



STUDY AND EXAMINATION RULES
OF JAN EVANGELISTA PURKYNĚ UNIVERSITY IN ÚSTÍ NAD LABEM
FOR STUDY IN BACHELOR'S AND MASTER'S STUDY PROGRAMMES
FROM DATE 16TH MAY 2018

Article 1

General provisions

1. The University of Jana Evangelisty Purkyně v Ústí nad Labem (hereafter "UJEP") and its faculties realize, pursuant to § 2 and 23 of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to some other Acts (the Higher Education Act), (hereinafter "Act") bachelor, master's and doctoral study programs, following the accreditation of a study program or based on the title to realize a study program following the institutional accreditation.
2. These study and examination rules apply to study in bachelor's and master's study programs (hereafter "study program") realized by the UJEP faculties, unless the faculties are governed by study and examination rules of the faculty which constitute their internal regulation (section 33 paragraph 2 letter f) of the act).
3. These study and examination rules apply to students and employees, whom the provisions of these study and examination rules mention.
4. The more detailed conditions concerning the organization of studies in study programs conducted by a faculty are designated by a directive of the dean. The directive of the dean which regulates the conditions for the organization of study must comply with these study and examination rules.
5. A rector may assign his authority to decide in matters pursuant to these study and examination rules in writing to the relevant vice-rector, and a dean to the relevant vice-dean. Decisions on acceptance for, interruption of and termination of study, to which a statutory reservation to a rector or dean applies constitute an exception to this provision.
6. If in the sense of paragraph 3 students or other persons request the issue of a decision of the dean in a matter pursuant to these study and examination rules, they are obliged to do so in writing via the study department of the relevant faculty.
7. If in the sense of paragraph 3 students or other persons request the issue of a decision of a rector in a matter pursuant to these study and examination rules, they are obliged to do so in writing via the dean with application of the procedure given in paragraph 6.

Article 2

Study program

1. The particulars pursuant to section 44 paragraph 2 of the act constitute the requirement of the study program
2. The form of study expresses whether it involves:
 - a) full-time study, in which the study program is implemented according to a study plan which assumes the presence of the student in the teaching premises of UJEP (it enab-

les regular participation in lectures, seminars, exercises and other educational activities conducted by academics),

- b) distance education, in which the study program is implemented according to a study plan which assumes the predominantly independent preparation of the student using special learning aids and new information and communication technologies (without regular participation in educational activities),
 - c) combined study, in which the study program is implemented according to a study plan which combines the principles of full-time and distance study.
3. For each study program a standard study period (section 44 paragraph 2 of the Act) and maximum study period is designated. The maximum study period for meeting all the requirements arising from the study program, including the sitting of the state final examination is, for the bachelor's study program (§ 45 section 1 of the Act) and master's study program which follows on a bachelor's study program (§ 46 paragraph 2 of the act), two years longer than the standard study period; for a master's study program, which does not follow on a bachelor's study program (§ 46 section 2 of the Act), the maximum study period is 3 years longer than the standard study period.
 4. The study subjects (hereafter "subject"), which can be merged into modules, constitute the basic unit of the study program. The study program distinguishes subjects depending on their status:
 - a) mandatory, the completion of which is a condition for completion of study in the relevant study program,
 - b) mandatorily optional, which are components of the module from which it is necessary to complete a designated minimum number of items or gain the designated minimum number of credits for the completion of study in the relevant study program,
 - c) optional, which are the other subjects of the relevant study program.The study program distinguishes between the statuses of the modules similarly.
 5. The study plan designates the sequence and syllabus of the subjects and of their modules in the form of a recommended plan of study segmented into academic years and terms. The study program also designates the status of the individual subjects, the form of their study, scope of tuition, form of evaluation of study, number of allocated credits, status of the individual modules and limits for their completion.
 6. The performance of the study plan is designated by the credit system, which enables to select an individual tempo within the context of the relevant study program. Compliance with the recommended plan of study allows the student to complete study within the standard study period.
 7. The credit system is based on the principles of the European Credit Transfer System (ECTS). The recommended annual study plan is evaluated by 60 credits, which are divided up amongst the subjects of this plan proportionately regarding the volume of the study load necessary for their completion. The value of a credit assigned to a subject is a whole number, and the assigned number of credits is not dependent on the quality of completion of the relevant subject by the student.
 8. UJEP, on its public part of internet publishes a list of study programs, including their type and profile, study fields, form of study, standard study period and name of faculty which implements the study program.

Article 3

Organization of the academic year

1. The academic year lasts 12 months, and the rector designates its start in compliance with section 52 paragraph 2 of the Act.
2. The academic year is divided into a winter and summer term. Each term is divided up into a tuition period, examination period and vacation period.
3. The UJEP working schedule for the relevant academic year is announced by the vice-rector for study in compliance with the decision of the rector concerning the organization of the academic year and following agreement with the deans. The beginning and end of the individual periods and the dates are designated by the UJEP working schedule arising from internal regulations or standards of UJEP.
4. The faculty timetable for the relevant academic year is announced by the dean in compliance with the UJEP working schedule.

Article 4

Organization of study

1. The study plans of all study programs which the faculty implements in the academic year are published in the information system of study agenda (hereafter "STAG system") by a date designated by the UJEP timetable. This date always precedes the start of electronic registration of subjects for the relevant academic year or term (article 6 paragraph 4).
2. The study plans in the scope of mandatory subjects and modules can only exceptionally be changed for a student who starts his/her study accordingly. Such a change of a study plan within the scope following the first sentence is decided by the dean.
3. A student may add to his/her study plan subjects of other study programs implemented at UJEP, at the same faculty or other UJEP faculties, or of other higher education institutions or faculties in Czechia or abroad. The completion of these subjects, pertinently the completion of subjects of accredited study programs at a higher education school in the Czechia or abroad, or of lifelong learning subjects within the framework of accredited study programs or study programs realized based on authorization following from the institutional accreditation can replace the subjects following the study program.
4. A student must apply to the dean in writing for the replacement of a subject prescribed by the study program pursuant to paragraph 3 and reaching the corresponding number of credits.
5. Subjects and credits reached in the context of foreign study will be acknowledged for a student who had been sent abroad by UJEP for this study if the foreign study had been conducted in compliance with the study agreement. The administration procedure for this acknowledgement is designated by the directive of the rector.
6. The annotation of all subjects which the faculty offers for the given term, the content of subjects, requirements for completion, study literature and other study sources must be published in the STAG system at the latest in the first week of tuition in the relevant term. The unit ensuring the tuition of a subject is responsible for the publication of this information.
7. The timetables of all subjects which a faculty draws up for the given term must be published in a manner allowing remote access at the latest a week before the start of tuition in the relevant term.
8. Tuition for full-time study is conducted in particular in the form of lectures, seminars, courses, exercises, excursions, studios, workshops, plain air exercises, internship, consultati-

ons, independent study and independent creative work. In the case of seminars, exercises, studios, workshops, courses, excursions, plain air exercises and internship participation in a pre-defined scope is the condition for the completion of the subject. A tutor may designate an alternative means of meeting the requirements of verification of study for a student, who for serious reasons, could not participate in mandatory tuition.

9. Tuition in a combined form of study is conducted in particular in the form of group consultations, working seminars, internship, independent study and independent creative work. In case of group consultations, working seminars, internship and other forms of direct tuition participation in a pre-defined scope is the condition for the completion of the subject.
10. In the case of a subject taught by several tutors, the student has the right to choose the tutor within the his/her capacity and timetable.
11. Students who study in study programs conducted in a foreign language pursuant to § 58 section 4 of the Act, have the right to have the tuition, verification of study of subjects, state final exam, dealing and administration of all study matters to be conducted in the language, in which the relevant study program is conducted.

Article 5

Registration for study

1. The right of a candidate for registration for study comes into being upon the announcement of the decision for acceptance for study.
2. The registration for study is performed on the dates designated by the faculty timetable.
3. The candidate is obliged to come for registration for study in person on the designated date. The candidate can send his/her apologies in writing before this date and, in exceptional circumstances, for a period of up to 5 days at the latest after this date; if the excuse is found to be justified, an alternative registration date will be provided for the candidate. The justice of the claim shall be decided by the dean.
4. If the candidate does not apply in writing for an alternative date within the designated period, or if the candidate does not arrive for registration on the designated alternative date, his/her right to registration for study expires. This provision is not applied if the candidate did not arrive on the alternative date for particularly serious reasons.
5. The candidate becomes a student on the date of registration for study.

Article 6

Electronic registration of subjects

1. The student has the right to the selection of subjects and creation of personal study plan according to the rules of the study program which he/she is studying.
2. The student selects a personal study plan for the following academic year or term in the form of the electronic registration of subjects, i.e., in the form of the registration of mandatory, or mandatorily elective or selective subjects for the following academic year or term in the STAG system. The registration of a subject may be linked to a successfully performed verification of study of another subject
3. The dean may permit a correction of the electronic registration of subjects for students based on their written application.
4. The electronic registration of subjects is performed on the date designated by the faculty timetable.

5. The student, who after the registration for study pursuant article 5 section 3, does not perform electronic registration of subjects for the relevant academic year or semester and does not submit his/her excuse in writing within five days or his/her excuse is not accepted by the dean, is reviewed by the dean, who initiates proceedings on study termination pursuant to § 56 section 1 letter b) of the Act and article 12 section 3 letter b). Section 68 of the Act applies to a decision in this matter.
6. The dean decides on the termination of study pursuant to § 56 section 1 letter b) of the Act and article 12 section 3 letter b) also in the case of a student who studies in the second or higher year of study if this student does not perform the electronic registration of subjects for the appropriate academic year or semester. This provision is not applied if the student has met the conditions for the performance of the state final examination pursuant to article 8 section 7 and 8.

Article 7

Verifying studies of subjects

1. Crediting or examination constitutes the form of a verification of study.
2. In the academic year a student has a right to acquire credits and sit examinations only in the subjects which he/she has registered in the STAG system (article 6 paragraph 2) in that academic year.
3. The credit is granted by a tutor for the fulfilment of pre-designated requirements. If for the granting of a credit a requirement is designated to pass a written or oral test, or practical examination, the student has the right, in case he/she has met all other defined requirements, within the terms assigned for this part of credit in one academic year, to get two reparative terms, i.e. if he/she does not succeed during this part of credit for the first time, he/she is entitled to have the first reparative term and if even in this term he/she does not meet the requirements of this part of credit, he/she is entitled to have the second reparative term.
4. Credits are generally granted by the end of the examination period of the relevant term. Evaluation is as follows: credited – not credited. The tutor records the granting of a credit in the STAG system, if required by the dean, in the study record; the right of student for the record into the study record is not aggrieved, except for substantial reasons. Non-granting is recorded by the tutor only into the STAG system. The tutor is obliged to make a record in the STAG system within five working days from the granting or non-granting of a credit.
5. In the case of a subject in which a credit and examination is prescribed in the study program, gaining of a credit constitutes the condition for taking an examination. The examiner checks the meeting of this condition before the beginning of the examination.
6. In the case of a repeated registration of a subject (article 8 section 2) completed by credit and examination, at the request of the student the tutor may acknowledge a credit gained during the preceding study of this subject.
7. The examination may be oral, written, practical or combined. Each examination is public for members of the UJEP Academia; for reasons of capacity the participation of the public may be limited in a reasonable manner.
8. The examiners list the dates of examinations in the STAG system unless the dean designates otherwise. The dates of the examinations must be listed at least 2 weeks before the start of the examination period of the given term so that students have the chance to schedule them evenly over the course of the entire examination period. The number of listed dates must be appropriate to meet the number of students. The examiners may also list an examination in other periods of the academic year. If this is a vacation period, the sitting of the examination is conditional on the agreement of the student.

9. The student is obliged to log in to the STAG system for the dates of examinations. This provision is not applied if in compliance with paragraph 8 the tutor does not list the dates of examinations in this system.
10. The student is entitled to two test terms within one academic year, i.e. if he/she does not pass the test for the first time, he/she has the right for the first correction term and if he / she does not pass this exam, he / she has the right for the second correction term. An extraordinary correction term of any exam is not allowed. In the case of a subject where more examiners are assigned, the student has the right to choose the examiner within his/her capacities. However, the corrective exam in the relevant academic year must be held by the same examiner, unless the head of the department, center or studio (hereinafter "unit") decides otherwise. The exam must be completed by the end of the respective academic year.
11. The examination is graded with the mark: excellent (1), very good (2), good (3) and failed (4). A passed examination is recorded by the examiner in the STAG system and if the dean decides, to the study record; the right of student for an entry into the study record is therefore untouched, except the cases of serious reasons. The evaluation failed is recorded by the examiner only into the STAG system. The examiner is obliged to make a record into the STAG system within five working days from the sitting of the examination.
12. The student has the right to cancel an examination at the latest 24 hours before its beginning. If for serious reasons the student cannot come for an examination, he/she is obliged to excuse himself/herself within five days from the date of the examination. If without an excuse, the student does not arrive, or if the excuse is adjudged to be unfounded, it is evaluated in the same way as if he/she had failed the examination. The examiner decides on the justification of the excuse.
13. At the written request of the student or examiner, the head of the unit designates a reparative examination before a three-member panel, which the head of the unit appoints. If the head of the unit is an examiner, the dean appoints the panel. The panel chairman takes on the duties of the examiner given in paragraphs 11 and 12. The reparative examination in the presence of a panel is included in the maximum number of examination dates permissible pursuant to paragraph 10. The written protocol concerning a reparative examination before a panel is filed in the student's documentation.
14. Another employee of the relevant unit may make a record of the evaluation of credits and examinations in the STAG system if authorized to do so by the head of the unit.
15. The study department of the relevant faculty is governed by the records on credits and examinations entered in the STAG system.
16. Should the student disturb the proper course of an examination severely, he/she is classified as failed. A gross violation of the rules during the sitting of an examination or performance of requirements of the credit may be considered a disciplinary misdemeanor pursuant to § 64 of the Act.

Article 8

Verification of the course of study

1. A student who complies with all the verifications of study of the subject defined by the study plan reaches the credits which are assigned to this subject (article 2 paragraph 7).
2. If the student does not meet the conditions for the reaching of credits for a subject pursuant to paragraph 1, he/she may register this subject at most one more time.
3. To advance to the next year of study in the case of a student studying in an art study programme, it applies that:

- a) the student meets the conditions to advance to the second year of study if he/she gains at least 54 credits for the subjects recorded in the first year of study,
 - b) the student meets the conditions to advance to the third or higher year of study if out of the verifications of study prescribed by the recommended study plan for the given year he/she does not comply with a maximum of three out of them all.
4. To advance to the next year of study in the case of a student, who is enrolled to studies at the Faculty of Mechanical Engineering of UJEP, or at the Faculty of Environment of UJEP, or at the Faculty of Science of UJEP, applies that:
- a) the student meets the conditions for advancement to the second year of study if he/she gains at least 30 credits for the subjects registered in the first year of study,
 - b) the student meets the conditions for progress to the third year of study if he/she gains at least 70 credits for the subjects registered in the first and second year of study,
 - c) the student who does not study in a follow-up master's study program meets the conditions for progress to the fourth year of study if he/she gains at least 110 credits for the subjects registered in the first to third year of study.
5. For progress to the next year of study in the case of a student registered for his/her study at the UJEP faculty, which is not mentioned in section 3 or 4 applies that:
- a) the student meets the conditions for advancement to the second year of study if he/she gains at least 45 credits for the subjects registered in the first year of study,
 - b) the student meets the conditions for advancement to the third year of study if he/she gains at least 85 credits for the subjects registered in the first and second year of study,
 - c) a student who does not study in a follow-up master's study program meets the conditions for advancement to the fourth year of study if he/she gains at least 125 credits for the subjects registered in the first to third year of study.
6. Following the consensual expression of an academic senate of a faculty, in a dean's directive a lower level of required credits can be designated for advancement to the third or fourth year of study pursuant to paragraphs 4 and 5, or the composition of subjects for which these credits should be gained may be determined.
7. The overall number of credits designated as the minimum for the performance of a state final examination in the study program corresponds to sixty times the number of years of his/her standard study period.
8. For the performance of a state final examination the student must always fulfil all the mandatory subjects and mandatory modules designated by the study plan of the relevant study program.

Article 8a

Special conditions concerning the course of study

If in connection with care for a child a student applies to the dean in writing for an extension to the deadlines for meeting study duties by the period for which the taking of the student's maternity leave would otherwise last, this being under the condition that the student does not interrupt study in this period, the dean will meet this request (§ 54a of the Act). The period for which the taking of maternity leave would otherwise last pursuant to the first sentence is not included in the periods decisive for an evaluation of the course of study pursuant to article 12 section 3 letter c), e) and f).

Article 9

State final examination

1. The state final examination is sat before an examination panel; the course of the state final examination and announcement of results are public; the proceedings of the examination panel are non-public. In the case of a bachelor's study program a defense of the bachelor's thesis is generally a part of the state final examination. In the case of a master's study program a defense of the master's thesis is generally a part of the state final examination. The content of the state final examination is designated by the study programs. In the case of a master's study program a defense of the master's thesis is generally a part of the state final examination. The content of the state final examination is designated by the study programs.
2. Only professors, associate professors and experts approved by the relevant scientific or artistic board have the right to examine during a state final examination. The Ministry of Education, Youth and Sport (hereafter the "MEYS") may appoint other members of the examination panel for the state final examinations from the ranks of the significant experts in the given field.
3. The dean appoints the examination panel for state final examinations in the study programs implemented by faculties. The examination panel for state final examinations has at least three members, i.e., it consists of a chairman and at least two members. The dean may appoint separate examination panels for the individual parts of a state final examination.
4. The student, who has met all the conditions designated by the study plan for the performance of a state final examination (article 8 section 7 and 8), must perform all its parts at the latest by the period which remains till the maximum study period.
5. The student registers for and sits a state final examination at the time designated by the faculty timetable. The dates for the performance of state final examinations are generally listed twice a year.
6. With the consent of the head of the unit a student may submit a bachelor's or master's thesis (hereafter "thesis") in English, and in another foreign language with the consent of the dean. In these cases, the student's thesis must contain an abstract in Czech.
7. In compliance with special legal regulations¹⁾ a thesis submitted for defense is made accessible for public inspection at least five working days before the performance of the defense, and this shall be at the UJEP unit where the defense of the thesis is to take place. In the case of works of art, these will be made accessible to the public in the place of their exhibition or other presentation.
8. The thesis where the defense has been conducted, including evaluation of opponents and records about the course and results of the defense, is published free of charge in the database of UJEP theses in compliance with special legal regulations¹⁾. By submitting the thesis, the author agrees with the publication of the thesis according to the law, regardless of the results of the defense.
9. The rector's directive designates the details of making accessible and publication of theses, including evaluations of opponents and records about the course and results of the defense and details of the administration of their database.
10. The state final examinations can be held in the presence of the chairman and at least two members of the examination panel. The individual parts of the state final examination are evaluated by the grade: excellent, very good, good and failed. The examination panel for state final examinations decides on classification in non-public voting on the day when the relevant part of the state final examination is held. Should there be a tie of votes, the chairman of the examination panel will have the conclusive vote.

11. If for serious reasons a student cannot come for a state final examination, he/she is obliged to excuse himself/herself in writing at the latest 5 days after the date for the state final examination. The student submits the apology to the dean via the study department of the relevant faculty. If the dean finds the excuse justified, he/she designates an alternative date for the student to sit the state final examination. If without an excuse the student does not arrive, or if the excuse is adjudged to be unfounded, it is evaluated in the same way as if he/she had failed the state final examination.
12. If during the defense of the thesis the student is classified with the grade failed, the examination panel decides whether the student will rework this thesis or prepare a thesis with a different specification. The examination panel gives a justification for its decision concerning the state final examination in the written protocol.
13. Overall the state final examination is evaluated by the grade: excellent, very good, good and failed. If some part of the state final examination is evaluated with the grade failed, the overall result of the state final examination is failed. The student who during a state final examination is classified with at most one mark very good and the other marks excellent has sat the state final examination with the overall excellent result. The student who during a state final examination is classified with at most one mark good and the other marks excellent or very good has sat the state final examination with the overall result very good. In other cases, the student has sat the state final examination with the overall result good.
14. A student may sit the state final examination a maximum of three times; the student always repeats only that part of the state final examination where he/she failed. Any extraordinary reparative term for the state final exam is not allowed. The student who even upon the third term of the holding of the state final examination does not fulfil the requirements of this study verification, i.e. the one who does not successfully pass the state final exam, falls under the initiation of proceedings of study termination pursuant § 56 section 1 letter b) of the Act and article 12 section 3 letter g). Section 68 of the Act applies to the decision in this matter.
15. A written protocol concerning the state final examination is filed in the student's documentation, and the electronic version of the records on the course and results of the defense are also filed in the STAG system. The recording of the evaluation of the individual parts of the state final examination in the STAG system and recording of the overall evaluation of the state final examination in the STAG system is ensured by the study department of the relevant faculty.
16. Other units of the faculty may ensure the recording of the evaluation of the state final examination in the STAG system according to paragraph 15 if the dean authorizes them.
17. If it is found that the thesis is in breach of the fundamentals of the ethic of independent work (namely willful unauthorized use of work of another person flagrantly violating statutory provisions on protection of intellectual property pursuant to § 47c section 2 of the Act, elaboration by the second person), the student will face disciplinary proceedings. Defense of such a work is not allowed. The provisions of article 7 section 16 are applied in comparable manner for a serious breach of the proper course of the state final examination.

Article 10

Overall evaluation of study

The overall evaluation of study expresses the degree of the student's success during the entire study on the faculty. After the end of the state final examinations there is a conclusion and classification with the scale: passed with distinction, passed, failed. The student has passed study with distinction if over the overall study period he/she had attained a simple arithmetic average lower than 1.5, for no examination was classified with the grade good and passed the state final examination with the overall grade excellent. The student is classified with the grade failed if he has

terminated study pursuant to section 56 of the Act. In other cases, he/she is awarded the grade passed.

Article 11

Interruption of studies

1. The dean decides on students' interruption of study:
 - a) at the request of the student pursuant to paragraph 2 and 3,
 - b) at his/her own initiative pursuant to paragraph 4.
2. The student submits a request for an interruption of study in writing, always with specification of reason and time for which he/she intends to interrupt study. For a decision on this request it applies that:
 - a) If a student applies for an interruption of study because of pregnancy, birth or parenthood for a period for which otherwise his/her maternity or parental leave would last, or for the reason of foster care supplying parental care, the dean will accept this request (§ 54 section 2 of the Act). Study is interrupted for the student for the period of entire terms, possibly increased as needs be to include the time remaining to the end of the term in which the request was submitted. The time of interruption of study pursuant to the preceding sentence is not included in the overall period of interruption of study. Study can be interrupted in this way even repeatedly.
 - b) In other cases, the dean may interrupt study at the request of a student a maximum of twice, this being for the period of entire terms, increased as need be to include the time remaining to the end of the term in which the request was submitted. The summarized period of interruption of study pursuant to the first sentence must not exceed three years. Except for serious, in particular medical reasons, study can be interrupted only after the attainment of the number of credits necessary for progress to the second year of study (article 8 section 3 letter a), paragraph 4 letter a) and paragraph 5 letter a).
3. Should the reasons for the interruption of study cease to apply, at the request of the person for whom study was interrupted, the dean may terminate the interruption of study even before the expiry of the designated period of interruption of study.
4. At his/her own initiative the dean may interrupt the study for a student, who was to pay a fee related to his/her study pursuant to § 58 section 3 of the Act, and who has not paid his/her fee (at the amount and by the terms designated by the final decision following an eventual appeal). Study is interrupted for a student for a maximum period of one year. Should the fee be paid and should the person for whom study was interrupted apply in writing for the termination of the interruption of study, the dean will accept this request and decide on interruption of study, and he/she shall do so at the latest by the last day of the term in which the request was submitted. Study pursuant to this paragraph may be interrupted repeatedly.
5. Study cannot be interrupted retrospectively. On the date of interruption of study or, for study in parallel study programs on the day of interruption of study in the last of them, a person ceases to be an UJEP student. The time of interruption of study is not included in the standard or maximum study period.
6. Upon the expiry of the period for which the study was interrupted the person has the right to re-register for study. The date of the re-registration for study is designated in the dean's decision on the interruption of study (§ 68 section 1 letter c) of the Act. On the day of re-registration for study the person for whom study was interrupted becomes an UJEP student.
7. For re-registration for study the provisions of article 5 section 3 and 4 are applied accordingly. The person who lost the right of re-registration undergoes the proceeding on study

termination pursuant to § 56 section 1 letter b) of the Act and article 12 section 3 letter a). Section 68 of the act applies to a decision in this matter.

8. Neither UJEP nor the faculties guarantee that during the period of study interruption no change or cancellation of the study program occurs. In the case of expired accreditation of the study program or in the case of expiration of the entitlement to realize such a study program, UJEP is obliged to secure for the student the possibility to continue in study in the same or similar study program at UJEP, its faculties or another higher education institution.

Article 12

Study finalization

1. The study is fully finalized pursuant to § 55 section 1 of the Act by completion of study in the relevant study program. The day of finalization of study is the day when the state examination prescribed for the conclusion of study or its last part is sat.
2. The study is also terminated:
 - a) Leaving the study (§ 56 section 1 letter a) of the Act),
 - b) if the student does not meet the requirements arising from the study program pursuant to these study and examination rules (§ 56 section 1 letter b) of the Act),
 - c) in other ways pursuant to § 56 section 1 letter c) up to h) of the Act.
3. Breach of the requirements arising from the study program pursuant to this study and examination rules means:
 - a) Failure to appear for re-registration for study on the given date pursuant to article 11 section 7 in the case, that a person for whom the study was interrupted, does not send a written apology within five days of this date or his/her excuse is not accepted, or on the alternative date pursuant to article 11 section 7 should that alternative term be provided,
 - b) non-performance of electronic registration of subjects at the designated time pursuant to article 6 section 6, or article 6 section 5 in the case when within five days from this date the student does not send a written apology or his/her excuse is not accepted,
 - c) exceeding of maximum study period pursuant to article 2 paragraph 3,
 - d) not meeting the requirements for the verification of study even during second registration of the same subject pursuant to article 8 paragraph 2 breaching,
 - e) not meeting the conditions of the individual study programs for progress to the next year of study pursuant to article 8 section 3 up to five 5, unless the dean state otherwise pursuant to article 8 section 6,
 - f) not meeting the conditions for progress to the third or fourth year of study designated by the directive of the dean pursuant to article 8 section. 6,
 - g) not meeting the requirements of the state final examination even on the third date of its taking pursuant to article 9 section 14.
4. In the case of term of performance pursuant to article 3 letter c) the accumulate duration of study compared to the maximum duration of study pursuant to article 2 section 3 the time between the registration for study and the date of the beginning of the first tuition period of the student's study is not included, under the condition that the registration for study preceded this date.
5. The provision of the paragraph 3 letter d) up to f) does not apply, if the dean grants the student an exception from the relevant provisions of article 8 section 2 up to 6.

6. The student who intends to cease study will announce this fact in writing to the dean via the study department of the relevant faculty. He/she may do so at any time during the study period.
7. The day of termination of study pursuant to paragraph 2 letter a) is the delivery date of the written student's proclamation on leaving his/her study.
8. The day of termination of study pursuant to paragraph 2 letter b) is the day when the respective decision had the force of res judicata. The decision which has been delivered and against which it is no longer possible to lodge a remedy is legally valid. The decision has the force of res judicata the day after, when the term of appeal expires ineffectually, or the day after, when the student in writing waived the right of appeal, or the day after being announced about the rector's decision.
9. The day of study termination pursuant to article 2 letter c) is the day stated in § 56 section 2 of the Act.

Article 13

Delivery of documents, appeal of procedure

1. Delivering the documents to students and applicants acts up to article 24 of the UJEP Statute.
2. The student may interpose an appeal against the dean's decision pursuant to § 68 section 1 of the Act. This proceeding related to the appeal, in the case of nonexistent legal regularization, follows Act No. 500/2004 Coll., administrative regulations as amended.

Article 14

Acceptance of applicants pursuant to § 49 section 3 of the Act

1. The dean makes the decision on acceptance of applicants pursuant to § 49 section 3 of the Act.
2. An applicant who has completed a part of a study at another university in Czechia or a foreign higher education institution in the same or related study program, can be accepted into a study program by the faculty. Within the faculty, the student may be allowed to change the form of study in the same study program.
3. The Dean decides to recognize the results of the studies that the student has completed before taking the study under paragraph 1, on the advice of the head of the relevant workplace. At the same time, the Dean evaluates the number of credits he / she has completed. Based on this assessment, he / she will place the student on the relevant year of study and, if necessary, provide further conditions.
4. Admission to study according to paragraph 1 is realized at the date of the commencement of teaching in the relevant semester.

Article 15

Temporary provisions

For as long as it complies with article 2 section 4 of the Act No. 137/2016 Coll., keeping the study fields is maintained, the provisions of these Study and Examination Rules on study programs shall apply accordingly to study fields.

Article 16

Final provisions

1. The Study and Examination Rules of UJEP for studies in bachelor and master study programs registered by the MEYS on 24th January 2013, registration No. MŠMT 5 882/2013-30 as amended are recalled.
2. The Study and Examination Rules were validated pursuant to § 9 section 1 letter b) point 3 of the Act by the Academic Senate of UJEP the day of 28th June 2017.
3. The Study and Examination Rules come into force pursuant to § 36 section 4 of the Act by the day of registration by the MEYS.
4. The Study and Examination Rules takes effect 1st September 2017.

doc. RNDr. Martin Balej, Ph.D., in own hand
Rector