

*Pursuant to Section 36(2) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (the Higher Education Act), on 17 July 2017, the Ministry of Education, Youth and Sports registered the Study and Examination Rules for Doctoral Study Programme of Jan Evangelista Purkyně University in Ústí nad Labem under Ref. No. MSMT-19435/2017.*

*The amendments to the Study and Examination Rules for Doctoral Study Programme of Jan Evangelista Purkyně University in Ústí nad Labem were registered by the Ministry of Education, Youth and Sports under Section 36(2) and (5) of the Higher Education Act on 16 May 2018 under Ref. No. MSMT-13607/2018.*

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**I.**  
**THE FULL VERSION**  
**OF THE STUDY AND EXAMINATION RULES FOR**  
**DOCTORAL STUDY PROGRAMMES**  
**OF JAN EVANGELISTA PURKYNĚ UNIVERSITY IN ÚSTÍ NAD LABEM**  
**OF 16 MAY 2018**

**Article 1**  
**Introductory Provisions**

1. Jan Evangelista Purkyně University in Ústí nad Labem (hereinafter “UJEP”) and its faculties organise bachelor, master and doctoral study programmes under Section 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), as amended, (hereinafter “the Act”) based on the accreditation of the study programme, or based on the authorisation to organise a study programme arising from the accreditation as an institution.
2. These Study and Examination Rules apply to the study in doctoral study programmes organised by UJEP faculties, unless the faculties follow the faculty’s study and examination rules for the faculty’s doctoral study programmes, which is the faculty’s internal regulation (Section 33(2)(f) of the Act).
3. The present Study and Examination Rules apply to students and employees, as well as any other people referred to under the provisions hereof.
4. The Rector may delegate their power to decide in matters under these Study and Examination Rules in writing to the appropriate Vice-Rector, and Dean to the appropriate Vice-Dean. An exception to this provision concerns decisions on admissions, study suspensions or terminations, which are reserved to the Rector or the Dean under law.
5. If students, or other people within the meaning of paragraph 3, reach out to the Dean to decide in a matter pertaining to the present Study and Examination Rules, they shall do so in writing through the Faculty's study department.
6. If students, or other people within the meaning of paragraph 3, reach out to the Rector to decide in a matter pertaining to the present Study and Examination Rules, they shall do so in writing through the Dean according to the procedure stipulated in Section 5.
7. Cooperation with faculties of other universities and other legal entities based in the Czech Republic (hereinafter referred to as “institutions”) and engaging in educational and creative activities as regards the organisation of the doctoral study programme shall be defined in accordance with the accreditation or the authorisation to organise the doctoral study programme via mutual agreements.
8. UJEP publishes a list of doctoral study programmes it organises on its public website, including their type and profile, form of study, standard length of study, information on accessibility for disabled people, and the name of the faculty that organises the doctoral study programme.

**Article 2**  
**Doctoral Study Programme**

1. The doctoral study programme includes essentials under 44(2) of the Act.
2. The form of study expresses if it is:
  - a) a full-time study programme which assumes the student's presence in the lecture buildings of UJEP or cooperating institutions (allows for regular participation in lectures, seminars, tutorials and other educational activities),
  - b) a distance-learning study programme that mostly assumes independent preparation of the student (without regular participation in educational activities),
  - c) a combined study programme that combines the principles of full-time and distance-learning study.
3. The standard and the maximum lengths of studies are determined for each doctoral programme (Section 44(2) of the Act). The standard length of the studies under the doctoral programme is at least three and at most four years. The maximum length of studies to fulfil all requirements under the study programme, including the passing of the state doctoral examination and delivering a public defence of the dissertation is seven years.
4. The basic units of the doctoral programme are the subjects of study (hereinafter referred to as 'subjects'), which can be combined into modules. Under the doctoral programme, the subjects are classified, depending on their status, as:
  - a) compulsory, which must be taken for the students to complete their studies under the doctoral programme;
  - b) elective, which are a part of a module from which the student must select a certain minimum number of subjects, or gain a set minimum number of credits to complete the studies in the doctoral study programme in question;
  - c) optional, i.e. the remaining subjects under a given doctoral programme.

The status of each module under the doctoral programme is classified in an identical manner.

5. The sequence, in terms of time and content, of subjects and modules of subjects is determined by each student's individual study plan.
6. In accordance with the accreditation or the authorisation to organise a doctoral programme, the fulfilment of an individual study programme may be determined by a credit scheme based on the principles of the European Credit Transfer System (ECTS). In such a case, the recommended annual study plan allocation is 60 credits and the number of credits assigned to each subject reflects the average amount of work required to successfully complete the subject in accordance with ECTS principles.

**Article 3**  
**Subject-area Board**

1. A subject-area board is appointed for each organised doctoral study programme to supervise and evaluate the study in the programme.
2. The chairperson of each subject-area board is the guarantor of the doctoral programme. The guarantor is appointed and recalled by the Dean, and their competences, powers, and responsibilities are defined under Article 18 of the UJEP Statute and also by these Study and Examination Rules within the bounds of the Statute.
3. The Dean appoints members of the subject-area board for five years based on a proposal from the guarantor of the doctoral programme and based on the position of the faculty scientific or art board.
4. The office of a member of the subject area board expires:
  - a) with the expiry of their term of office,
  - b) on the day the Dean receives a written letter of resignation from a member,
  - c) on the day a member is recalled by the Dean upon prior position of the guarantor of the doctoral study programme and the faculty scientific or art board, for a doctoral study programme organised in cooperation with another institution in accordance with the agreement in place,
  - d) on the day the accreditation of the doctoral study programme concerned expires or on which the authorisation to organise the doctoral programme ceases to apply.

5. The subject-area board in particular:
  - a) prepares the study admission procedure,
  - b) proposes the members of the admission committees to the Dean,
  - c) proposes supervisors to the Dean,
  - d) determines the requirements for individual study plans, dissertations, state doctoral examinations, and defences of dissertations,
  - e) approves the student's individual study plans and their changes at the supervisor's proposal,
  - f) approves the student's dissertation topics at the supervisor's proposal,
  - g) determines the general contents of the student's state doctoral examination in cooperation with the supervisor,
  - h) proposes the members of the examination committee for state doctoral examinations and the examination committee for the public defence of dissertations (hereinafter "the Defence Committee") to the Dean,
  - i) proposes the opponents of the student's dissertation to the Dean,
  - j) discusses the student's annual study appraisals submitted by the supervisor,
  - k) proposes students to be awarded an extraordinary scholarship to the Dean,
  - l) if an individual study plan is not fulfilled without serious reason for the failure to do so, the board proposes to the Dean the initiation of proceedings to terminate the studies of the student concerned as provided for under Section 56(1)(b) of the Act.
6. In its activity, the subject-area board follows the applicable accreditation or authorisation to organise the doctoral programme concerned, the present Study and Examination Rules, as well as:
  - a) for the activity referred to under Section 5(c), the Dean's Guidelines regulating requirements for supervising dissertations,
  - b) for the activity referred to under Section 5(k), UJEP Scholarship Rules, of the faculty's scholarship rules if such an internal regulation exists (Section 33(2)(f) of the Act).
7. For each newly proposed supervisor, the subject area board shall review the documents attesting to the supervisor's creative and academic activity.

#### **Article 4 Admissions**

1. The admission procedure for a doctoral programme is governed by Section 50 of the Act.
2. The underlying conditions for being admitted to a doctoral programme are defined under Section 48 and 49 of the Act and, within the bounds thereof, by Articles 20 to 22 of the Statute of UJEP.
3. The subject-area board approves draft conditions for admissions to the doctoral programme, in particular those regarding the form and framework content of the entrance exam, criteria for the evaluation thereof, requirements for the applicant's medical fitness, where applicable, and the highest possible number of candidates to be admitted, before submitting the proposal to the Academic Senate of the Faculty.
4. The draft content of the entrance exam will typically include a specialised discussion that will make it possible, on the basis of documents attesting to the candidates' creative work (especially their diploma theses and publications), to assess the capacity of the candidates to engage in autonomous creative activities in the field and their ability to communicate in at least one foreign language.
5. The entrance exam is conducted by the admission committee. If a greater number of candidates meet the admission requirements than there are spots available, the highest-ranking ones shall be admitted.

#### **Article 5 Enrolment in Study Programme**

1. A candidate becomes entitled to enrol in the programme once they receive the admission decision.
2. Enrolment in the programme takes place on the dates set by the Faculty schedule.
3. The candidate shall appear in person for the enrolment on the set date. The candidate may submit a written excuse before the set date, and in exceptional circumstances within five days after the date at the latest; if the excuse is

found justified, the candidate shall be given a replacement enrolment date. The decision as to whether or not the excuse is justified rests with the Dean.

4. If the candidate does not ask for a replacement date within the set time limit, or if they fail to show up on the replacement date, their right to enrol in the programme expires. This provision shall not be applied if the candidate fails to show up on the replacement date due to particularly serious reasons.
5. Once they enrol for the programme, the candidate becomes a student.

#### **Article 6 Supervisor**

1. The supervisors are appointed by the Dean upon proposal of the subject-area board.
2. On the supervisor's proposal, on the basis of the student's annual appraisal by the subject-area board, or at the student's request, the subject-area board may propose a change of the supervisor to the Dean.
3. The supervisor shall in particular:
  - a) prepare a proposal of the student's individual study plan,
  - b) propose consultants and topics of the dissertation,
  - c) monitor the course of the studies and creative activity of the student and provide consultations to the student,
  - d) appraise, on a yearly basis, the extent to which the student has fulfilled their individual study plan, and submit the student's annual appraisal to the subject-area board for review,
  - e) cooperate with the subject-area board in determination of the requirements for the student's state doctoral examination.

#### **Article 7 Individual Study Plan**

1. The course of the studies is governed by each student's individual study plan, which, once discussed, is proposed by the supervisor and approved by the subject area board. The plan is binding upon all parties involved.
2. The individual study plan shall be prepared for the student in a way that enables the student to complete the study programme in the standard length of the programme. In relation to the student's progress in the study, the plan may be amended during the annual appraisals of study. Any amendments to the study plan shall be discussed and approved similarly to the initial study plan.
3. The individual study plan especially determines the following:
  - a) the content of the student's independent educational and creative activity (with respect to their specialisation and the topic of their dissertation),
  - b) the subjects and modules that the student is required to complete,
  - c) the study schedule determined in compliance with Section 2, and also in compliance with Art. 2, Section 6 when the credit system is used.
4. The subjects determined in the individual study plan under Section 3(b) include:
  - a) subjects with educational activities (lectures, seminars or controlled independent study with consultations),
  - b) subjects related to the creative activity of the student, especially publishing creative results, study stays and internships at other institutions, participation in conferences, seminars, summer schools etc.,
  - c) subjects related with the teaching activity of the student in the case of full-time study.
5. The maximum scope of the student's gratuitous teaching activity under Section 4(c) shall be 4 lessons per week over a period of up to four semesters of the student's study.
6. A student who studies in a doctoral study programme organised in a foreign language under Section 58(4) of the Act is entitled to have the education, checks of the subject study fulfilment, appraisals of the fulfilment of the individual study plan, the state doctoral examination, the public defence of the dissertation, as well as negotiations in the matter of study administration performed in the language of the doctoral study programme.

**Article 8**  
**Checking the students' studies**

1. The study of the subjects prescribed by the individual study plan is checked using a system of credit tests or exams.
2. Where the study is checked using credit tests:
  - a) the student is entitled to take credit tests only in the subjects that have been approved in their individual study plan for the year concerned,
  - b) where so resolved by the subject-area board, the credit test may be taken in front of a committee,
  - c) with regard to the dates of credit tests, during the academic year, the student has the right to re-sit a credit test once, and during their entire study, the student has the right to re-sit a credit test twice in total,
  - d) credit tests are evaluated as follows: credit awarded – credit not awarded,
  - e) should a student be unable to sit for a credit test for serious reasons, they shall submit their excuse to the committee chair within five days of the date of the credit test. Should a student fail to show up without an excuse, or if their excuse is found unreasonable, the credit shall be regarded as not awarded. The supervisor or the committee chairperson shall decide whether or not the student's excuse is reasonable,
  - f) the method of keeping records on the credits awarded shall be determined by the Dean.
3. Where the study is checked using exams:
  - a) the student has the right to take exams only in the subjects that have been approved in their individual study plan for the year concerned,
  - b) where so resolved by the subject area board, the exam may be taken in front of a committee,
  - c) each exam is public for the members of the Academic Community of the UJEP; the number of places for the attending public may be reasonably reduced for capacity reasons,
  - d) the set exam dates usually fall within the examination period, but they may also occur during other periods in the academic year; if they fall on a holiday, the exam taking place is conditional upon the student's consent;
  - e) with regard to the announced exam dates, the student has the right to re-sit an exam once during an academic year, and the student has the right to re-sit an exam twice in total during their entire study; extraordinary re-sit dates are not allowed,
  - f) the exams are evaluated using the pass – fail criterion,
  - g) should a student be unable to sit for an exam for serious reasons, they shall provide an excuse to the examiner or the committee chair within five days of the date of the exam at the latest. Should a student fail to show up without an excuse, or if their excuse is found unreasonable, the exam shall be regarded as failed. The examiner or the committee chairperson shall decide whether or not the student's excuse is reasonable,
  - h) the method of keeping records on the results of the exams shall be determined by the Dean.
4. In a doctoral study programme where the credit system is applied, a student shall be awarded the credits assigned to a given subject for passing the subjects specified in the individual study plan.
5. If a student sitting a credit test or an exam seriously breaches the proper course thereof, they shall be regarded as having failed the credit test or exam. Gross violation of the requirements set out for sitting a credit test or an exam may be regarded as a disciplinary infraction within the meaning of Section 64 of the Act.

**Article 9**  
**Evaluation of the Individual Study Plan Fulfilment**

1. A student shall report to the faculty, generally once a year, on their study, on the outcomes of their creative tasks and on their progress with the dissertation.
2. Each year, on the date set by the Dean, the student shall draw up a written report summarising the results of their efforts; the report shall constitute one of the supporting documents for the student's appraisal by their supervisor.
3. The procedure of the supervisor for the annual appraisal is stipulated in Art. 6(3)(d).

**Article 10**  
**State Doctoral Examination**

1. The purpose of the state doctoral examination (hereinafter referred to as “SDE”) is for the student to demonstrate mastery of the theory and acquisition of the required knowledge and skills in their area of study, including the methodological starting points for their scientific work and creative procedures. Its content is mainly based on the topic of the student’s dissertation and their individual study plan.
2. The general content of SDE is determined by the subject-area board in cooperation with the supervisor. SDE precedes the public defence of the dissertation.
3. A student may apply for SDE after fulfilling all the compulsory subjects and modules determined in the student’s individual study plan.
4. SDE is taken before an examination committee. The committee is either permanent, or appointed "ad hoc". The chair and the members of the examination committee shall be appointed by the Dean on a proposal of the subject-area board in accordance with Section 53(2) and (3) of the Act. The Ministry of Education, Youth and Sports (hereinafter “the Ministry”) may appoint other members of the examination committee from among leading experts in the field.
5. The student's supervisor is also a member of the examination committee.
6. The examination committee has at least five members, i.e., it is formed by the chair and at least four members. For SDE to take place, at least three fifths of the members of the committee, including the chair, must be present.
7. The committee’s meetings shall be presided over by the chair. In a non-public session, the examination committee shall evaluate the course of SDE and determine the outcome by a vote.
8. SDE is classified as passed – failed. In order to pass, a majority of the votes of all members of the examination committee present is required. If a student fails the SDE, the dedicated report will include the reasons for the determination, which must be communicated to the student.
9. If a student fails to arrive for the SDE without an excuse, or if their excuse is not accepted, they shall be regarded to have failed the SDE. The excuse must be submitted in writing to the Dean within one week of the set SDE date; the Dean will then make the final decision on the acceptance of the excuse.
10. The method of keeping records on the SDE outcome shall be determined by the Dean.
11. The student may take SDE twice at the most; no extraordinary re-sit date for SDE is allowed. If a student does not pass SDE at the re-sit date, proceedings to terminate their study shall be initiated with them in accordance with Section 56(1)(b) of the Act. The procedure applied in resolving this matter shall be governed by Section 68 of the Act.
12. The provision under Section 9(5) shall apply, *mutatis mutandis*, to the SDE.

**Article 11**  
**Dissertation**

1. The study in a doctoral study programme is concluded with the elaboration and defence of a dissertation; in order for a student to defend their dissertation, they must first pass their SDE. The dissertation must present an original solution to an issue being addressed. The result of the dissertation or at least its part shall be an outcome recognised in the field of study (for example, an article in a professional periodical, a professional book, a chapter in a professional book etc.). The dissertation may be written in English.
2. A student shall submit their dissertation to the faculty’s study department along with their public defence and theses.
3. The abstract from the dissertation must include a brief account of the underlying reasoning, methods, results, and conclusions of the dissertation. The theses may be written in English. All members of the committee and opponents shall receive the theses.
4. The method of submission, scope, form and particulars of the dissertation are stipulated by the Dean’s directive.
5. The dissertation is submitted to two opponents for review (out of which at least one is outside UJEP), proposed to the Dean by the subject-area board.
6. The opponents shall be prominent experts in the corresponding field of study. The student’s supervisor or consultant, or any persons who contributed to the dissertation or any part thereof as co-authors may not be opponents. In addition, the student’s direct superior may not be appointed as an opponent. Also, all the opponents

cannot be the employees or employers of a single legal entity. If an opponent fails to produce their opinion within two weeks of being appointed, the Dean may appoint another opponent. The opponents' reviews shall be sent to all committee members and the student at least 15 days prior to the defence.

7. The subject-area board proposes a committee for the defence, which has at least five members. The supervisor is not a member of the committee, but they have an advisory vote. At least two members are outside UJEP. The chair and other members of the defence committee are appointed by the Dean. For the public defence to take place, at least two thirds of the members of the committee, including the chair, must be present.
8. In the public portion of the defence, the student shall present to those in attendance the basic theses underlying their work and the results achieved and shall listen and respond to the cases of the opponents (of which they have been informed in advance) and the supervisor's opinion. Any of the present persons may participate in the discussion about the dissertation.
9. After the close of the public defence, the defence committee will hold a secret vote in proceedings closed to the public. The outcome of the defence is either defended or not defended. For a successful defence of the dissertation, a majority of the present committee members must vote for it.
10. The chairperson of the defence committee shall announce the result of the vote during the resumed public session. A record is made on the outcome of the defence committee's session and the vote, undersigned by the chair and the defence committee members present.
11. In the event the defence is successful, the student is awarded the academic degree of "doctor" (abbreviated as "Ph.D." indicated after their name).
12. In the event that the public defence fails, the student may retake the defence after making additions to the dissertation. The public defence may be retaken only once, no earlier than six months and no later than one year after its failure. An extraordinary retake date of the public defence is not allowed. If the student fails to defend their dissertation during the retake, proceedings to terminate their study shall be initiated with them in accordance with Section 56(1)(b) of the Act. The procedure applied in resolving this matter shall be governed by Section 68 of the Act.
13. If the dissertation is found to violate the basic principles of ethics of independent work (especially those regarding the intentional unauthorised use of someone else's work in gross contravention of laws governing the protection of intellectual property under Section 47c(2) of the Act, or if the dissertation has been elaborated by another person), a disciplinary procedure shall be initiated against the student. The defence of such dissertation is not allowed.

## **Article 12 Publication of Dissertations**

1. In accordance with special legal regulations<sup>1)</sup>, a dissertation put forth for a defence shall be made available to the public at least five business days before the defence taking place, namely at the UJEP office where the defence of the dissertation will take place. In the case of artworks, they shall be made public in the place of their exhibition or another presentation.
2. Dissertations that have been defended, including the opponents' reviews and records of the course and results of the defence, are published, unprofitably, in the UJEP database of final theses in compliance with special legal regulations<sup>1)</sup>. Dissertations that have been published in a different way are not published.
3. By submitting their dissertation, the author agrees to the disclosure of their thesis as required by law, regardless of the outcome of the public defence; the conditions governing the postponement of making the theses available are set out under Section 47b(4) of the Act.
4. The details of making theses available and accessible, including the opponents' reviews and records of the course and results of the defence, and the details of the database administration are stipulated in the Rector's directive.

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<sup>1)</sup> Act No. 121/2000 Coll., on Copyright, Rights Associated with Copyright and on amendment of certain acts, as amended, Act No. 89/2012 Coll., the Civil Code, as amended.

**Article 13**  
**Study Suspension**

1. The Dean shall decide on a student's study suspension request pursuant to paragraphs 2 and 3.
2. A student shall lodge a study suspension request in writing, indicating the reason for and length of the study suspension. The following applies to the decision to be made on the request:
  - a) If a student asks for a suspension due to pregnancy, childbirth, or parenting for a period of time corresponding to that of a maternity or parental leave, or due to assuming childcare replacing parental care for a period of time corresponding to a regular maternity or parental leave, the Dean shall comply with the request (Section 54(2) of the Act). The student's studies shall be suspended for a period of full semesters, increased, where relevant, by any amount of time remaining until the end of the semester during which the request was made. The study suspension period as per the preceding sentence shall not be counted towards the overall study suspension period. In this way, the study may even be interrupted repeatedly.
  - b) In other cases, the Dean may suspend a student's studies at the latter's request, upon recommendation of their supervisor, on no more than two occasions, for a maximum of two semesters, increased, where relevant, by the time remaining until the end of the semester in which the request was made. The aggregate length of the suspension(s) as per the preceding sentence must not exceed three years.
3. If the reasons for the suspension subside, the Dean may terminate the suspension at the request of the person whose study has been suspended even before the suspension time has expired.
4. Studies may not be suspended retroactively. The person concerned ceases to be a UJEP student on the day of the suspension, or where the student takes part in several study programmes at the same time, on the day of suspension of the last programme. The suspension period shall not be counted towards the standard or maximum length of study.
5. With the expiry of the suspension time, the person concerned acquires the right to re-enrol in their studies. The re-enrolment date shall be set out in the Dean's suspension decision (Section 68(1)(c) of the Act). On the re-enrolment day, the person whose studies have been suspended becomes a UJEP student again.
6. The provisions under Article 5(3) and (4) shall be applied, *mutatis mutandis*, to the re-enrolment. Proceedings to terminate the study pursuant to Section 56(1)(b) of the Act and Article 15(3)(a) shall be initiated with a person who has seen their right to re-enrol for the study expire. Decisions in this matter shall be subject to Section 68 of the Act.
7. UJEP and its faculties do not guarantee that there will not be any changes or cancellations of the study programme during the study suspension. If the study programme accreditation or the authorisation to organise the study programme is terminated, it is UJEP's duty to ensure that the student can resume their study under the same or a similar study programme at UJEP, its faculties, or at another university.

**Article 14**  
**Special Provisions on the Course of Study**

- 1 If a student submits to the Dean a written request for an extension of a deadline for fulfilling their study obligation by a period of time during which they would otherwise be on their maternity leave, provided that they do not suspend their study during such time, the Dean shall comply with the request (Section 54a(1) of the Act). The period of time during which they would normally be on maternity leave as per the first sentence, shall not be counted towards the time limits critical to the assessment of the course of study as per Article 15(3)(c) and fulfilment of the study timetable as per Article 7(3)(c).
- 2 A student who submits a confirmation of being a sports representative of the Czech Republic in a sports field to the faculty, issued by a sports organisation representing the given sports field in the Czech Republic, is entitled to modifications of the course of study in relation to that fact, to enable the student to participate in the representation and necessary preparation (Section 54a(2) of the Act).

**Article 15**  
**Conclusion of studies**

1. Studies are properly concluded upon graduation from the respective study programme in accordance with Section 55(1) of the Act. The day of conclusion of the doctoral study programme is the day on which the public dissertation defence prescribed at the end of the study is delivered.
2. Studies may further be concluded:



- a) by the student quitting their studies (Section 56(1)(a) of the Act),
  - b) by the student failing to meet the conditions inherent in the study programme as per the Study and Examination Rules (Section 56(1)(b) of the Act),
  - c) by other mechanisms pursuant to Section 56(1)(c) to (h) of the Act.
3. Failure to comply with the requirements inherent in the study programme as per the Study and Examination Rules denotes:
- a) failure to show up for re-enrolment on the set date pursuant to Article 13(6), where the person whose studies have been suspended fails to excuse the no-show within five days of the date or if their excuse is not accepted, or on the replacement date pursuant to Article 13(6) in the event that such a replacement date has been set,
  - b) failure to comply with an individual study plan, on account of which the subject area board shall propose, pursuant to Article 3(5)(k), to the Dean initiation of proceedings to terminate the student's studies,
  - c) exceeding the maximum length of studies pursuant to Article 2(3),
  - d) failure to comply with the study check requirements on the third consecutive check date in accordance with Article 8(2)(c) or Article 8(3)(e),
  - e) failure to comply with the requirements for the state doctoral examination on a re-sit date pursuant to Article 10(11),
  - f) failure to comply with the requirements for the dissertation defence on a re-sit date pursuant to Article 11(12).
4. When assessing the lengths of time referred to under paragraph 3(c), the period of time between the enrolment and the date of commencement of the first tuition period during the student's studies shall be counted towards the overall length of the studies compared to the maximum length of the studies pursuant to Article 2(3) provided that the date of enrolment preceded the latter date.
5. A student who intends to terminate their studies shall communicate this in writing to the Dean via the faculty study department. They may do so at any point during their studies.
6. The studies shall be deemed terminated pursuant to Section 2(a) on the date on which the student's notice of termination of the studies is delivered.
7. The studies shall be deemed terminated pursuant to Section 2(b) on the date of the respective decision coming into force. A decision is deemed to have come into force if it has been announced and no appeal may be lodged against it. A decision is deemed to have come into force on the day following the lapse, in vain, of the time limit for lodging an appeal or on the day the student waives their right to lodge an appeal, or on the day the Chancellor's decision is communicated to them.
8. The study termination date pursuant to paragraph 2(c) is the day determined under Section 56(2) of the Act.

**Article 16**  
**Service of Documents,**  
**Appeal Procedure**

1. The serving of documents to students and applicants shall be governed by Article 24 of the UJEP Statute.
2. A student may lodge an appeal against a decision of the Dean made in the matter regulated under Section 68(1) of the Act. The appeal proceedings shall be governed by Act No. 500/2004 Coll., the Code of Administrative Procedure, as amended, unless the Act contains a special regulation.

**Article 17**  
**Admissions of Candidates under Section 49(3) of the Act**

1. The decision on the admission of a candidate is reserved to the Dean pursuant to Section 49(3) of the Act in accordance with other admission conditions (Article 4(3)).
2. A candidate who has completed a portion of their studies, enrolled in the same or a similar study programme, at another university in the Czech Republic or at a foreign university may be admitted to a study programme organised by the faculty. Within the faculty, the student may be allowed to change the form of their studies under the same study programme.
3. The Dean shall decide on the recognition of the results of studies the student completed before being admitted pursuant to paragraph 1, based on the recommendation of the subject-area board.

4. The admission pursuant to paragraph 1 typically takes place on the date of commencement of the relevant term.

**Article 18**  
**Temporary Provisions**

For the period during which the division into fields of study is retained in accordance with Article II(4) of Act No. 137/2016 Coll., the provisions of these Study and Examination Rules on the study programmes shall also apply to the fields of study.

**Article 19**  
**Final Provisions**

1. The Study and Examination Rules applying to the doctoral study programmes of UJEP registered by the Ministry on 1 February 2013 under ref. No. MSMT– 4230/2013- 30 are hereby repealed.
2. These Study and Examination Rules have been approved pursuant to Section 9(1)(b)(3) of the Act by the UJEP Academic Senate on 28 June 2017.
3. These Study and Examination Rules come into legal force pursuant to Section 36(4) of the Act on the day of registration by the Ministry.
4. These Study and Examination Rules take effect on 1 September 2017.

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The amendments to these Study and Examination Rules were approved pursuant to Section 9(1)(b)(3) of the Act by the UJEP Academic Senate on 25 April 2018 (Amendments No. 1).

The amendments to these Study and Examination Rules (Amendments No. 1) come into legal force pursuant to Section 36(4) of the Act on the day of registration by the Ministry.

The amendments to these Study and Examination Rules (Amendments No. 1) come into legal force on the day of registration by the Ministry.

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

Rector