plan so provides, practical training, laboratory classes, physical education courses, field trips, etc. may be carried out during vacations. Examinations may be held during vacations provided that this has been approved by the teacher (the board) and the student.

Part II.

Study on Bachelor's and Master's Programmes of Study

Article 4

Course of Study, Credit System

1. An applicant shall become a student on the date of his enrolment in the University. Enrolment shall take place at the Faculty which implements the relevant programme of study; in the case of programmes of study in accordance with Art. 22 (3) (c) of the Constitution at the Faculty which has been designated in the programme of study in question. The date of enrolment shall be determined by the Dean of the Faculty in question.
2. The Faculty shall issue to the student a Study Credit Book upon enrolment. The University shall issue to the student a Student Identity Card in accordance with the rules set by the Rector's measure. The student shall take a matriculation oath (Art. 56 (1) of the Constitution); the dates of matriculation ceremonies for individual Faculties shall be determined by the Rector.
3. The study plans (curricula) of a programme of study or a branch of study shall determine mainly time and content, relations between subjects of study, the volume and form of instruction, the number of credits assigned to individual subjects and further details concerning the credit system and the method of assessing study results.
4. The course of study on Bachelor's and Master's programmes of study shall be implemented by means of credit system.
5. The course of study on a programme of study shall be divided into individual units in such a way as to enable continuing checking of the course of study and registration for following units of study; registration dates must be published on the official notice board of the Faculty in sufficient advance. A semester or a year may constitute a unit of study; the internal regulation of the Faculty under Art. 19 (1) shall determine units of study for each programme of study. Changes to a study plan in its part concerning a particular unit of study must not be effective for students who are currently enrolled for this unit.
6. If a student has failed to register for a relevant unit of study, the Faculty shall publish a summons for alternative registration; the summons must be published not later than ten

working days before the alternative registration date. Failure to register during the alternative registration shall be considered as a case under Art. 12 (1) (b). This provision shall not apply if the student failed to register due to serious reasons.

7. Study plans shall stipulate which subjects shall be compulsory or elective for the given programme of study (branch of study); other subjects taught at the University are regarded as optional subjects for the given programme of study (branch of study). As optional subjects are also regarded subjects taught at other higher education institutions or their parts, or other education or scientific institutions, if so established by an agreement between the faculty or University and that university or institution.
8. The study plan of a relevant programme of study (branch of study) shall assign to any subject and comprehensive examination (Art. 6 (8) (d)) a definite integer number of credits expressing the ratio between the amount of student's work connected with passing this subject or comprehensive examination and the overall amount of work connected with completion all subjects and comprehensive examinations recommended by the study plan for the given semester; the assigned number of credits does not depend on the quality of completion of the given subject or comprehensive examination. Study plan of a programme of study shall determine the recommended course of study in such a way that a student who has observed it and fulfilled all his study obligations in a given unit of study shall acquire thirty credits, if the unit of study is semester, or sixty credits, if the unit of study is year.
9. Continuing checking of the course of study means checking the overall number of credits acquired by the student during his course of study up to now. If the student has acquired from the units of study up to now at least such number of credits that corresponds to the sum of credits from the course of study recommended by study plan in these units of study (hereinafter referred to as "normal number of credits"), he is entitled to register for the next unit of study, otherwise such situation shall be considered as a case under Art. 12 (1) (b), provided it is not the case under paragraph (11).
10. If a student acquired more than fifteen percent of the normal number of credits from optional subjects, the Dean shall decide on the eventual inclusion of these over-limit credits for the purpose of the continuing checking of the course of study. The internal regulation of the Faculty under Art. 19 (1) may set this ratio for individual programmes of study (branches of study) performed by that Faculty higher.
11. The internal regulation of the Faculty under Art. 19 (1) may set the minimum number of credits necessary for registration for the next unit of study. In this case, if a student has failed to acquire the normal number of credits but has acquired at least the minimum number of credits, he is entitled to register for the next unit of study. A multiple use of this provision may be excluded or restricted by the internal regulation of the Faculty under Art. 19 (1).

12. Upon a student's written application, the Dean may permit the taking of one or more units of study according to an individual study plan; at the same time the Dean shall determine its course and conditions. After completion of an individual study plan and in accordance with the conditions above the Dean shall decide on the assignment of an appropriate number of credits in accordance with the established conditions. Other provisions of this Code shall not be prejudiced by this paragraph. The internal regulation of the Faculty under Art. 19 (1) may determine the details.
13. The maximum length of study on a programme of study shall be the standard length of study of this programme plus five years in the case of a Master's programme of study which is not a continuation of a Bachelor's programme of study; and plus three years in other cases. Should the student fail to complete his study during this maximum length of time of study, such situation shall be considered as a case under Art.12 (1) (b).
14. The internal regulation of the Faculty under Art. 19 (1) may provide further details concerning the forms of study in which programmes of study shall be implemented at the Faculty; if the Faculty implements at least one programme of study in more than one form of study, the Code shall also provide the conditions under which the Dean may permit a student to transfer from one form of study to another within the same programme of study.

Article 5

Interruption of Study

1. Studies on a programme of study may be interrupted more than once.
2. The Dean may interrupt the study of a student upon the student's written application or on his own initiative if this is necessary to prevent harm to the student, provided that the origin of the harm is not related to the previous fulfilment of study obligations. If a student applies for interruption of study after he has proved the fulfilment of obligations in the given unit of study and before he has registered for the following unit of study, and unless disciplinary proceedings have been initiated against the student, the Dean shall grant such application; study may be interrupted in this way for the minimum period of one semester. Paragraph (6) shall not be prejudiced by this provision.
3. The Dean, on his own initiative, shall interrupt the study of a student who is obliged to pay tuition fees under s. 58 (3) or (4) of the Higher Education Act and has failed to pay the fees within 30 days from the posting registered to his own hands of notice to pay such fees; this provision shall not apply, if it appears that there is a substantial fact which would result in the Dean's recommendation of a reduction, waiver or deferral of payment of the fees. In such case the Dean, with Rector's permission, shall not interrupt the study

on his own initiative, a consequence of Rector's permission shall be the waiver of time-limit for filing the application for review of the decision on assessment of the fee. If the student applies for a personal interview before the decision, he shall be invited to an interview without any delay.

4. The Dean, on his own initiative, shall interrupt the study of a student who is obliged to pay tuition fees under s. 58 (5) of the Higher Education Act and has failed to pay the fees within 30 days from the posting registered to his own hands of notice to pay such fees; this provision shall not apply, if it appears that there is a case worthy of special consideration, which would result in the specifying by the Dean of different conditions for fulfilling the obligation to pay the fee. If the student applies for a personal interview before the decision, he shall be invited to an interview without any delay.
5. Under paragraph (3) study may be interrupted for the period remaining until the expiration of the maximum duration of study. If the fees have been paid and the person applies for termination of the interruption of study, the Dean shall approve this application and decide to terminate the interruption of study not later than on the last day of the semester in which the application was filed, or on the last day of the academic year if the application was filed during the summer semester or vacations.
6. On the day of interruption of study the student shall lose the status of student under the Higher Education Act, and time for the fulfilment of study obligations shall neither start to run nor continue. Upon termination of interruption of study, the Dean shall decide on the assignment of the student to the appropriate unit of study, if necessary. If the student's study plan was changed during the interruption of his study, the Dean shall determine which study obligations the student must fulfil as well as deadlines for their fulfilment according to the internal regulation of the Faculty under Art. 19 (1) and the respective programme of study; in this connection he may also impose an obligation on the student to take bridging examinations within a prescribed period of time.
7. Upon expiration of the period of time for which the study was interrupted, the student whose study was interrupted shall acquire the right to re-register for study. If the reasons for interruption no longer apply, the Dean may terminate the interruption of study upon a written application filed by the student whose study was interrupted even before the expiration of the period of interruption. If the person fails to register within the given period of time, the provisions of Art. 4 (6) shall apply.
8. With the exception of cases where the reasons are particularly serious, mainly health reasons, study may not be interrupted before the completion of the first unit of study.
9. The longest overall period of interruption of study (s. 54 (1) of the Higher Education Act) shall be such period which, together with the actual period of study, shall not exceed the maximum duration of study. The actual period of study shall be the period which has

elapsed from the date of enrolment in the University minus the period of time during which the study was interrupted.

Article 6

Subjects and Assessment of Study

1. The subject may be realised in the form of lecture, tutorial, seminar, course, practical training, internship, laboratory classes, field trip, individual work or consultation. Depending on its character, the subject may be realised in the full-time, distance learning or combined form of instruction.
2. Unless this Code or, in accordance with this Code, the Internal Regulation of the Faculty under Art. 19 (1) stipulate otherwise, a student shall have the right to register for a subject taught at the University and then, to attend in its instruction and undergo assessment of its study. The members of the Academic Community of the University shall have the right to attend lectures within the University.
3. A subject may take one or two semesters in the same academic year. Each subject shall have an identification code which shall be unique within the University; the system of assignment shall be specified by Rector's measure.
4. If a subject is a part of more study plans of one or more programmes of study, it must not be assigned different numbers of credits.
5. The study plan may state that
 - a) the registration for a given subject has as a prerequisite the completion of another subject or subjects, or simultaneous registration for another subject or subjects,
 - b) the completion of a given subject has as a prerequisite the completion of another subject or subjects,
 - c) the registration for a given subject is excluded by the simultaneous registration for another subject,
 - d) the completion of a given subject is excluded by the previous completion of another subject,
 - e) the registration for a given subject is excluded by the previous completion of another subject.
6. For the capacity reasons the Faculty may limit the number of students entitled to register for a given subject; in this connection Faculty may also give priority for a given subject to students enrolling for it in accordance with their recommended study plan. If it is required by generally valid regulations, the registration may be preconditioned by submitting the appropriate medical certificate.

7. The internal regulation of the Faculty under Art. 19 (1) may restrict a repeated registration for the same subject; if, by this restriction, the student is already precluded from successfully completing a compulsory subject within this course of study, such situation shall be considered as a case under Art.12 (1) (b).
8. The forms of assessment of study shall be
 - a) assessment of study of a subject,
 - b) continuing checking of the course of study (Art. 4 (5) and (9)),
 - c) bridging examination,
 - d) comprehensive examination,
 - e) state final or state rigorosum examination (hereinafter referred to as “state examination“).
9. Assessment of study of subject means verification of a successful completion of the subject. The forms of this assessment shall be
 - a) colloquium
 - b) course credit,
 - c) course test,
 - d) marked course credit,
 - e) examination,
 - f) combination of the forms under letters (a) to (e) in accordance with paragraph (10).
10. The colloquium, course credit or course test may represent an independent checking of subject, or they may represent a prerequisite for taking an examination; the conditions for acquiring them must be determined in sufficient advance. The internal regulation of the respective Faculty under Art. 19 (1) shall determine the details.
11. The results of colloquium, course credit and course test shall be marked as “pass“ - “fail“ (“prospěl“ - “neprospěl“) or “credit granted“ - “credit not granted“ (“započteno“ - “nezapočteno“).
12. As against course credit, a marked course credit shall denote, in the same way as an examination, how well the student fulfilled the requirements for being granted the credit.
13. An examination shall test the student’s knowledge or his ability; basic requirements for the examination shall be determined by the study plan, details of which must be determined in sufficient advance before the beginning of the examination period. The provisions of this paragraph as well as paragraphs (14) to (16) shall apply to the comprehensive examination accordingly.
14. The forms of examination shall be oral, written, practical or combined. Oral examinations and oral parts of combined examinations shall be open to public from among the members of Academic Community of the University; for the capacity reasons, the presence of public may be reasonably limited.

15. The results of examinations shall be marked using the following scale of grades “excellent“ (“výborně“ (1)), “very good“ (“velmi dobře“ (2)), “good “ (“dobře“ (3)), “fail“ (“neprospěl/a“ (4)). If it is necessary to calculate the average result, all the grades from all the examinations and resits of examinations taken shall be totalled. The internal regulations under Art. 19 (1) of Faculties of Theology may regulate grading in a different way.
16. A student may not take any examination in any subject entered in his study plan more than three times, i.e. he shall have the right to two resit dates; no extraordinary resit date shall be permitted. The number of examination dates must correspond to the number of students and the minimum number of dates is three; the dates must be published no later than the date of the first day of the examination period. If a student fails to appear for an examination on the date for which he has enrolled without duly excusing himself, he shall not be marked; the provision of neither this nor of the first sentence shall constitute the right to arrange for a special examination term.
17. Upon a student’s written application, the Dean may recognize fulfilment of assessment of a subject, provided the student fulfilled a similar study obligation at a university or another higher education institution in the Czech Republic or abroad in the last ten years; in the case of recognition, the Dean shall decide on the possible assignment of an adequate number of credits. The recognition may be tied to taking a bridging examination or examinations within a prescribed period of time.

Article 7

State Examinations

1. State examinations shall be taken before a Board of Examiners (hereinafter referred to as “the Board“).
2. The state examination may consist of more than one part. The examination and the announcement of its results or the results of its parts shall be public.
3. The President and members of the Board shall be appointed by the Dean of the Faculty from among Professors, Associate Professors, and specialists approved by the Research Board of the Faculty; the President shall be a member of the Board. Other members of the Board may be appointed by the Ministry of Education, Youth and Sports (hereinafter referred to as “the Ministry“). A record of the course of the State Examination or its part shall be taken and it shall be signed by the President or by an authorised member of the Board acting on his behalf and by all the members of the Board present; at least three members of the Board must be present. More than one board may be established for one programme of study (branch of study).

4. If the State Examination consists of more than one part, the Board shall determine the overall result, taking into account the average result of individual parts of the State Examination; the result of “fail“ (“neprospěl/a”) shall be arrived at if at least one part is marked using the grade of “fail“ (“neprospěl/a”); if all the parts are marked using the grade of “excellent“ (“výborně”), the overall result shall be “excellent“. If a part of the State Examination consists of more than one topical areas, the resulting grade for it shall be generally based on assessment of results from those areas.
5. Parts of a State Examination and respectively its topical areas shall be determined by the programme of study. If the programme of study determines that a Bachelor’s or Master’s Thesis shall be part of the State Examination, the defence of the thesis shall be part of the State Examination.
6. A State Examination or its part may not be taken if the student is subject to disciplinary proceedings in which the Disciplinary Board has proposed the sanction of expulsion from study, the Dean has neither mitigated the sanction by his ruling nor returned the issue back to the Board and the Rector has not cancelled the Dean’s ruling.
7. A student is not entitled to take a part of state examination, unless he has completed the compulsory subjects determined for this part of state examination by study plan. A student is not entitled to take the last part of state examination, unless he further acquired:
 - a) the minimum number of credits from the elective subjects determined by study plan
 - b) a number of credits equal to the standard length of study in years multiplied by sixty.The internal regulation of the Faculty under Art. 19 (1) may also set a number of credits as a prerequisite for taking a part of state examination which is not the last part, and it may further determine the sequence in which the parts of state examination shall be taken.
8. The overall number of credits corresponding to all compulsory subjects for taking the individual parts of the state examination within the given programme of study together with the minimum number of credits from the elective subjects shall not surpass ninety percent of the value under paragraph (7) (b); in cases worthy of special consideration, the internal regulation of the Faculty under Art. 19 (1) may set the limit otherwise, but never higher than ninety-five percent.
9. The Dean of the Faculty shall determine one regular date and two resit dates for the taking of a State Examination or its part. All the dates shall be published on the official notice board not later than one month before the Examination.
10. A student is entitled to take the State Examination or its part within the period of two years. The time starts to run from the first day of the calendar month following the day of his fulfilment of the requirements for taking the State Examination or its part. If the student fails to take the State Examination within this deadline, such situation shall be considered to be a case falling under Art.12 (1) (b); the Faculty shall advise the student of his fulfilment of the requirements for taking the State Examination or its part.

11. If no part of the State Examination was resat or marked using the grade of “good “ (“dobře”), the overall result of the Examination is “excellent“ (“výborně”), the average of results for the whole duration of study is not higher than 1.5, and in the course of study other relevant conditions set by the internal regulation of the Faculty under Art. 19 (1) were met, a student shall graduate with distinction.

Part III.

Study on Doctoral Programme of Study

Article 8

Study Plan

1. Study on a Doctoral programme of study shall be monitored and assessed by the Subject Area Board established in accordance with s. 47 (6) of the Higher Education Act and Art. 23 (5) and (6) of the Constitution.
2. The study shall follow an individual study plan under the guidance of a supervisor and usually with the participation of an advisor. The supervisor for and advisor to each given student shall be appointed and dismissed by the Dean on the proposal of the Subject Area Board.
3. The fulfilment of an individual study plan shall be subject to regular assessment at intervals no longer than one year; this assessment shall be approved by the Subject Area Board. The conclusion of the assessment shall be that the student
 - a) has fulfilled his individual study plan,
 - b) has not fulfilled some parts of his individual study plan without serious reason,
 - c) has not fulfilled the obligations of his individual study plan; this shall be considered as a case under Art. 12 (1) (b).

A Dean’s measure upon which the Academic Senate of the Faculty shall express its opinion may provide more detailed principles of the assessment.

4. A student who has fulfilled his individual study plan only partly for reasons worthy of special consideration shall also be assessed according to paragraph (3) (a).

Article 9

Course, Forms of Assessment, and Interruption of Study

1. The maximum duration of study on a Doctoral programme of study shall be eight years; study in the full-time form of study shall be completed in the period corresponding to the

standard length of study on the programme of study. The Dean may permit a maximum of a one-year prolongation of full-time study after the three year limit has elapsed to a student of a Doctoral program of study with the three-year standard length of study who has, in the current and previous assessment, been assessed according to Art. 8 (3) (a); the relevant written application must be substantiated, recommended by the supervisor, and approved by the Subject Area Board. If the student fails to complete his study within the maximum duration period, this shall be considered as a case falling under Art. 12 (1) (b).

2. If a student applies in writing for transfer from one form of study to another form of the same programme of study in which the programme of study is also implemented, the Dean shall approve the application; the provisions of paragraph (1) shall not be prejudiced thereby. The Dean's measure according to Art. 8 (3) may determine further details.
3. If a student applies in writing for interruption of study and unless disciplinary proceedings have been initiated against the student, the Dean shall approve such application; study may be interrupted in this way for the minimum period of one semester. Paragraph (6) shall not be prejudiced by this provision.
4. The longest overall period of interruption of study shall be five years.
5. A student on a Doctoral programme of study may take an examination in a subject entered in his study plan twice at most, i.e. he shall have the right to one resit date. Results of the examination shall be marked using the grades of "pass – fail" ("prospěl/a" - neprospěl/a").
6. Unless paragraphs (1) to (5) stipulate otherwise, Part II of this Code shall apply to the course, forms of checking, and interruption of study on a Doctoral programme of study.

Article 10

Doctoral Dissertation, State Doctoral Examination

1. The defence of a Doctoral Dissertation and State Doctoral Examination shall be marked using the grades of "pass – fail" ("prospěl/a" - "neprospěl/a") and it may be resat only once.
2. The Dean shall appoint the President of the State Doctoral Examination Board upon consultation with the Subject Area Board; the supervisor shall usually be a member of the Board; at least one member of the Board shall not be a member of the Academic Community of the Faculty. In all other aspects, provisions of Art. 7 except paragraphs (7), (8), (10) and (11) and the fact that the Examination shall consist of one part only, shall apply to a State Doctoral Examination.
3. Provisions of paragraph (2) shall apply accordingly to the appointment of the President and members of the Board for the defence of the Doctoral Dissertation. The Board shall choose two external examiners who will prepare external examiner's reports on the

submitted Doctoral Dissertation. If the Board uses the grade “fail“ ("neprospěl/a"), it shall determine whether it is necessary to re-write or supplement the work; the defence may be repeated not earlier than in six months. The defence of a Doctoral Dissertation is public. Provisions of Art. 7 (6) shall apply accordingly for a student to take a defence of his Doctoral Dissertation.

Part IV.
Termination of Study

Article 11
Proper Completion of Study

1. Study shall be terminated properly by the completion of study on the relevant programme of study. The day of completion of study shall be the date of passing a State Exam or its last part, or the date of passing a State Doctoral Examination provided a Doctoral Dissertation has been defended, or the date of a Doctoral Dissertation defence provided a State Doctoral Exam has been passed; the order of events shall be stipulated in the programme of study .
2. Proper completion of study and the acquisition of the respective academic degree shall be certified by a higher education Diploma specifying the programme of study, or branch of study, which shall be awarded to graduates by the University at the graduation ceremony, and by a Diploma Supplement. If a graduate fails to attend the graduation ceremony, the University shall award him these certificates in a manner determined by the Rector. The form and content of the higher education Diploma and Diploma Supplement shall be determined by a Rector’s measure.
3. Graduates of Bachelor’s programmes of study at the University shall be awarded the degree of Bachelor (abbreviated to “Bc.“ preceding the name).
4. Graduates of Master’s programmes of study at the University shall be awarded the following academic degrees:
 - a) in the field of medicine “ Doctor of Medicine“ (abbreviated to “MUDr.“ preceding the name),
 - b) in the field of dental medicine “ Doctor of Dental Medicine“ (abbreviated to “MDDr.“ preceding the name),
 - c) in fields other than medicine “Master“ (abbreviated to “Mgr.“ preceding the name).
5. Graduates in Doctoral programmes of study at the University shall be awarded the following academic degrees:

- a) in the field of theology “Doctor of Theology“ (abbreviated to “Th.D.“ appended to the name,
- b) in fields other than theology “Doctor“ (abbreviated to “Ph.D.“ appended to the name).

Article 12

Other Forms of Termination of Study

1. Study shall also be terminated as a result of:
 - a) withdrawal from study; the day of termination shall be the date of delivery of the student’s written notice of his withdrawal from study, to the Faculty where he enrolled,
 - b) failure to fulfil the requirements resulting from the programme of study (Art. 19 (1)); the day of termination shall be the date of legal effect of the decision on termination of study,
 - c) withdrawal of accreditation for a programme of study; the day of termination shall be the date of expiry determined in the decision of the Ministry,
 - d) cessation of accreditation for a programme of study; the date of termination shall be the date of announcement of the cancellation of a programme of study by the University,
 - e) expulsion from study under the Code of Disciplinary Procedure; the date of termination shall be the date of legal effect of the decision on expulsion from study.
2. In cases given in paragraph (1) (c) and (d) the University shall be obliged to arrange for the possibility of a student to continue to study on the same or a similar programme of study at the same or other higher education institution.
3. Upon application of a student who has terminated his study for reasons given in paragraph (1) the Dean shall issue a transcript of fulfilled study obligations, stating how long the student has studied and that he has not completed study properly.

Part V.

Rights and Obligations of Students, Procedure in the First Instance

Article 13

Rights and Obligations of Students

1. The rights and obligations of students shall be provided in s. 62 and 63 of the Higher Education Act, the Constitution and other internal regulations of the University.

2. Under paragraph (1), other rights and obligations of students enrolled¹ in the Faculty may be provided in internal regulations of the Faculty.

Article 14

Competence of Faculty

The proceedings to determine the rights and obligations of students (hereinafter referred to as the “proceedings“) in the first instance shall take place at the Faculty where the student is enrolled¹.

Article 15

Initiation of Proceedings, Dean’s Decision

1. Proceedings to interrupt study started on the Dean’s own initiative (Art. 5 (2)), proceedings to expel from study under s. 67 of the Higher Education Act and proceedings to set bridging examinations under s. 68 (3) (d) of the Higher Education Act shall be commenced on the date of delivery of notice of the commencement of such proceedings to the student.
2. Proceedings concerning failure to fulfil requirements resulting from the programme of study according to the Code of Study and Examination (Art. 12 (1) (b)) under s. 68 (3) (g) of the Higher Education Act shall be commenced on the date of issuing the decision. The decision shall be issued without unnecessary delay after the incidence of the case set forth in Art. 12 (1) (b).
3. Proceedings concerning matters not mentioned in paragraphs (1) and (2) shall be commenced on the date of filing the relevant written application with the Study Department by the student. The application must contain the data necessary for the decision.
4. The Dean shall invite the student to provide additional information or explanations if necessary. The Dean shall determine a reasonable time for that purpose.
5. The Dean shall issue a decision within 30 days of the commencement of the proceedings; the time provided in paragraph (4) shall not be included in this period of time. The decision under s. 68 (3) of the Higher Education Act must be executed in writing and must contain a statement, justification, and advice of the right to apply for a review.
6. Unless it is a decision under the second sentence of paragraph (5), the student shall obtain information on the disposal of his application at the Study Department during office

hours; communication of this information shall be entered in the student's records kept by the Faculty.

Part VI.
Review Proceedings and Dean's Measure

Article 16
Review Proceedings

1. The student in person, or through his representative to whom he granted the full power of attorney in writing, may file application for a review within 30 days from the delivery of the Dean's decision under Art. 15 (5) second sentence (hereinafter referred to as "application"). The time period shall commence on the day following the delivery of the Dean's decision to the student.
2. The Rector may waive the default of time in justified cases if the student applies to him by filing application in writing through the Dean within 15 days from the date on which the time for filing the application lapsed.
3. The Dean himself may only approve the application and change or cancel the decision.
4. If the Dean fails to make a decision under paragraph (3), he shall pass the application with all materials including all necessary documents to the Rector without undue delay.
5. The Rector shall dismiss the application if it was filed with a delay or by an unauthorised person. The Rector shall otherwise change or cancel a decision which has been issued contrary to the Higher Education Act or internal regulations of the University, otherwise he will dismiss the application and confirm the Dean's original decision.
6. The Rector's decision must be executed in writing and must contain a statement, justification and the notice that the decision is final.
7. If the Rector cancels the Dean's decision, depending on the circumstances, he may return the matter back for further consideration. The Rector's legal opinion shall be binding on the Dean; the same applies to provisions under Art.17.

Article 17
Dean's Measures

Further to the Rector's decision, the Dean shall take such measures as necessary to eliminate or at least alleviate the damage caused to the student by the erroneous decision.

¹ S. 51 (2) of the Higher Education Act.

Part VII.
Supplementary, Common and Final Provisions

Article 18
Amending Provisions

1. Provisions of Part V and Part VI of the Code herein shall not apply to decision-making under s. 68 (3) (a), (e), (f) and (h) of the Higher Education Act.
2. Under Art. 35 of the Constitution, the Dean's decisions under Art. 15 (5) second sentence and the Rector's decisions under Art. 16 (6) and the notice under Art. 15 (1) shall be delivered to the student's own hands; in case of the Dean's decisions under s. 68 (3) (g) and (i), alternative delivery (Art. 35 (4) of the Constitution) shall not be permitted.
3. The decisions of the Dean and the Rector under Part V and Part VI shall be entered in the student's records kept by the Faculty.
4. The decision shall become legally effective on the day following the lapse of time for filing the application for a review, or on the day following the student's written waiver of the right to file such application, or on the day following the delivery of the Rector's decision.

Article 18a
Publication of Graduation Theses

1. A Bachelor, Diploma and Dissertation Thesis (hereinafter referred to as "Thesis") submitted to defence shall be made accessible to public inspection at least five working days before the defence is held, and on the place determined by the measure of the Dean of the Faculty where the defence takes place; this measure shall also determine the period of time during which the thesis shall be accessible, and possibly further organizational and administrative elements.
2. The Dean's measure under paragraph (1) shall also provide a calculation of costs of taking excerpts, transcripts or copies, and the manner of their procurement in case that a Thesis or its part is not available in printed form.
3. A person willing to examine the Thesis shall be instructed that the information gathered must neither be used for profit purposes nor passed off as a study, scientific or creative activity of anyone other than the author. The Faculty may demand a written affirmation that the visitor is aware of these constrictions.

4. The Dean's measure under paragraph (1) shall be published on the official notice board of the Faculty. On this board, there shall be released the names of students who have submitted their Theses to defence, the titles of these Theses and the dates of their defence.
5. The Theses where the defence was taken, inclusive external examiners' reports and the results of the defence, shall be published via material or electronic databases.
6. Organizational and administrative aspects of public inspection through a material database shall be established by a Dean's measure which shall be published on the official notice board of the Faculty and to which content shall apply the provisions of paragraphs (1) to (3) accordingly. In this manner, the Theses and data under (5) shall be made accessible no later than twenty-one days the date of defence. They must stay accessible at least as long as they are not accessible via an electronic database.
7. The details on access via electronic database shall be determined by Rector's measure under Art. 17 (4) of the Constitution.
8. A student shall submit his Thesis to the defence also in an electronic form within the deadline set by the Dean, unless it is excluded by its nature.
9. With the exception of Bachelor's Thesis, a Thesis must contain an abstract. In this case a student in the manner and within the deadline under (8) shall submit separately the abstract of his Thesis in Czech and English, or in the instruction language of the programme of study where the student is enrolled in; this abstract shall be with regard to contents identical with that one in his Thesis.

Article 19

Common and Final Provisions

1. The internal regulation of the Faculty determining the requirements of a programme of study according to Art. 4 (5), Art. 4 (10) to (12), Art. 4 (14), Art. 5 (5), Art. 6 (2), Art. 6 (7), Art. 6 (10), Art. 6 (15), Art. 7 (7) and (8), and Art. 7 (11) shall represent an internal regulation under s. 33 (2) (e) of the Higher Education Act, usually called "Rules for Organization of Study at Faculty".
2. The requirements of a programme of study stipulated in paragraph (1) shall, by turns, be adjusted in the Part One of the internal regulation of the Faculty under paragraph (1), either for all programmes of study accredited at the Faculty or for each programme of study separately. By the Part Two of the Internal Regulation of the Faculty under paragraph (1) may be provided for the details concerning organization of study at the given Faculty which
 - a) are not regulated by the Code of Study and Examination of the University herein,
 - b) are not reserved for the Part One of the internal regulation of the Faculty herein,

c) do not establish obligations to students in the field of study.

The Part Two or an independent Part Three of the internal regulation of the Faculty herein or a Dean's measure may regulate the details of the organization of study on Doctoral programmes of study at the given Faculty; the restriction of the preceding sentence shall apply accordingly.

3. Provided a Faculty is lacking its internal regulation under paragraph (1), and until such a regulation comes into effect, the requirements of a programme of study under paragraph (1) shall be determined by a Rector's measure issued upon the proposal of the Dean of the Faculty, if such proposal has been put forward.
4. The Code herein shall apply also to those students who are foreigners unless Art. 26 of the Constitution provides otherwise.
5. The Code herein was approved by the Academic Senate of the University on January 22, 1999*.
6. The Code herein shall come into force on the date of registration by the Ministry².
7. The Code herein shall become effective on the first day of the academic year of 1999/2000.

*²) Changes carried out during the course of registration were approved by the Senate on April 16, 1999.

Prof. RNDr. Jan Bednář, Csc.
in his own hand
President of the Academic Senate

Prof. JUDr. Karel Malý, DrSc.
in his own hand
Rector

Selected Provisions of Changes

Article 2 of the Change to the Code of Study and Examination from March 14, 2005
(the third change)

Transitional Provisions

1. The Faculties shall submit proposals of the pertinent changes to their Codes of Study and Examination by June 30, 2005, or within two weeks after approval under s. 33 (4) of the Higher Education Act in order to reconcile the Codes of Study and Examination of the Faculties with the valid internal regulations of the University.

2. Within the proposals under paragraph (1), transitional provisions may restrict or eliminate the impact of the submitted change to the Code of Study and Examination of the respective Faculty on those present students whom the anticipated change of current study requirements would increase disproportionately their study obligations, or on all present students except those who will be registered for the first unit of study in the academic year 2006/2007.
3. If so provided in the valid accreditation for a programme of study, in a case worthy of special consideration, the Code of Study and Examination of the respective Faculty may stipulate the advancement examination as a form of assessment of study; in such case the Code of Study and Examination of the Faculty specifies the details of this examination including admission requirements. Nevertheless, the force of this provision of the Code of Study and Examination of the Faculty must be limited by the date of expiry of the accreditation as a deadline.
4. With the exception of the instances under paragraph (2) or (3), from the date of legal effect of Art. 1 of this Change to the Code of Study and Examination of Charles University in Prague (hereinafter referred to as “Regulation“) it shall not be acted under the present Code of Study and Examination of the Faculty.

Art. 2 of the Change to the Code of Study and Examination from April 28, 2006
(the fourth change)

The Transitional Provisions of the Change to the Code of Study and Examination from March 14, 2005 are nullified.

Art. 3 of the Change to the Code of Study and Examination from April 28, 2006
(the fourth change)

Transitional Provisions

1. The bodies of the Faculties shall submit proposals of their internal regulations under Art. 19 (1) of the Code of Study and Examination of the University by May 25, 2006.
2. For selected present students, but always for all or for no students studying in a given unit of study of a given study programme, the Faculty may determine that their rights and obligations in the area of study and possibly also organisation of study shall be governed by the current regulations. Nevertheless, provisions of Art. 5 (3) and (4), Art. 8 (3), Art. 9 (1),

² S. 36 of the Higher Education Act. Registration was carried out on April 26, 1999.

Art. 11 (2) and Art. 18a of the Code of Study and Examination of the University shall apply to these students as well.

3. If so provided in the valid accreditation for a programme of study and in a case worthy of special consideration, the internal regulation of the Faculty under Art. 19 (1) may stipulate the advancement examination as a form of assessment of study; in such case this regulation also specifies the details of this examination including admission requirements. The effect of this provision, however, must be limited to no longer than the term of validity of the accreditation.
4. With the exception of the instance under paragraph (2), from the date of legal effect of this Change to the Code of Study and Examination of the University it shall be acted neither under the present Code of Study and Examination of the Faculty, nor under the internal regulation of the Faculty specifying the issues within the Doctoral programmes of study accordingly.

The change to the University Code of Study and Examination of Charles University in Prague (the first change) was approved by the Academic Senate of Charles University in Prague on June 28, 2000. The change came into force on the date of registration by the Ministry of Education, Youth and Sports; it was registered on July 21, 2000 and it became effective five days after it came into force.

The change to the University Code of Study and Examination of Charles University in Prague (the second change) was approved by the Academic Senate of Charles University in Prague on January 19, 2001, the changes made within the process of registration were approved on March 23, 2001. The change came into force on the date of registration by the Ministry of Education, Youth and Sports; it was registered on June 19, 2001 and it became effective five days after it came into force.

The change to the Bursary Code of Charles University in Prague (the second change) was approved by the Academic Senate of Charles University in Prague on January 21, 2001. The change came into force on the date of registration by the Ministry of Education, Youth and Sports; it was registered on June 19, 2001, and it became effective five days after it came into force.

The change to the University Code of Study and Examination of Charles University in Prague (the third change) was approved by the Academic Senate of Charles University in Prague on February 25, 2005. The change came into force on the date of registration by the Ministry of Education, Youth and Sports; it was registered on March 14, 2005 and it became effective on the first day of the academic year 2006/2007, with the exception of the transitional provisions (see Selected Provisions of Changes) which became effective five days after this Change came into force.

The change to the University Code of Study and Examination of Charles University in Prague (the fourth change) was approved by the Academic Senate of Charles University in Prague on April 21, 2005. The change came into force on the date of registration by the Ministry of Education, Youth and Sports; it was registered on April 28, 2006 and it became effective on the first day of the calendar month following the day it came to force, with the exception of Art. 1 (2) to (8), (12) to (16) and (18) to (20) of this Change which became effective on the first day of the academic year 2006/2007.

To witness that the Fourth Consolidated text is correct:

JUDr. Ing. Josef Staša, CSc.
President of the Legislative Commission of AS UK
/Academic Senate of Charles University/

RNDr. Tomáš Jelínek
Head of the Rector's Office