



The Ministry of Education, Youth and Sports registered **Study and Examination Regulations of Moravian Business College Olomouc** in compliance with § 36, Paragraph 2 and 4; § 41, Paragraph 2, and § 8, Letter a) of the Act No. 111/1998 Coll., on Higher Education Institutions and on Alterations and Amendments to Other Acts (Higher Education Act) under Ref. No. MSMT-4914/2017-1 on the 28<sup>th</sup> of March 2017.

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Director of the Higher Education Department

## STUDY AND EXAMINATION REGULATIONS

Version: 7

Valid as of: the date of registration by the Ministry of Education, Youth and Sports

Activity owner: Vice-rector for Study and Pedagogical Affairs

Process guarantor: Vice-rector for Study and Pedagogical Affairs

Checked by: Quality Manager

Authorized by: **RNDr. Josef Tesařík, Director**

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## **Part One Basic Provisions**

### **Article 1 Introductory Provisions**

1. The Study and Examination Regulations of Moravian Business College Olomouc (hereinafter referred to as "Regulations") provide the rules for studying in accredited Bachelor's and continuing Master's study programmes at Moravian Business College Olomouc (hereinafter referred to as "MVSOU").
2. The Study and Examination Regulations are internal regulations pursuant to § 17 Paragraph 1, Letter g) of the Act No. 111/1998 Coll., on Higher Education Institutions and on Alterations and Amendments to Other Acts (Higher Education Act) as amended (hereinafter referred to as „the Act”).

### **Article 2 Academic Year**


1. The academic year shall last 12 calendar months. The commencement of the academic year shall be determined by the Rector of MVSOU (hereinafter referred to as „the Rector”).
2. The academic year is divided into winter semester, summer semester and holidays. A semester shall include a teaching period, a credit and examination period.
3. The layout of an academic year is determined by a time schedule which shall be defined by the Rector or the Vice-rector for Study and Pedagogical Affairs (hereinafter referred to as „the Vice-rector”).

### **Article 3 Study Agenda**

1. The Study Agenda of each student is provided by the Study Department of MVSOU. The Study Agenda is compiled with the use of IS/STAG information system.
2. Details related to the provision of the Study Agenda shall be specified in the Rector's Directive on the use of Study Agenda IS/STAG system.

### **Article 4 Study Programmes Realized by MVSOU**

1. The basic structure of a study programme at MVSOU (hereinafter referred to as „study programme”) is governed by sections § 44, § 44a, § 45 and § 46 of the Act.
2. A study program is subdivided into individual phases of study (i.e. years of study). A compulsory study plan is established for each year of study. Accordingly, this plan lays out the timing and sequencing of each course, the form of study of the mentioned course and the way exam results are assessed and other requirements for completing the study programme.

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3. Courses included in a study plan can be the following:
  - a. compulsory courses, the completion of which is a prerequisite for graduation,
  - b. compulsory options, courses from which a student has to obtain a specified number of credits, and the completion of which is a prerequisite for graduation,
  - c. optional courses, other courses listed in the study programme.
4. All three course categories are equivalent in terms of meeting their requirements, and a student is, therefore, obliged to pass the courses they have enrolled in under the specified conditions of the course. In case of not fulfilling the requirements for passing the course, the student is terminated in accordance with § 56 Par. 1., Letter. b) of the Act.
5. Guaranteeing workplaces are individual departments according to Organisational Rules of MVSOU.
6. Study programme is realized in the following forms of study:
  - a. full-time,
  - b. combined.


## Article 5 Credit System

1. All studies at MVSOU are assessed by credit system.
2. Each course listed in a study program is rated according to „European Credit Transfer and Accumulation System“ (hereinafter referred to as „ECTS“) by the number of credits which quantifies the student’s study load for the given course. Each course has the same credit assessment for all students.
3. Credits are acquired by successfully completing a course. Student is required to pass a course in one of the specified deadlines of the particular academic year. If this obligation is not fulfilled, the further procedure is determined in accordance with Article 6, Paragraph 7 and 8 of the Regulations.
4. Credits can only be acquired once for each course in the course of study. The course “Sport Activities” is an exception. For this course it is possible to acquire credits up to four (4) times.

## Part Two Provisions Relating to Studies in Bachelor’s and Master’s Programmes

### Article 6 Enrolment


1. After the Rector’s approval of admission, the applicant is entitled to enrol in studies. The accepted candidate becomes the student of MVSOU as of the day of their enrolment.
2. The enrolment date is determined by the Rector or the Vice-rector and it is announced by appropriate means. The enrolment takes place in specified MVSOU premises.
3. A student (or an applicant) is required to be present on the first announced term (date) of enrolment. Under exceptional circumstances, after a well-founded apology, the applicant can attend an alternative enrolment date.

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4. A student (or an applicant) is required to be present at the enrolment in person. Under exceptional circumstances, they can be represented by a person with a full authority.
5. Enrolling in the second and other years of study is determined by successfully completing all obligations determined by the study programme of the previous year(s).
6. If the student does not enrol in the relevant year of study (academic year) within the term set by Par. 2 and 3 of the Regulations and does not apologize to the Study Department within five (5) days and does not apply for an alternative term of enrolment or does not apply for the previous enrolment term extension, their study will be terminated in accordance with § 56 Par. 1, Letter b) of the Act.
7. If the student fails to complete the maximum of three (3) courses, it is possible to gain a conditional enrolment for the next year of study. The courses must be completed eventually within a period determined by the Rector or the Vice-rector. After completing the courses, conditional enrolment shall be withdrawn. In case of failing to complete such courses, the study is terminated in accordance with § 56, Par. 1, Letter b) of the Act.
8. A student can apply in written form for a re-enrolment to a relevant year of study with respect to the maximum length of study in compliance with Article 7, Par. 3 of the Regulations.

### Article 7 Course of Study

1. Students are obliged to comply with the internal regulations of MVSO.
2. Students are also obliged:
  - a. to announce all changes in their personal data,
  - b. to use their student e-mail account during the course of their study,
  - c. to collect information about their study using of the official communication channels and information systems of MVSO (intranet, web, IS STAG),
  - d. to attend, when summoned by the Rector or by an authorized employee of MVSO, to discuss issues relating to the course of their study or graduation,
  - e. to pay the study fees.
3. The maximum length of study in the Bachelor's and continuing Master's study programme is a standard period of study determined by the study programme plus three (3) academic years. The maximum length of study does not include the period of interruption of studies. Should the student fail to graduate during the maximum length of study, their study is terminated in accordance with § 56, Par. 1, Letter b) of the Act.
4. Students are required to obtain a minimum of 180 credits in the course of their study by completing compulsory courses, compulsory options, and optional courses in the three-year Bachelor's study programme and a minimum of 120 credits in the two-year continuing Master's study programme.
5. Students can apply in written form for a change of the form of study. This change shall be decided by the Rector or the Vice-rector within thirty (30) days upon the day of the application delivery. The change of the form of study is permitted only at the beginning of an academic year or a semester, exceptions are granted by the Rector or the Vice-rector.
6. Students can apply in written form for an individual study plan which allows exceptions to the provisions of these Regulations. The Rector, or the Vice-rector decides on completing one or more semesters in the form of an individual study plan, the course and requirements of which determines within 30 days upon the day of the application delivery. An individual study plan is permitted only at the beginning of an academic year or a semester, exceptions are granted by the Rector or the Vice-rector.

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7. In the context of childcare, the student has the right to extend the deadlines for the fulfilment of study obligations as well as to meet the requirements for the promotion to the next year of study. This period can be extended by the length of time their maternity leave takes, on condition that the study will not be interrupted during this period.

## Article 8 Methods of Teaching, Teaching Arrangements

1. The methods of teaching include mainly lectures, seminars and tutorials, case studies, educational excursions, practical training (real work experience), consultations, guest lectures, sports and outdoor activities and individual study.
2. Lessons are taught by the academic staff of MVSO. Based on the proposal of the guaranteeing department, the Rector, or the Vice-rector can also appoint experts from practice to conduct the lessons.
3. Practical training is a part of the accredited study programme. Organisation, provision and implementation of work experience is the duty of the responsible department. Practical training serves to reinforce and extend the knowledge and skills gained through studies. Practical training consists of the student working in a corresponding place of work.
4. A student is required to attend seminars, tutorials, educational excursions, practical training and guest lectures. As for the other forms of study, the attendance is not generally obligatory, unless required in the course syllabus.
5. The student who is unable to attend the obligatory lessons for serious justifiable reasons can be granted an alternative way to meet the course requirements. Requirements are determined by the lecturer or the course guaranteeing department.
6. Every lecturer is obliged to provide the students with individual consultation hours in pre-arranged terms and scope decided by the Rector or the Vice-rector.
7. A course syllabus must be disclosed and approved by a professional guarantor of the course before the beginning of a semester. It predominantly includes:
  - a. course annotation,
  - b. topics corresponding to the number of teaching hours,
  - c. requirements for students during the semester and exams, as well as the conditions for passing the course,
  - d. a list of required literature.

## Article 9 Course Completion

1. Basic ways to complete courses are course credits, colloquiums and examinations, which are granted based on the requirements listed in the course syllabus. Course credits, colloquiums and examinations are granted by the course lecturer, unless determined otherwise by the manager of the guaranteeing department.
2. During a semester, the lecturers can continually test the academic performance of their students mainly by asking questions, assigning written assignments, tests, individual tasks, and course (term/mid-term) papers. In accordance with the course syllabus, the results of the mentioned tests can be considered during an examination, a course credit or a colloquium.




3. In a course where both a course credit and an examination are prerequisites for its completion, obtaining the credit first is a necessary condition for participating in the examination.
4. Central register of academic performance of students of a study programme is organised by the Study Department of MVSO through the IS/STAG study agenda. Respective lecturers are responsible for the accuracy and timeliness of such documents submitted to the Study Department.
5. A lecturer is obliged to record the results of an exam, course credit or colloquium to IS/STAG no later than within seven (7) working days upon the set date of a relevant exam, course credit or colloquium.
6. A student who breaches the assessment of course credits, colloquiums or examinations can be graded as “failed”. Serious violation of the process of assessment of course credits, colloquiums or examinations shall be assessed in accordance with § 64 of the Act as a disciplinary offense.
7. A student who fails to complete a course is entitled to a first and a second retake. Should the student fail the first and second retake as well, they can be granted a board examination by the Rector or the Vice-rector upon a written request of the student. Should the student fail the third retake as well, their study is terminated in accordance with § 56, Par. 1, Letter b) of the Act.
8. If the course completion is done in a written form, the student is eligible to inspect the corrected work within thirty (30) days from the date of the course credit, colloquium or examination.
9. In the event of not being granted the course credit, colloquium or examination, the student is eligible to ask the manager of the guaranteeing department to review their case. In the event of a conflict of interests the final decision is made by the Rector, or the Vice-rector.

## **Article 10 Course Credits and Colloquiums**

1. The form of a course credit or a colloquium can be oral, written, practical or combined.
2. Granting a course credit shall be recorded in IS/STAG as “splněno”/“granted” or “nesplněno”/“not granted”. Granting a course credit shall be recorded in the Student Record Book by writing “započteno”/“credit granted”, including the date and teacher’s signature. If the credit is not granted, it is not recorded in the Student Record Book. In case of a discrepancy between records, the decisive results are recorded in IS/STAG.
3. Passing a colloquium shall be recorded in IS/STAG as “splněno”/“granted” or “nesplněno”/“not granted”. Colloquium shall be recorded in the Student Record Book by writing “prospěl(a)”/ “passed”. If a student does not pass a colloquium, it shall not be recorded in the Student Record Book. If there is a discrepancy between records, the decisive results are recorded in IS/STAG.
4. If a student was not granted the course credit or colloquium within a specified time, in justified cases, the course lecturer can permit to fulfil the course requirements to attain the course credit or colloquium in a specified alternative date.

## **Article 11 Examinations and Retakes**

1. The form of an examination can be oral, written, practical or combined.
2. The results of an examination are assessed by the following grades:
  - a. “výborně”/“excellent” (1),

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- b. “velmi dobře“/“very good” (2),
  - c. “dobře“ /“good” (3),
  - d. “nevyhověl“/“failed” (4),
5. Examination results shall be recorded in IS/STAG as well as in the Student Record Book. If the student does not pass the exam, it shall not be written in the Student Record Book. If there is a discrepancy between records, the decisive results are recorded in IS/STAG.

Examinations and retake examinations usually take place in the examination period determined by the time schedule of a relevant academic year. Upon agreement with the examiner, exams can be also taken during summer holidays or during the semester, but no later than by the deadlines listed in the academic year time schedule.


## Article 12 Board Examination

1. If stipulated so by the Regulations, course credits, colloquiums and examinations can take place in front of the Examination Board.
2. A student, who is able to fulfil the requirements of a given course based on their previous education or experience (e.g. membership in professional associations and unions), can also apply for the board examination.
3. A student can be granted a board examination by the Rector or the Vice-Rector upon a written request. Members of the board, its chairman and the date of the board examination are determined by the Rector or the Vice-Rector.
4. The board consists of minimum three members. The board has a quorum if at least three of its members are present.
5. The course of the board examination shall be recorded in a protocol which shall be signed by all the board members present.

## Article 13 Registration for and Deregistration from Course Credits, Colloquiums and Examinations

1. Registration for all above-mentioned means of course completion is done through IS/STAG. Registration of a student for a course credit, colloquium or examination is binding.
2. If a student fails to pay their tuition fee or other fees associated with the study, they are not allowed to register to any means of course completion or the Final State Exam.
3. A student is entitled to deregister from an examination date the same way they registered no later than 48 hours before the beginning of a course credit, colloquium or examination, unless the examiner states otherwise. The student who deregisters from an examination date in such manner shall be considered as not registered.
4. In exceptional cases, namely for health reasons, the student can be excused post facto, but no later than two days after the deadline of the registration date. The reasons shall be considered by an examiner or the board chairman.
5. If a student deregisters from a course examination after it has started, fails to appear without a proper excuse which is decided upon by the examiner or the board chairman, or violates the course of an



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examination, course credit or colloquium in a serious manner, they shall be graded as “failed”, or a disciplinary proceedings under the Disciplinary Code can take place.

6. A possible change of the examination date is decided by the examiner or the board chairman and students are informed well in advance.

### **Article 14**

#### **Course Credit, Colloquium and Examination Credit Recognition and Transfer**

1. The following students can apply for course credits, colloquiums or examination credit recognition:
  - a. a student who completed a part of their study in the curriculum realized by MVSOU in a previous or a concurrent study at MVSOU,
  - b. a student who is studying concurrently some courses at another university in the Czech Republic or abroad,
  - c. a student who has completed their study at another university in the Czech Republic or abroad,
  - d. a student who has graduated from a college in the Czech Republic or abroad.
2. A student can apply for recognition of course credits, colloquiums and examinations with the prescribed written application form. The application must be accompanied by documents regarding completed courses and their curriculum endorsed by the Study Department of the particular university or college.
3. The application for recognition of course credits, colloquiums and examinations is examined by the course lecturer, or guaranteeing department of the course; based on their assessment, the Rector or the Vice-rector makes the final decision about recognition or orders a differentiation examination.
4. A student can be awarded recognition only for those subjects they have successfully completed at MVSOU or other university/college in the past five (5) years. The courses constituting a part of the Final State Examination cannot be recognized for college students.
5. In the event of recognition of successfully completed courses or parts of study, the Rector or the Vice-rector also decides on the maximum possible reduction of student’s study period.
6. A student can apply for recognition of course credits, colloquiums and examinations within thirty (30) days from the beginning of the semester in which the course is taught. In exceptional cases, the Rector or the Vice-rector can extend the period.

### **Article 15**

#### **Interruption of Studies**

1. A student can apply for interruption of studies, even repeatedly. Studies can only be interrupted for the period of whole semesters as of the beginning of an academic year or a semester.
2. The continual period of interruption of studies must not exceed a period of two semesters. The overall time of interruption of studies within the framework of a particular study program must not altogether exceed a period of two semesters.
3. The student who has been granted the interruption of studies is obliged to hand in their Student Record Book and documents on settlement of all obligations towards MVSOU to the Study Department within ten



- (10) working days after the studies have been interrupted. If the student fails to meet this obligation, the interruption of studies can be cancelled.
4. Once the interruption of studies is terminated, the student is obliged to enrol in further studies. Should they fail to do so within five (5) working days after the termination of interruption of studies or if the student does not apply for alternative enrolment date or does not apply for extension of the interruption of studies, this shall constitute the grounds for terminating their study in accordance with § 56, Par. 1, Letter b) of the Act.
  5. The commencement of studies after interruption of studies is possible only as of the beginning of the semester and the student is obliged to join the study for the period of whole semesters.
  6. In exceptional cases, the Rector or the Vice-rector can decide otherwise upon a written request of a student.
  7. The student does not need to enrol in courses they had enrolled in prior to the interruption of studies. The Rector or the Vice-rector can decide to replace registered courses to other courses in the case of changes in the programme of study or a field of study.
  8. A student has the right for interruption of studies due to pregnancy, childbirth and parenting for the whole recognized period of parenthood. The recognized period of parenthood is counted as eight (8) weeks before the expected date of childbirth plus the duration of maternity and parental leave. A student is obliged to apply for registration of the recognized period, and the fact of parenthood must be verified by documents. The recognized period of parenthood is recorded in IS/STAG.
  9. The period of interruption of study for the recognized period of parenthood is not counted in the total period of interruption or in the maximum period of study. During the time of interruption of studies, the person is not a student. After the expiry of the period for which the study was interrupted, the person has the right to re-enrol for studies. The student can also apply for enrolment in studies before this period expires.

### **Article 16 Transfers**

1. In the course of studies, a student can apply for a transfer to another curriculum in the same study programme.
2. Together with the decision on transfer, the Rector or the Vice-rector shall decide on:
  - a. the recognition of a part of study or selected courses of the chosen study programme according to Art. 14,
  - b. the placement of a student to a relevant year of study according to Art. 6,
  - c. shortening the maximum period of study according to Art. 14.
3. Transfer is only allowed as of the beginning of an academic year or a semester.
4. The Rector or the Vice-rector is eligible to define different enrolment conditions for prospective students studying an accredited study programme at a university in the Czech Republic and abroad. Recognition of course credits, colloquiums and examinations is stipulated by Art. 14.

### **Article 17 Completion of Studies**

1. Completion of study is stipulated by § 55 Par. 1 of the Act by completing studies in the relevant study programme. The date of completion is the day when the final state examination or its last part was passed.



2. Completion of study is stipulated by § 55, Par. 1, Letter a) of the Act by terminating the studies upon a written request of a student. The date of completion is the day when MVSOU receives a written request to terminate studies.
3. Completion of study is stipulated by § 56, Par. 1, Letter b) of the Act in case of failing to meet requirements arising from the study programme in accordance with the Regulations. The date of terminating study for not meeting the requirements stipulated by the study programme is the day the decision on expulsion from the study comes into force.
4. Completion of study is stipulated by § 56, Par. 1, Letter c) of the Act by the withdrawal of accreditation of the study programme.
5. Completion of study is stipulated by § 56, Par. 1, Letter d) of the Act by the termination of accreditation of the study programme according to § 80, Par. 4 of the Act.
6. Completion of study is stipulated by § 56, Par. 1, Letter g) of the Act by expulsion from studies in accordance with § 65, Par. 1, Letter c) or pursuant to § 67 of the Act. The date of termination of study is the day when the decision on expulsion from the study came into force.


### **Part Three Graduation and Final State Examination**

#### **Article 18 Graduation**


1. A student shall graduate from an accredited study programme if they had successfully completed (i.e. passed) the Final State Examination (hereinafter referred to as “the State Examination”), which includes the Bachelor’s thesis defence.
2. The date of graduation is the date of successfully completing the State Examination prescribed at the end of study, or the date of completing its final part.
3. University Diploma and Diploma Supplement with all prescribed formalities is the certificate of graduation and of the bestowal of an academic degree. The University Diploma and Diploma Supplement are presented to a graduate demonstrably.
4. A student, who, in the course of their choice of courses in the study of their study programme, has completed a comprehensive group of courses which does not belong to the study programme for which they have been enrolled, may be certified.

#### **Article 19 Final State Examination**

1. Studies in a study programme are properly completed by the State Examination in accordance with § 45, Par. 3 of the Act.
2. The State Examination consists of the two following parts:
  - a. oral defence of Bachelor’s thesis or Master’s (Diploma) thesis (hereinafter referred to as “thesis defence”),
  - b. oral examinations on three thematic fields of the Final State Examination.
3. A student is eligible to take a part of the State Examination – Bachelor’s or Master’s (Diploma) thesis defence, if they have written the thesis on a given topic and submitted it within the given deadline.

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4. A student is eligible to take part of the State Examination – oral examination on three thematic areas of the state examination if:
  - a. they have fulfilled all the conditions set in the study programme,
  - b. in the course of their studies, they have obtained the number of credits corresponding to the type of study programme according to Art. 7 Par. 4.
5. A student is obliged to take the State Examination no later than two (2) calendar years after the end of the academic year in which they have met the last requirement for taking it pursuant to Art. 19, Par. 4. Simultaneously, they must not exceed the maximum period of study. Failing to meet this requirement constitutes grounds for termination of studies pursuant to § 56, Par. 1, Letter b) of the Act.
6. The State Examination takes place within the dates determined by the time schedule of the academic year. The State Examination is public.
7. The student is obliged to register for the State Examination in written form at the Study Department by the date specified in the time schedule of the academic year.
8. The State Examination takes place in front of an examination committee appointed by the Rector. As a rule, the Chairman of the examination committee is a professor or a senior lecturer. Members of the examination committee can include professors, senior lecturers, and other specialists teaching at MVSO or other universities, scientific departments or practice. Multiple examination committees which can work in parallel can be appointed for one study programme.
9. As for the administrative and organizational provision of the course of the State Examinations, committee secretaries are appointed from the academic and administrative staff of MVSO.
10. The course of the State Examination shall be chaired by the Chairman of the examination committee, who is also responsible for the activities of other examination committee members and a committee secretary. The course and results of the State Examination is reported in a written protocol which is a part of each student's study documentation. The protocol on the course and results of the State Examination is signed by the Chair and all present members of the committee.
11. The form of the State Examination is predominantly oral. The student is given a reasonable time to prepare, after being asked a question or task; the preparation can be written. The student answers the prepared questions and the additional questions asked by the committee members.
12. When evaluating a student, the correctness of the answer and the ability to generalize the topic and its application are assessed.
13. The individual parts of the State Examination – thesis defence, oral examinations on three thematic fields of the Final State Examination are assessed by the following grades:
  - a. “Excellent”/”výborně” (1),
  - b. “Very good”/”velmi dobře” (2),
  - c. “Good”/”dobře” (3),
  - d. “Unsatisfactory”/”nevyhověl” (4).
14. The overall result of the State Examination is the average of results of the individual parts of the State Examination – thesis defence and oral examinations on three thematic fields. The overall result of the State Examination shall be graded “excellent” if the average is equal or better than 1,25, the result of the State Examination is graded “very good” if the average is equal or better than 2,25 and it shall be graded “good” if the average is equal or lower than 2,26. If any of the parts of the examination are graded “unsatisfactory”, the overall result of the State Examination is graded “unsatisfactory”.

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15. The assessment of each individual parts of the state examination as well as the overall result of the State Examination is decided by the State Examination committee in a closed session on the day of the examination. The decision of the committee on the result of the examination shall be communicated to the student by the chairman of the committee publicly on the day of the examination. The overall result of the State Examination shall be announced by the chairman of the committee on the day of the examination.
16. For serious reasons (documented in writing), the student may excuse their absence from the State Examination within three (3) days from the date of the examination. The Rector or the Vice-rector will decide on the justification of the excuse, and at the same time they will set an alternative date for the examination.
17. If a student withdraws from the state examination after its commencement, if they do not appear without a proper excuse, if their excuse according to Par. 16 is not recognized, or if they seriously violate the course of the state final examination, they are graded as "unsatisfactory", alternatively, the Disciplinary Code may be followed.
18. The state examination shall not be taken, if disciplinary proceedings are conducted with the student, until the disciplinary proceedings have been completed.
19. In the case of failure, the Final State Examination or its part may be repeated no more than twice, provided that the conditions of these Regulations are met. In the event of a retake term, the student retakes only the part of the State Examination that has been classified as "unsatisfactory". In case of repeated oral examination from three thematic areas of the state examination, the student repeats only the examination from the thematic area, which was graded as "unsatisfactory". The student is obliged to sign in to repeat the State Examination.
20. If the student fails to pass even the second retake term of the State Examination, their study is terminated in accordance with § 56, Par. 1, Letter b) of the Act.




## Article 20 Bachelor's or Master's Thesis

1. Bachelor's or Master's thesis (hereinafter referred to as "the/a thesis" or "theses") defence constitute an integral part of the State Examination in Bachelor's and continuing Master's study programmes. The terms for assignment, processing and submission of theses are determined by the Vice-rector in the internal regulations.
2. Theses are conducted in written form.
3. Theses are processed in accordance with legal norms; their violation shall be addressed as a disciplinary offense under the Disciplinary Code.
4. It is not possible to submit and defend a thesis that has been submitted or defended by the student in their previous study at another university.
5. The thesis defence is public. It is held in front of the State Examination committee. The chairman of the committee invites to the defence the thesis supervisor, alternatively the opponent (if they are not members of the committee). The course of the defence is chaired by the chairman of the committee or the thesis supervisor. During the defence, the student comments on evaluations and issues of the opponent, supervisor and other members of the committee.
6. Bachelor's or Master's thesis and its defence is assessed by one common grade. Assessment grades are the same as for other parts of the State Examination. The result of the thesis defence shall be communicated to the student by the Chairman of the committee publicly on the day of the thesis defence.
7. Should a thesis and its defence be collectively graded „unsatisfactory“, the examination committee shall decide as to whether the student should supply the thesis with additional information, completely rewrite the thesis or write a new thesis on a different topic. The decision lies in the competence of the manager of the guaranteeing department, where the thesis was submitted, and this will be communicated to the student in writing within thirty (30) days of the date of the defence.
8. In the course of studies, the thesis may be submitted up to three times, whether due to unsatisfactory judgements or unsuccessful defence.
9. The thesis, which was successfully defended, is made available to the public in the MVSO library and in the IS/STAG. By submitting the work, the author agrees with the publication of his work regardless of the result of the defence. In exceptional cases, the Rector, or the Vice-Rector, may decide to partially restrict the method of making the thesis available for serious reasons; publication of the thesis or its part may be postponed for a maximum of three (3) years. In such a case, the student is obliged to submit one copy of the qualification work, which will be sent to the Ministry of Education, Youth and Sports (hereinafter referred to as "the Ministry") according to § 47, Par. 4, Letter b) of the Act.

## Article 21 Overall Assessment of Studies

1. The course of study is assessed by the weighted study average which is calculated for each student for each year of their study and for the study in general in IS/STAG before passing the Final State Examination. The weighted study average is counted as a number of credits granted for courses that are completed by an examination.
2. The overall assessment of study is expressed by the degree of the student's success throughout the entire study in the study programme. Overall evaluation is concluded by two parts of the State Examination and is graded by the following scale:
  - a. "graduated with honours",

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- b. “graduated”,
  - c. “not achieved”.
3. A student shall graduate with honours if:
  - a. their weighted study average for the entire study period was lower than 1,51,
  - b. their overall result from the State Examination was graded as “excellent”,
  - c. they did not retake any part of the State Examination,
  - d. they completed studies within the standard period set for the study programme; the period of study abroad is not included in the duration of studies for students who were sent to study abroad by MVSOU.
4. A student shall graduate if they successfully completed the State Examination, even though they do not meet the requirements in Paragraph 3.
5. The student is informed about the overall assessment of their study publicly by the Chairman of the examination committee together with the result of the final part of the State Examination.
6. The overall assessment of study is included in the University Diploma.

## **Part Four Application of Study and Examination Regulations**

### **Article 22 Review of Decisions**


1. Decisions referred to in § 68, Par. 3 of the Act must be in written form, shall declare the reasons and instructions on how to submit the application for review and must be delivered to student’s own hands. If the decision comes back as undelivered, it shall be posted for a period of five (5) working days on the official notice board of MVSOU. After this time, the decision shall be considered as delivered.
2. A student is eligible to ask the Rector in written form for the review of the decision within thirty (30) days from the date of receipt.
3. If the decision was issued in breach of the law or internal regulations of MVSOU, or if the opinion can be revised, it is the Rector’s competence to change or revoke the decision.

### **Article 23 Revoking Provisions**

The Study and Examination Regulations registered by the Ministry of Education, Youth and Sports on the 5<sup>th</sup> of October 2015 under Ref. No. MŠMT -17185/2015-1 is revoked.

### **Article 24 Final Provisions**

1. Justified exceptions to the provisions of these Regulations are at the discretion of the Rector.

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2. The Study and Examination Regulations come into force on the date of registration by the Ministry of Education, Youth and Sports pursuant to § 36 Par. 4 and § 41 Par. 2 of the Act.