

The Ministry of Education, Youth and Sport registered the Attendance and Examination Regulations of the Academy of Performing Arts in Prague under Section 36(2) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments to Other Acts (the Higher Education Act), on 4 January 2017 under file no. MSMT-304/2017.

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Director of the Department of Higher Education Institutions

**ATTENDANCE AND EXAMINATION REGULATIONS
OF THE ACADEMY OF PERFORMING ARTS IN PRAGUE
DATED 4 January 2017**

Part One

Basic Provisions

Art. 1

AMU Attendance and Examination Regulations

The Attendance and Examination Regulations of the Academy of Performing Arts in Prague (hereinafter "AMU") contain the rules for studying in the accredited Bachelor's programmes, Master's programmes, and doctoral programmes offered by AMU faculties.

Art. 2

Academic Year and Programme Structure

- (1) Each year, no later than by 15 February, the Rector announces a uniform academic calendar for all of AMU (hereinafter the "AMU academic calendar"). The academic year always begins on 1 October and ends on 30 September of the following year. The AMU academic calendar further stipulates in particular the starting dates of the individual semesters, the dates of registration for subjects, examination periods, repeat examination dates, holiday periods and the dates of important events (e.g. matriculation).
- (2) The academic year is divided into a winter semester and a summer semester.
- (3) Instruction is generally organised on the basis of full-time study according to weekly or semester schedules, unless stipulated otherwise in the programme's accreditation decision.
- (4) The Deans shall announce the academic calendars for their faculties (hereinafter "faculty academic calendars"), in which they stipulate the organisational details of the programmes within their respective faculties which are not at variance with the AMU academic calendar.

Art. 3

AMU Information System

- (1) On the day of registration, each AMU student shall receive access to the AMU information system (hereinafter the "information system") and other applications.
- (2) AMU communicates with its students primarily through its information system, i.e. by e-mail sent to an allocated address, through messages in the public part of the AMU website, or on the official notice board in AMU premises. Likewise, the student shall communicate with AMU primarily through the information system. AMU notifies students of particularly important information in writing.
- (3) The AMU academic agenda is managed by means of the academic components of the information system (hereinafter the "academic information system"). The data contained in this system are binding. Through the information system, students report any changes to their personal information and continuously monitor the fulfilment of their academic requirements.
- (4) AMU students have the right and obligation to establish their identity with an AMU student identity card.

Art. 4

Academic Programmes

- (1) AMU offers the following types of academic programmes:
 - a) Bachelor's programmes,
 - b) Master's programmes,
 - c) continuing Master's programmes,
 - d) doctoral programmes.
- (2) Bachelor's programmes are focused chiefly on preparing students by providing them with the skills necessary to perform an occupation, or to pursue a Master's degree. The standard study period is at least three years and at most four years. The programme is duly completed by passing a state final examination, part of which is the oral defence of the Bachelor's thesis.
- (3) Master's programmes are focused on developing students' creative artistic abilities at a commensurate academic level. Master's programmes follow on from a Bachelor's programme (hereinafter "continuing Master's programmes"); the standard duration of such programmes is at least one year and at most three years. If a Master's programme does not follow on from a Bachelor's programme (hereinafter "Master's programmes"), the standard programme duration is at least four years and at most six years. Master's and continuing Master's programmes are duly completed with the state final examination, part of which is the oral defence of the Master's thesis.
- (4) Doctoral programmes are focused on independent investigative work based on theoretical and methodological research, or on research and development through creative artistic activity. The standard programme duration is at least three years and at most four years, depending on the accreditation. The

programme is duly completed by passing a state doctoral examination, which includes the oral defence of the dissertation.

Art. 5

Study Plans and Subjects

- (1) Instruction in programmes is provided according to the study plans of the relevant programme. The study plan describes the academic requirements which the student must fulfil in order to duly complete the programme. The study plan is made up of subjects and stipulates the temporal progression and sequence of their completion.
- (2) The subject is the basic unit of the study plan. A subject is defined by its title, course description, number of credits and method of completion. In addition to the subjects required by the study plan, a student may also take subjects in other academic programmes as electives, even if they are in other AMU faculties or at another university, provided this is possible organisationally.
- (3) The study plan is divided into individual parts (academic years and semesters), and stipulates the terms and conditions for their successful completion. The study plan defines the sequence of subjects and firmly sets the semesters of instruction for required subjects.
- (4) The subjects or subject groups in the study plan are organised by category. Based on the category of an academic subject, it is possible to determine whether the instruction is elective, whether repeat examinations are possible, whether the subject can be deferred, expunged, registered repeatedly or terminated unsuccessfully. At AMU, subjects fall into these categories:
 - a) required main subjects,
 - b) required subjects,
 - c) required subjects with the possibility of repeat registration,
 - d) required elective subjects,
 - e) elective subjects.
- (5) A subject in the category "Required main subjects":
 - a) does not have a repeat examination date;
 - b) in the event of unsuccessful termination of the subject, the student's programme of study shall be terminated under Section 56(1b) of Act No. 111/1998 Coll., on Higher Education Institutions and Amendments to Other Acts (the Higher Education Act), as amended (hereinafter the "Act");
 - c) cannot be deferred until a higher class year;
 - d) cannot be registered for a second time;
 - e) must be completed in the semester prescribed by the study plan.
- (6) A subject in the category "Required subjects":
 - a) must be registered in the semester prescribed by the study plan;
 - b) in the event of unsuccessful termination of the subject (after exhausting all repeat examinations), the student's programme of study shall be terminated under Section 56(1b) of the Act;
 - c) cannot be registered for a second time;
 - d) cannot be deferred to a higher class year.

- (7) A subject in the category "required subjects with the possibility of repeat registration":
- must be registered in the semester prescribed by the study plan;
 - in the event of unsuccessful termination of the subject, it is possible to request permission to register for the subject again in a future semester; such permission to repeat the subject will not necessarily be granted;
 - it is possible to request permission to defer the subject until a higher class year; such permission to defer the subject until a higher class year will not necessarily be granted;
 - without completing the subject, it is not possible to duly complete the programme of study.
- (8) A subject in the category "Required elective subjects":
- the subject is one of a set of subjects offered, part of which must be completed; the precise terms and conditions are stipulated by the study plan;
 - in the event of unsuccessful termination of the subject, it is possible to register for the subject again in a future semester;
 - these subjects can be completed repeatedly, provided this is permitted for the subject in question;
 - it is possible to have the subject expunged.
- (9) A subject in the category "Elective subjects":
- the selection of subjects is entirely up to the student; the study plan prescribes only a minimum number of credits which students must earn for elective subjects;
 - in the event of unsuccessful termination of the subject, it is possible to register for the subject again in a future semester;
 - these subjects can be completed repeatedly, provided this is permitted for the subject in question;
 - it is possible to have the subject expunged.
- (10) For reasons of capacity, the student may be denied permission to register for an elective subject or required elective subject in a particular semester.

Part Two

Bachelor's Programmes

Art. 6

Programme Organisation

- Studies in all academic programmes are realised according to a valid accreditation.
- Bachelor's programmes are studied per Section 45 of the Act on a full-time basis, and exceptionally on a combined basis.

Art. 7

Admissions Process

- (1) Admission to a Bachelor's programme takes place in the form of an admissions process. The requirements for admission to a Bachelor's programme and for submitting applications are stipulated in Sections 48-50 of the Act. Specific admission requirements are stipulated by the AMU faculties, which inform their applicants of them, including deadlines for submitting applications and the manner in which applications should be submitted, in the public part of the faculty's website at least four months in advance.
- (2) The admissions process begins with the delivery of the application by the deadline announced in the faculty calendar, and concludes with the Dean's decision on the result of the process (including any review of the decision in an appeal proceeding).
- (3) The admissions process for a Bachelor's programme cannot be waived for any applicant. A standard component of the admissions process is a practical aptitude test. Applicants who did not pass the practical aptitude test will not advance to the next round of examinations and will be delivered a decision of non-admission to the programme.
- (4) Only applicants who have demonstrated their knowledge of the Czech language at a level of B1 per the Common European Frame of Reference for Languages (CEFR) may be admitted to a Bachelor's programme accredited in the Czech language. The Dean shall decide on any higher requirements for knowledge of the Czech language according to the specifics of the fields in questions in a Decree of the Dean on the admissions process.
- (5) The course of the admissions process for Bachelor's programmes, including any appeals, is governed by the provisions of Art. 24.

Art. 8

Course of Studies

- (1) After being admitted, the applicant becomes an AMU student on the day of registration for studies at the faculty offering the relevant Bachelor's programme. The faculty shall stipulate the term of registration for studies in accordance with the provisions of Section 51(2) of the Act. Faculties shall announce registration dates which fall within this term. The registration dates and the term for registering are announced in the faculty calendar with appropriate advance notice. An applicant who fails to register on any of the announced dates without a duly submitted excuse shall forego his or her right to register for studies. In serious cases, the Dean may permit a deferral of the commencement of studies by one year in the form of an interruption of studies. There is no legal right to an interruption of studies for such reasons.
- (2) Upon registering for studies, the student becomes a member of the academic community of the relevant AMU faculty. The student shall take his or her

- matriculation oath, unless this was already done in the student's previous studies at AMU.
- (3) A student is registered for a higher class year if he or she has fulfilled all the requirements stipulated by the study plan of the relevant programme for the preceding class year. A student who has not fulfilled the stipulated requirements by the day on which the period for repeat examinations ends per the faculty calendar shall terminate his or her programme of study in accordance with the provisions of Section 56(1b) of the Act.
 - (4) AMU and its faculties shall inform students of their duties and binding programme deadlines by means of the information system or school email. Students are required to continuously monitor the fulfilment of their academic requirements, and, without delay, to consult any problems or anything that is unclear with the subject instructor, the department head or the academic department ("studijní oddělení") of the faculty in which they are registered.
 - (5) Progress in Bachelor's programmes offered by AMU is quantified by a credit system based on the principles of the European Credit Transfer System (hereinafter "ECTS"). Credits allocated to individual academic subjects express how demanding they are, and thus also the amount of work they entail and the degree of burden that the student must take on in order to successfully complete the subject in question. The planned overall academic burden during the course of one semester is 30 ECTS credits. One ECTS credit is equivalent to 25-30 hours of student work including self-study.
 - (6) In three-year Bachelor's programmes, the student is required to obtain 180 credits; in four-year Bachelor's programmes, 240 credits are required.
 - (7) Students can request to defer a registered subject to a subsequent semester when the subject will be taught according to the rules specified in Art. 5, para 5-9. Students can request to have a registered subject expunged under the rules stipulated in Art. 5, para. 5-9, unless the subject is marked as credit ("zápočet") or examination ("zkouška"). A request for such changes will not necessarily be granted.
 - (8) Credits are a tool serving to facilitate students' mobility. A student sent by AMU to study at a foreign university shall have subjects and credits obtained at the foreign university recognised in accordance with the contents of his or her programme. The Dean, or a Vice-Dean appointed by the Dean, shall decide on such recognition.
 - (9) Studies may be interrupted, even repeatedly, at the request of the student or ex officio. Studies may be interrupted for no more than two years in total. Interruptions of studies are subject to rules stipulated by the individual faculties. There is no legal right to an interruption of studies, with the exception of interruptions for the reasons stipulated in paragraph 11. Studies are interrupted as of the day on which the decision to interrupt studies shall acquire legal effect, or as of a later date specified therein. For the duration of an interruption of studies, the person whose studies have been interrupted is not considered a student. During this period, no new deadlines for fulfilment of academic requirements are introduced and any existing ones are suspended.

- (10) The Dean may interrupt ex officio a student's studies if the student is required to pay a tuition fee under Section 58(3) of the Act and has not paid this fee in the amount and by the deadlines stipulated in a final ruling.
- (11) A student always has the right to interrupt studies in connection with a pregnancy, birth or parenthood for the entire recognised period of parenthood under Section 54 of the Act. The right to interrupt studies is also granted to the student for this period in connection with taking a child into care substituting for parental care on the basis of a decision by the relevant authority per the Civil Code or legislation regulating state social support. The period of interruption of studies during the recognised period of parental leave does not count toward the total period of interrupted studies.
- (12) In connection with caring for a child, a student has the right to an extension of the deadlines for fulfilment of academic requirements, as well as those for fulfilment of the requirements for advancement to the next semester or class year, in particular under these Attendance and Examination Regulations, in the duration of the period for which he or she would otherwise have drawn maternity or parental leave,* provided that during this period he or she does not interrupt studies under Section 54 of the Act.
- (13) If there are serious reasons, a student may request that a class year be distributed over two academic years. It is possible to distribute a class year of study over two academic years only once in any academic programme. Students have no legal right to such distribution of a class year.
- (14) In exceptional cases, a student may make a request to the Dean to combine class years. Students have no legal right to such combination of class years.

Art. 9

Grading and Assessment of Studies

- (1) Studies are assessed by credits and examinations stipulated by study plans, and students are informed about them through the information system.
- (2) The credit is an ungraded form of assessment of studies. It is allocated upon fulfilment of requirements stipulated for individual subjects and is recorded in the information system with the words "Credited" (Z) or "Not Credited" (N).
- (3) An examination is a graded form of assessment of studies, which tests the student's knowledge and level of creativity in the relevant subject. It may be practical, written, oral or a combination of these methods. For the main subjects, examinations are usually conducted before a committee consisting of at least 3 members appointed by the relevant department head. The examinations are graded on the scale "A, B, C, D, E, F":
 - A (excellent performance exceeding the relevant criteria),
 - B (above-average performance with a minimum of errors),
 - C (average performance with an acceptable number of errors),
 - D (acceptable performance with a greater number of errors),
 - E (performance representing minimum fulfilment of the criteria),

* See Sections 195, 197 and 198 of Act No. 262/2006 Coll., Labour Code, as amended.

F (unacceptable performance).

- (4) Examinations by committee in artistic subjects of a creative nature where the output is a creative performance or work are generally called "clausura examinations".
- (5) Prior to the end of instruction in a semester, the pedagogue shall schedule a sufficient number of regular examination dates. Unless stipulated otherwise by the Dean of the faculty, he or she shall publish these dates by means of the information system. If a date has been scheduled in the information system, students can apply for an examination by means of this system.
- (6) For subjects terminated with an examination, students shall have the right to two repeat examination dates. If neither of these attempts proves successful, the Dean may in exceptional cases permit a fourth attempt, known as a Dean's Examination. A Dean's Examination is administered by a committee with the participation of the Dean or a Vice-Dean appointed by the Dean.
- (7) No repeat examination dates are permissible in the case of required main subjects (Art. 5, para. 5) and clausura examinations. If the student is graded with an "F" or "Not Credited" in a subject in the category of required main subjects, his or her programme of study shall be terminated in accordance with Section 56(1b) of the Act. The decision falls under Section 68 of the Act.
- (8) If, for serious reasons, a student is unable to sit for an examination, he or she shall excuse himself/herself in advance; otherwise, he or she shall be assessed with a grade of "F".
- (9) The student's grade is registered in the information system. The grade must be registered in the information system within two working days following the date of the examination or of the allocation of the credit.
- (10) Fulfilment of academic requirements is checked for each semester. Checks of fulfilment of academic requirements involve primarily:
 - a) completion of required subjects per Art. 5, para. 5-7,
 - b) earning a minimum number of credits or completing subjects belonging to groups of required elective subjects per Art. 5, para. 8,
 - c) earning a sufficient number of credits in elective subjects per Art. 5, para. 9.

Art. 10

State Final Examinations

- (1) Studies in a Bachelor's programme are duly completed with the state final examination. This examination is held before an examination committee appointed by the Dean and comprised of professors, associate professors and other experts approved by the faculty's artistic council. The state final examination and the announcement of its results are public. A protocol of the state final examination shall be prepared, and will be signed by the chairperson or acting chairperson of the committee, as well as all other committee members present; the number of committee members present must not be less than three.
- (2) The student must sit for a state final examination no later than two academic years after fulfilling the study obligations of the relevant study plan.

- (3) A student who has fulfilled the academic requirements of the relevant study plan, submitted a Bachelor's thesis on time with all the required formalities, and obtained the required number of credits may sit for the oral part of the state final examination. The examination includes an oral defence of the Bachelor's thesis. The Dean stipulates the contents of the state final examination for individual programmes on the basis of a proposal from the relevant department.
- (4) The Bachelor's thesis supervisor and the opponent(s) shall elaborate written assessments of the work, which must be entered into the information system no less than 3 working days prior to the date of the defence. The written assessments of the Bachelor's thesis by the thesis supervisor and the opponent(s) must expressly state whether they recommend or do not recommend the work for oral defence. If either the supervisor or at least one opponent does not recommend the thesis for oral defence, the student cannot be allowed to defend the Bachelor's thesis. A student who has not been permitted to defend the Bachelor's thesis or has failed to defend the thesis is given the grade of "F" by the examination committee for the defence of the Bachelor's thesis.
- (5) State final examinations are graded on the scale "A, B, C, D, E, F". The examination committee shall decide the overall assessment for the state final examination by vote in camera. For an overall grade of "A", however, the artistic performance and defence of the Bachelor's thesis must have received a grade of "A", and none of the component subjects may have received a grade lower than a "B". If the student receives a grade of "F" in any part of the state final examination, the overall state final examination shall also receive the grade of "F".
- (6) The deadline for submitting the Bachelor's thesis is stipulated by the Dean of the faculty in the faculty academic calendar.
- (7) The defence of the Bachelor's thesis and the state final examination may be repeated only once, but no later than one year from the date of the unsuccessful defence. The student shall repeat only those parts of the state final examinations which received a grade of "F". The artistic part of the state final examination cannot be repeated.
- (8) AMU shall publish Bachelor's theses in accordance with Section 47b of the Act. Publication will take place in faculty libraries as well as electronically in the "Dspace" repository of AMU qualifying works on <http://dspace.amu.cz>.

Art. 11

Termination of Studies

- (1) Studies in a Bachelor's programme offered by AMU faculties are duly terminated with the state final examination.
- (2) Studies are also terminated under Section 56 of the Act.
- (3) The possibility of expulsion from studies and its terms and conditions are stipulated by Section 65(1c) of the Act and Section 67 of the Act. Expulsion from studies is the strictest sanction that can be imposed on a student for committing a disciplinary infraction, or for cheating which resulted in being admitted to a programme of study.

- (4) A student who has abandoned his or her studies, was expelled or otherwise prematurely terminated his or her studies per Section 56(1) of the Act shall have the right to request that a confirmation of successfully completed examinations and credits earned be issued (confirmation of studies, documentation of completed examinations per Section 57 of the Act). This confirmation must also specify that the student did not duly complete the programme.
- (5) Graduates of Bachelor's programmes are awarded the academic title "Bachelor of Arts" (abbreviated "BcA.", the title preceding the name). An addendum to the diploma containing a list of the completed subjects and the number of credits earned for the duration of the programme forms an annex to the university diploma.

Part Three

Master's and Continuing Master's

Programmes

Art. 12

Programme Organisation

- (1) Studies in all academic programmes are realised according to a valid accreditation.
- (2) Master's and continuing Master's programmes (Section 46 of the Act) are studied on a full-time or combined basis.

Art. 13

Admissions Process

- (1) Admission to a Master's or continuing Master's programme is based on an admissions process. The requirements for admission to a Master's and continuing Master's programme and for submitting applications are stipulated in Sections 48-50 of the Act. According to Section 48(1) of the Act, only students who have duly completed any type of related academic programme may be admitted to a continuing Master's programme. Specific admission requirements are stipulated by the AMU faculties, which inform their applicants of them, including deadlines for submitting applications and the manner in which applications should be submitted, in the public part of the faculty's website at least four months in advance.
- (2) The admissions process for a Master's or continuing Master's programme cannot be waived for any applicant. A standard component of the admissions process for Master's and continuing Master's programmes is a practical aptitude test. Applicants who do not pass the practical aptitude test will not advance to the next round of examinations and will be delivered a decision of non-admission for studies.

- (3) Only applicants who have demonstrated their knowledge of the Czech language at a level of B1 per the Common European Frame of Reference for Languages (CEFR) may be admitted to a Master's or continuing Master's programme accredited in the Czech language. The Dean shall decide on any higher requirements for knowledge of the Czech language according to the specifics of the fields in question in a Decree of the Dean on the admissions process.
- (4) The course of the admissions process for Master's and continuing Master's programmes, including any appeals, is governed by the provisions of Art. 24.

Art. 14

Course of Studies

- (1) After being admitted, the applicant becomes an AMU student on the day of registration. The faculty shall stipulate the term of registration for studies in accordance with Section 51(1) of the Act. Faculties shall announce registration dates which fall within this term. The registration dates and the term for registering are announced in the faculty calendar with appropriate advance notice. An applicant who fails to register on any of the announced dates without a duly submitted excuse shall forego his or her right to register for studies. In serious cases, the Dean may permit a deferral of the commencement of studies by one year in the form of an interruption of studies. There is no legal right to an interruption of studies for such reasons.
- (2) Upon registering for studies, the student becomes a member of the academic community of the relevant AMU faculty. The student shall take his or her matriculation oath, unless this was already done in the student's previous studies at AMU.
- (3) A student may register for a higher class year if he or she has fulfilled all the requirements stipulated by the study plan of the relevant programme for the preceding class year. A student who has not fulfilled the stipulated requirements by the last day of the period for repeat examinations on the faculty calendar shall terminate his or her programme of study in accordance with the provisions of Section 56(1b) of the Act.
- (4) AMU and its faculties shall inform students of their duties and binding programme deadlines by means of the information system or school email. Students are required to continuously monitor the fulfilment of their academic requirements, and, without delay, to consult any problems or anything that is unclear with the subject instructor, the department head or the academic department ("studijní oddělení") of the faculty in which they are registered.
- (5) Progress in Master's programmes offered by AMU is quantified by a credit system based on the principles of ECTS. Credits allocated to individual academic subjects express how demanding they are, and thus also the amount of work they entail and the degree of burden that the student must take on in order to successfully complete the subject in question. The overall academic burden during the course of one semester is equivalent to 30 ECTS credits. One ECTS credit is equivalent to 25-30 hours of student work including self-study.

- (6) In a Master's or continuing Master's programme, the student is required to earn 120 credits in two-year, 180 credits in three-year, and 240 credits in four-year Master's programmes.
- (7) A student may request that a registered subject be deferred until the following semester per the rules specified in Art. 5, para. 5-9.
- (8) Students can request to have a registered subject expunged under the rules stipulated in Art. 5, para. 5-9, unless the subject is marked as credit ("zápočet") or examination ("zkouška"). A request for such changes will not necessarily be granted.
- (9) Credits are a tool serving to facilitate students' mobility. A student sent by AMU to study at a foreign university shall have subjects and credits obtained at the foreign university recognised in accordance with the contents of his or her programme with the prior approval of the guarantor. The Dean, or a Vice-Dean appointed by the Dean, shall decide on such recognition.
- (10) Studies may be interrupted, even repeatedly, at the request of the student or ex officio. Studies may be interrupted for no more than two years in total. Interruptions of studies are subject to rules stipulated by the individual faculties. There is no legal right to an interruption of studies, with the exception of interruptions for the reasons stipulated in paragraph 11. Studies are interrupted as of the day on which the decision to interrupt studies shall acquire legal effect, or as of a later date specified therein. For the duration of an interruption of studies, the person whose studies have been interrupted is not considered a student. During this period, no new deadlines for fulfilment of academic requirements are introduced and any existing ones are suspended.
- (11) The Dean may interrupt ex officio a student's studies if the student is required to pay a tuition fee under Section 58(3) of the Act and has not paid this fee in the amount and by the deadlines stipulated in a final ruling.
- (12) A student always has the right to interrupt studies in connection with a pregnancy, birth or parenthood for the entire recognised period of parenthood under Section 54 of the Act. The right to interrupt studies is also granted to the student for this period in connection with taking a child into care substituting for parental care on the basis of a decision by the relevant authority per the Civil Code or legislation regulating state social support. The period of interruption of studies during the recognised period of parental leave does not count toward the total period of interrupted studies.
- (13) In connection with caring for a child, a student has the right to an extension of the deadlines for fulfilment of academic requirements, as well as those for fulfilment of the requirements for advancement to the next semester or class year, in particular under these Attendance and Examination Regulations, in the duration of the period for which he or she would otherwise have drawn maternity or parental leave, provided that during this period he or she does not interrupt studies per Section 54a of the Act.*

* See Sections 195, 197 and 198 of Act No. 262/2006 Coll., Labour Code, as amended.

- (14) If there are serious reasons, a student may request that a class year be distributed over two academic years. It is possible to distribute a class year of study over two academic years only once in any academic programme. Students have no legal right to such distribution of a class year.
- (15) In exceptional cases, a student may make a request to the Dean to combine class years. Students have no legal right to such combination of class years.

Art. 15

Grading and Assessment of Studies

- (1) Studies are assessed by credits and examinations stipulated by study plans, and students are informed about them through the information system.
- (2) The credit is an ungraded form of assessment of studies. It is allocated upon fulfilment of requirements stipulated for individual subjects and is recorded in the information system with the words "Credited" (Z) or "Not Credited" (N).
- (3) An examination is a graded form of assessment of studies, which tests knowledge and level of creativity in the relevant subject. It may be practical, written, oral or a combination of these methods. For the main subjects, examinations are usually conducted before a committee consisting of at least 3 members appointed by the relevant department head. The examinations are graded on the scale "A, B, C, D, E, F":
- A (excellent performance exceeding the relevant criteria),
 - B (above-average performance with a minimum of errors),
 - C (average performance with an acceptable number of errors),
 - D (acceptable performance with a greater number of errors),
 - E (performance representing minimum fulfilment of the criteria),
 - F (unacceptable performance).
- (4) Examinations by committee in artistic subjects of a creative nature where the output is a creative performance or work are generally called "clausura examinations".
- (5) Prior to the end of instruction in a semester, the pedagogue shall schedule a sufficient number of regular examination dates. Unless stipulated otherwise by the Dean of the faculty, he or she shall publish these dates by means of the information system. If a date has been scheduled in the information system, students can apply for an examination by means of this system.
- (6) For subjects terminated with an examination, students shall have the right to two repeat examination dates. If neither of these attempts proves successful, the Dean may in exceptional cases permit a fourth attempt, known as a Dean's Examination. A Dean's Examination is administered by a committee with the participation of the Dean or a Vice-Dean appointed by the Dean.
- (7) No repeat examination dates are permissible in the case of required main subjects and clausura examinations. If the student is graded with an "F" or "Not Credited" in a subject in the category of required main subjects, his or her programme of study shall be terminated in accordance with Section 56(1b) of the Act. The decision falls under Section 68 of the Act.

- (8) If, for serious reasons, a student is unable to sit for an examination, he or she shall excuse himself/herself in advance; otherwise, he or she shall be assessed with a grade of "F".
- (9) The student's grade is registered in the information system. The grade must be registered in the information system within two working days following the date of the examination or of the allocation of the credit.
- (10) Fulfilment of academic requirements is checked for each semester. Checks of fulfilment of academic requirements involve primarily:
 - a) completion of required subjects per Art. 5, para. 5-7,
 - b) earning a minimum number of credits or completing subjects belonging to groups of required elective subjects per Art. 5, para. 8,
 - c) earning a sufficient number of credits in elective subjects per Art. 5, para. 9.

Art. 16

State Final Examinations

- (1) Master's and continuing Master's programmes are duly completed with the state final examination. This examination is held before an examination committee appointed by the Dean and comprised of professors, associate professors and other experts approved by the faculty's artistic council. The state final examination and the announcement of its results are public. A protocol of the state final examination shall be prepared, and will be signed by the chairperson or acting chairperson of the committee, as well as all other committee members present; the number of committee members present must not be less than three.
- (2) The student must sit for a state final examination no later than two academic years after fulfilling the study obligations of the relevant study plan.
- (3) A student who has fulfilled the academic requirements of the relevant study plan, submitted a Master's thesis on time with all the required formalities, and obtained the required number of credits may sit for the oral part of the state final examination. The examination includes an oral defence of the Master's thesis. The Dean stipulates the contents of the state final examination for individual programmes on the basis of a proposal from the relevant department.
- (4) The Master's thesis supervisor and the opponent(s) shall elaborate written assessments of the work, which must be entered into the information system no less than 3 working days prior to the date of the defence. The written assessments by the Master's thesis supervisor and the opponent(s) must expressly state whether they recommend or do not recommend the work for oral defence. If neither the supervisor nor at least one of the opponent(s) recommends the thesis for oral defence, the student cannot be allowed to defend the Master's thesis. A student who has not been permitted to defend the Master's thesis or has failed to defend the thesis is given the grade of "F" for the defence of the Master's thesis.
- (5) State final examinations are graded on the scale "A, B, C, D, E, F". The examination committee shall decide the overall assessment for the state final

examination by vote in camera. For an overall grade of "A", the artistic performance and defence of the Master's thesis must have received a grade of "A", and none of the component subjects may have received a grade lower than a "B". If the student receives a grade of "F" in any part of the state final examination, the overall state final examination shall also receive the grade of "F".

- (6) The deadline for submitting the Master's thesis is stipulated by the Dean of the faculty in the faculty academic calendar.
- (7) The defence of the Master's thesis and the state final examination may be repeated only once, but no later than one year from the date of the unsuccessful defence. The student shall repeat only those parts of the state final examination which received a grade of "F". The artistic part of the state final examination cannot be repeated.
- (8) AMU shall publish Master's theses in accordance with Section 47b of the Act. Publication will take place in faculty libraries as well as electronically in the "Dspace" repository of AMU qualifying works on <http://dspace.amu.cz>.

Art. 17

Termination of Studies

- (1) Studies in Master's programmes offered by AMU faculties are duly terminated with the state final examination.
- (2) Studies are also terminated under Section 56 of the Act.
- (3) Expulsion from studies is the strictest sanction that can be imposed on a student for committing a disciplinary infraction, or for cheating which resulted in being admitted to a programme of study.
- (4) A student who has abandoned his or her studies, was expelled or otherwise prematurely terminated his or her studies per Section 56(1) of the Act shall have the right to request that a confirmation of successfully completed examinations and credits earned be issued (confirmation of studies, documentation of completed examinations per Section 57 of the Act). This confirmation must also specify that the student did not duly complete the programme.
- (5) Graduates of Master's and continuing Master's programmes are awarded the academic title "Master of Arts" (abbreviated "MgA.", the title preceding the name). An addendum to the diploma containing a list of the completed subjects and the number of credits earned for the duration of the programme forms an annex to the university diploma.

Part Four

Doctoral Programmes

Art. 18

Programme Organisation

- (1) Studies in all academic programmes are realised according to a valid accreditation.
- (2) Doctoral programmes are focused on independent investigative work based on theoretical and methodological research, or on research and development through creative artistic activity and its theoretical reflection.
- (3) Doctoral programmes are studied on a full-time or combined basis. The standard period of study in a doctoral programme is at least three and at most four years, depending on accreditation.
- (4) The maximum duration of a doctoral programme from registration to its due completion is, depending on the standard programme duration, six years in the case of full-time studies; in the case of combined studies, the maximum programme duration may be extended by one year. This maximum programme duration does not include periods during which the student's studies were interrupted or periods of parental leave during which he or she studied.
- (5) The Dean, or a Vice-Dean appointed by the Dean, is responsible for the organisation, administration and assessment of studies in doctoral programmes at the faculty.
- (6) Doctoral programmes can be quantified with ECTS credits.

Art. 19

Admissions Process

- (1) The admissions process for doctoral programmes is announced publicly by the Dean based on the recommendation of the chairperson of the subject council. Admission to doctoral programmes is contingent per Section 48(3) of the Act on due completion of a Master's programme and the conferral an academic title in the relevant area of arts.
- (2) The chairperson and members of the committee for the entrance examination (hereinafter the "committee") are appointed by the Dean on the recommendation of the chairperson of the relevant subject council. The committee shall have at least five members. The results of the examination are decided by majority vote of committee members present at a session in camera. In the event of equal votes, the vote of the chairperson is determinative.
- (3) The course and components of the entrance examination are stipulated by the Dean of the relevant faculty in a Decree of the Dean.
- (4) The course of the admissions process for doctoral programmes, including any appeals, is governed by the provisions of Art. 24.

Art. 20

Course of Studies

- (1) After being admitted, the applicant becomes an AMU student on the day of registration. The faculties shall decide on the dates for registration in individual class years and shall inform successful applicants about them in the usual manner.
- (2) Upon registering for studies, the student becomes a member of the academic community of the relevant AMU faculty. The student shall take his or her matriculation oath, unless this was already done in the student's previous studies at AMU.
- (3) Studies in the doctoral programme follow an individual study plan. The individual study plan is proposed by the advisor and approved by the subject council. It contains in particular a list of academic requirements, checks of studies and fulfilment of scientific, research, artistic or other creative requirements, as well as planned or recommended foreign stays, other internships or pedagogical activities. Studies in doctoral programmes are monitored and evaluated by the subject council. The Dean appoints members of the subject council primarily from among the ranks of the faculty's academic staff and other notable personalities in the field. The guarantor of the doctoral programme shall be the chairperson of the subject council.
- (4) The subject council shall have a quorum if more than half of its members are present. A majority of the members present is necessary to approve a resolution. In the event of equal votes, the vote of the chairperson is determinative.
- (5) Upon the recommendation of the subject council, the Dean shall appoint an advisor for each student in the doctoral programme. These are mainly professors, associate professors and other holders of the title Ph.D., and possibly experts in the student's scholarly area from outside AMU who have been approved by the relevant subject council. The Deans shall stipulate the duties and powers of advisors in Decrees of the Dean.
- (6) For serious reasons, upon the student's request and the recommendation of the subject council, the Dean may permit the interruption of studies for a period of one year, or in exceptional cases for a longer period but no longer than for two years. There is no legal right to an interruption of studies, with the exception of interruptions for the reasons stipulated in paragraph 7. Studies are interrupted as of the day on which the decision to interrupt studies shall acquire legal effect, or as of a later date specified therein. For the duration of an interruption of studies, the person whose studies have been interrupted is not considered a student. During this period, no new deadlines for fulfilment of academic requirements are introduced and any existing ones are suspended.
- (7) A student always has the right to interrupt studies in connection with a pregnancy, birth or parenthood for the entire recognised period of parenthood under Section 54 of the Act. The right to interrupt studies is also granted to the student for this period in connection with taking a child into care substituting for parental care on the basis of a decision by the relevant authority per the Civil

Code or legislation regulating state social support. The period of interruption of studies during the recognised period of parental leave does not count toward the total period of interrupted studies.

- (8) In connection with caring for a child, students shall have the right to an extension of the deadlines for fulfilment of academic requirements, as well as those for fulfilment of the requirements for advancement to the next semester, class year or block, in particular under these Attendance and Examination Regulations, in the duration of the period for which they would otherwise have drawn maternity leave, provided that during this period they do not interrupt their studies per Section 54a of the Act.*

Art. 21

Grading and Assessment of Studies

- (1) Studies are assessed by credits and examinations stipulated by the individual study plan.
- (2) The credit is an ungraded form of assessment of studies. It is allocated upon fulfilment of a set of requirements stipulated for individual subjects and is recorded into the statement of a doctoral student's studies or into the information system with the words "Credited" (Z) or "Not Credited" (N).
- (3) An examination is a graded form of assessment of studies, which tests knowledge and level of creativity in the relevant subject. It may be practical or theoretical, written, oral or a combination of these methods. It is graded with the words "Pass" or "Fail".
- (4) The student's grade is registered in the information system. The grade must be registered in the information system within two working days following the date of the examination or of the allocation of the credit.

Art. 22

Defence of the Dissertation and State Doctoral Examination

- (1) The advisor and at least two opponents nominated by the chairperson of the subject council upon the recommendation of the subject council shall elaborate assessments of the dissertation in which they expressly state whether they recommend or do not recommend the dissertation for an oral defence. One of the opponents of the dissertation must be external, i.e. he or she must not be a member of the AMU academic staff. If the dissertation is not recommended for oral defence by a majority of the assessments elaborated by the advisor and the opponents, the student cannot be allowed to defend the dissertation. Advisors and opponents are approved by the subject council.
- (2) The oral defence of the dissertation is public. A precondition for an oral defence is the fulfilment of the requirements of the individual study plan for the doctoral study programme, including the submission of the dissertation with all required formalities. The result of the oral defence is also announced in public by the

* See Sections 195, 197 and 198 of Act No. 262/2006 Coll., Labour Code, as amended.

- chairperson of the committee for the state doctoral examination. If the result of the oral defence is negative, the Dean shall notify the student in writing of the committee's decision. In accordance with its conclusions, the committee shall state in the decision the conditions under which the oral defence may be repeated. The student may request an oral defence of the revised dissertation in a period between five months and one year from the unsuccessful oral defence. The oral defence may be repeated only once.
- (3) The state doctoral examination is held in public. A pre-condition for the state doctoral examination is the completion of the individual study plan for the doctoral programme. A pre-condition for advancement to the oral defence of the dissertation is successful completion of the state doctoral examination.
 - (4) The student registers for the oral defence of the dissertation and for the state doctoral examination through the academic information system. The time interval between submitting and defending the dissertation shall be at least two months.
 - (5) The committees for the oral defence and the state doctoral examination and their chairpersons are appointed by the Dean on the recommendation of the doctoral board. Committees shall have at least five members. Professors, associate professors and experts approved by the faculty's artistic council are eligible for appointment as committee members. At least one committee member must be from a department outside of the faculty. The supervisor participates in the oral defence and examination as an auxiliary committee member in an advisory capacity. A syllabus of the dissertation must be available to committee members at least ten days prior to the set date of the oral defence.
 - (6) The result of the oral defence shall be evaluated with the words "Successful Defence" or "Unsuccessful Defence", and the result of the state doctoral examination shall be evaluated with the words "Pass" or "Fail". The state doctoral examination committee shall deliberate on the result in camera.
 - (7) The state doctoral examination may be repeated only once.
 - (8) AMU shall publish dissertations in accordance with Section 47b of the Act. Publication will take place in faculty libraries as well as electronically in the "Dspace" repository of AMU qualifying works on <http://dspace.amu.cz>.

Art. 23

Termination of Studies

- (1) Studies in a doctoral programme offered by AMU faculties are duly terminated with the state doctoral examination and the oral defence of the dissertation.
- (2) Studies are also terminated under Section 56 of the Act.
- (3) The possibility of expulsion from studies and its terms and conditions are stipulated by Section 65(1c) of the Act and Section 67 of the Act as the last degree of sanctions for a disciplinary infraction.
- (4) A student who has abandoned his or her studies, was expelled or otherwise prematurely terminated his or her studies per Section 56(1) of the Act shall have the right to request that a confirmation of successfully completed examinations

and earned credits be issued (confirmation of studies, documentation of completed examinations per Section 57 of the Act). This confirmation must also specify that the student did not duly complete the programme.

- (5) An addendum to the diploma containing a list of the subjects completed for the duration of the programme shall form a supplement to the university diploma. Graduates of doctoral programmes are awarded the academic title "Doctor of Philosophy" (abbreviated "Ph.D.", the title following the name).

Part Five

Admissions Process

Art. 24

Admissions Process

- (1) Admissions are regulated by the Act, the AMU Statutes (hereinafter the "Statutes"), these Attendance and Examination Regulations, Decrees of the Rector and Decrees of the Deans. Unless stated otherwise in the Act, the procedural provisions are contained in Act No. 500/2004 Coll., Code of Administrative Procedure (hereinafter the "Code of Administrative Procedure"), as amended.
- (2) The admissions process commences with the delivery of an application to the AMU faculty which offers the relevant academic programme, and is terminated with a decision on this matter or with a procedural resolution. As administrative bodies, the Dean and the Rector proceed in accordance with legislation and in accordance with the basic principles of activity of an administrative body enshrined in the provisions of Sections 2-8 of the Code of Administrative Procedure.
- (3) The applicant's application must be delivered by the deadline published in the faculty's academic calendar. The decision to admit an applicant to the relevant programme is made by the Dean based on the recommendation of the admissions committee.
- (4) If the applicant satisfies the requirements for admission, the Dean shall issue a decision of admission or non-admission for studies within 30 days from the review of the requirements for admission. This decision is delivered by means of the AMU academic information system, provided the applicant has consented to this on the application in advance.
- (5) If the applicant does not satisfy the requirements for admission, the Dean shall issue a decision of non-admission within 30 days from the review of the requirements for admission.
- (6) The applicant has the right to view his or her file after having been notified of the decision. Instead of allowing an applicant to view his or her file, AMU may provide the applicant with a copy of his or her file.
- (7) The applicant may appeal the decision on admission or non-admission within 30 days from the date of notification. In other matters not expressly stipulated in

- the provisions of Section 68(1) of the Act, the applicant may request a review of the procedure for processing his or her application within 15 days from the date of notification. These matters do not entail decision-making per the Code of Administrative Procedure.
- (8) An applicant who has relinquished the right to file an appeal in writing or orally is not entitled to file an appeal. If an applicant revokes a filed appeal, he or she may not file it again.
 - (9) An appeal may contest the declarative part of the decision, an individual statement or its ancillary provisions. An appeal contesting only the rationale section of the decision is inadmissible.
 - (10) In the appeal, the applicant shall specify his or her name, surname, date of birth and address of permanent residence. It must be clear from the appeal which decision is being contested and what is being proposed. The appeal must specify how the decision, or the process which preceded it, is seen to be at odds with legislation or with the internal regulations of AMU and its faculties. The appeal must contain the signature of the appellant.
 - (11) Only such new facts and motions to procure additional evidential bases for the decision stated in the appeal or during the appeal process which the applicant could not have brought forward earlier shall be taken into consideration. Should the applicant object that he or she was not permitted to perform a particular action in the first instance, this action must be performed together with the appeal.
 - (12) An appeal can be submitted only after a decision has been issued. If the appeal was submitted prior to the notification of the decision, it shall be considered to have been submitted on the first day of the appeal period.
 - (13) In the case of a missing, incomplete or incorrect edification section, an appeal may be submitted within 15 days from the notification of a corrective resolution, if issued, but no later than 90 days from the date of notification of the decision.
 - (14) An admissible appeal submitted on time shall have a deferring effect. As a result of the deferring effect of the appeal, the decision shall not acquire legal force, enforceability or other legal effects.
 - (15) Appeals should be submitted to the Dean. The Dean shall supplement the process according to the circumstances. This does not apply if the appeal was submitted late or if it was inadmissible.
 - (16) The Dean may vacate or change the decision if in so doing he or she fully complies with the appeal. If the Dean does not find a basis for proceeding per the previous sentence, he or she shall hand over the file with an opinion to the appellate administrative body, who is the Rector, within 30 days of the date of the appeal's delivery. In the case of an inadmissible or late appeal, the Dean shall hand over the file to the Rector within 10 days; the opinion shall be limited to a statement of the determinative reasons for considering the appeal to be late or inadmissible.
 - (17) If, prior to handing over the file to the Rector, the Dean determines a fact which constitutes a basis for halting the process, he or she shall halt it immediately and shall vacate the contested decision.

- (18) The Rector shall review whether the contested decision and the process which preceded its issue are in accordance with legislation and the internal regulations of AMU and the faculty in question. Defects to the process which could not reasonably have affected whether the contested decision is in accordance with legislation or with the internal regulations of AMU and the faculty in question shall not be considered.
- (19) Should the Rector conclude that the contested decision is at odds with legislation or with the internal regulations of AMU and the faculty in question:
- a) he or she shall vacate the contested decision or part thereof and shall return the matter to the Dean for new consideration; in the rationale section of this decision, the Rector shall express a legal opinion by which the Dean is bound in the new consideration of the matter; the Dean's new decision may be appealed;
 - b) he or she shall change the contested decision or part thereof; no change may be implemented if doing so could portend harm due to loss of the opportunity to appeal; the applicant shall have the right to express an opinion on the evidential bases for the decision newly procured by the Rector; if it is necessary to remove defects to the rationale section, the Rector shall change the decision in the rationale section; the Rector may not change the contested decision to the detriment of the applicant, unless it is at odds with legislation;
 - c) if the Rector does not find a reason to proceed per the preceding paragraphs, he or she shall reject the appeal and reaffirm the contested decision. Should the Rector change or vacate the contested decision only in part, he or she shall reaffirm the remaining part.
- (20) If the Rector determines a fact which constitutes a basis for halting the process, he or she shall halt it immediately and shall vacate the contested decision.
- (21) The Rector shall reject a late or inadmissible appeal. If the decision has already acquired legal force, he or she shall subsequently investigate whether the case meets the requirements for a review proceeding per the Code of Administrative Procedure, for renewing the process or for issuing a new decision. Should the Rector find that the case meets the requirements for initiating a review proceeding, for renewing the process or for issuing a new decision, a late or inadmissible appeal shall be considered a basis to initiate a review proceeding, a request to renew the process or a request to issue a new decision. Should the Rector conclude that the appeal was submitted on time and that it is admissible, he or she shall return the matter to the Dean.
- (22) In an appeal process, the Rector shall issue a decision within a period of 30 days. This period shall begin to run on the day on which the file is handed over to the Rector. It is not possible to appeal a decision by the Rector. A decision of the Rector shall have legal force if it has been notified to the applicant.
- (23) Should the applicant revoke a submitted appeal, the appeal process is halted on the day of such revocation. The decision shall acquire legal force on the day following the halting of the process. A resolution shall be issued announcing the

fact that the process was halted; this shall merely be noted in the file and the applicant shall be informed of it.

- (24) An appeal can be revoked no later than when the Rector's decision is issued in the appeal process. Should the applicant relinquish the right to appeal the Dean's decision, the decision shall acquire legal force on such date.

Part Six

Arbitrating Students' Rights and Responsibilities

Art. 25

Proceeding at the Faculty

- (1) The proceeding shall be initiated on the basis of a request or ex officio.
- (2) The proceeding on the request shall commence on the day on which the request reaches the Dean.
- (3) The request must contain the petitioner's name, surname, date of birth, address of permanent residence and a specification of what the petitioner is requesting or seeking.
- (4) Should the request lack prescribed appurtenances or suffer from other defects, the Dean shall help the petitioner to eliminate such defects immediately, or shall call upon the petitioner to eliminate them and grant him or her a reasonable deadline by which to do so.
- (5) The Dean shall arbitrate students' rights and responsibilities in the first instance.

Art. 26

Appurtenances of a Decision

- (1) Decisions shall be elaborated in written form. Decisions contain a declarative section, a rationale section and an edification section for the participant on options for filing an appeal.
- (2) The declarative part of a decision may contain one or more statements. The declarative section shall specify the solution to the question which is the subject of the proceeding, the legal provisions under which the decision was made, including the internal regulations of AMU or of the faculty in question, a designation of the participant by his or her name, surname, date of birth and address of permanent residence, and a designation of the programme of study (academic programme and field) in question.
- (3) The rationale section shall specify the reasons for the statement or statements in the decision, the bases for its issue, the considerations by which the administrative body abided in its assessment and in interpreting legislation and the internal regulations of AMU and the faculty, and information about how the administrative body handled the participant's motions and objections, as well as his or her statement on the bases for the decision.
- (4) The edification section shall specify whether it is possible to file an appeal against the decision, during what period it is possible to do so, the date from

when this period is calculated, which administrative body shall decide the appeal and which administrative body the appeal should be submitted to. The written elaboration of the decision shall contain other appurtenances stipulated in the provisions of Section 69 of the Code of Administrative Procedure.

Art. 27

Appeal

- (1) The participant may appeal against a decision of the Dean issued in matters stipulated in the provisions of Section 68(1) of the Act within a period of 30 days from when he or she was notified of the decision. It cannot be excluded that the appeal may have a deferring effect. It must be clear from the appeal who is petitioning, what matter it concerns and what is being proposed. Further, it is necessary to specify the appellant's name, surname, date of birth and address of permanent residence, as well as a different correspondence address if applicable. The appeal must contain a designation of the administrative body for which it is intended and the appellant's signature.
- (2) The appeal must contain information concerning which decision is being appealed, the extent to which the decision is being contested, and how it is viewed to be at odds with legislation or with the internal regulations of AMU or the faculty, or how the decision or the process which preceded it is viewed to be incorrect.
- (3) Appeals should be submitted to the Dean, i.e. the administrative body which issued the contested decision. The submission deadline for appeals is considered to have been met if a postal consignment addressed to this body and containing the appeal is submitted to the postal carrier on the last day of the period for submitting appeals.
- (4) An appeal can be submitted only after a decision has been issued. If the appeal was submitted prior to the notification of the decision, it shall be considered to have been submitted on the first day of the appeal period.
- (5) In the case of a missing, incomplete or incorrect edification section, an appeal may be submitted within 15 days from the notification of a corrective resolution, if issued, but no later than 90 days from the date of notification of the decision.
- (6) A participant who is demonstrably familiar with the decision may not plead that he or she has not been notified of the decision. It is possible to appeal within 90 days from the date on which the participant has been familiarised with the decision.
- (7) A participant who has relinquished the right to file an appeal in writing or orally after being informed of the decision is not entitled to file an appeal.
- (8) If a participant revokes a filed appeal, he or she may not file it again.
- (9) A participant must request relief for a missed appeal deadline within 15 days from the date on which the obstacle which prevented him or her from filing the appeal was overcome. If the appeal is not submitted with it, the request shall not be granted. Relief cannot be granted for a missed appeal deadline if one year has passed since the day on which it should have been submitted. A request for relief for a missed deadline may also be granted with a deferment, if the participant

- may otherwise suffer serious harm. Relief shall be granted for a missed appeal deadline if the participant demonstrates that an obstacle was presented by serious circumstances which arose through no fault of the participant. The granting of relief for a missed deadline is decided by resolution of the Dean.
- (10) An appeal may contest the declarative part of the decision, an individual statement or its ancillary provisions. An appeal contesting only the rationale section of the decision is inadmissible.
- (11) Only such new facts and motions to procure additional evidential bases for the decision stated in the appeal or during the appeal process which the applicant could not have brought forward earlier shall be taken into consideration. Should the applicant object that he or she was not permitted to perform a particular action in the first instance, this action must be performed together with the appeal.
- (12) An admissible appeal submitted on time shall have a deferring effect. As a result of the deferring effect of the appeal, the decision shall not acquire legal force, enforceability or other legal effects.
- (13) Should the appeal lack prescribed appurtenances or suffer from other defects, the body of the first instance shall help the appellant to eliminate such defects immediately, or shall call upon the appellant to eliminate them and grant him or her a reasonable deadline by which to do so.
- (14) In the event that the contested decision or the process which preceded its issue are at odds with legislation of the internal regulations of AMU or the faculty, then the Dean or the Rector, should he or she reach the same conclusion as the body of the first instance, can vacate or change the contested decision, provided this fully complies with the appeal. If the Dean does not find a basis for proceeding per the previous sentence, he or she shall hand over the file with an opinion to the Rector within 30 days of the date of the appeal's delivery. In the case of an inadmissible or late appeal, this period shall be 10 days; the opinion shall be limited to a statement of the determinative reasons for considering the appeal to be late or inadmissible.
- (15) If, prior to handing over the file to the Rector, the Dean determines a fact which constitutes a basis for halting the process, he or she shall halt it immediately and shall vacate the contested decision.

Art. 28

Appeal Process

- (1) The Rector is required to issue a decision no later than 30 days from when the Dean hands over the file, or up to 60 days if the case is especially complicated. This period shall begin to run on the day on which the file is handed over to the Rector.
- (2) A participant who caused a deadline to be missed may not plead that the deadline was missed.
- (3) The Rector shall review whether the contested decision and the process which preceded its issue are in accordance with legislation and the internal regulations of AMU and the faculty in question. Defects to the process which could not

- reasonably have affected whether the contested decision is in accordance with legislation or internal regulations shall not be considered.
- (4) Should the Rector conclude that the contested decision is at odds with legislation or internal regulations:
- a) he or she shall vacate the contested decision or part thereof and halt the process;
 - b) he or she shall vacate the contested decision or part thereof and shall return the matter to the Dean for new consideration; in the rationale section of this decision, the Rector shall express a legal opinion by which the Dean is bound in the new consideration of the matter; the Dean's new decision may be appealed; or
 - c) he or she shall change the contested decision or part thereof; no change may be implemented if doing so could portend harm due to loss of the opportunity to appeal; the participant shall have the right to express an opinion on the evidential bases for the decision newly procured by the Rector; if it is necessary to remove defects to the rationale section, the Rector shall change the decision in the rationale section; the Rector may not change the contested decision to the detriment of the participant, unless it is at odds with legislation or with the internal regulations of AMU or the faculty.
- (5) If the Rector determines a fact which constitutes a basis for halting the process, he or she shall halt it immediately and shall vacate the contested decision.
- (6) The Rector shall reject a late or inadmissible appeal. If the decision has already acquired legal force, he or she shall subsequently investigate whether the case meets the requirements for a review proceeding per the Code of Administrative Procedure, for renewing the process or for issuing a new decision. Should the Rector find that the case meets the requirements for initiating a review proceeding, for renewing the process or for issuing a new decision, a late or inadmissible appeal shall be considered a basis to initiate a review proceeding, a request to renew the process or a request to issue a new decision.
- (7) If the Rector does not find a reason to proceed per paragraphs (4) through (6), he or she shall reject the appeal and reaffirm the contested decision. Should the Rector change or vacate the contested decision only in part, he or she shall reaffirm the remaining part.
- (8) Should the Rector conclude that the appeal was submitted on time and that it is admissible, he or she shall return the matter to the Dean.
- (9) It is not possible to appeal a decision by the Rector. A decision of the Rector shall have legal force if it has been notified to the participant.
- (10) Should the participant revoke a submitted appeal, the appeal process is halted on the day of such revocation. The decision shall acquire legal force on the day following the halting of the process. A resolution shall be issued announcing the fact that the process was halted; this shall merely be noted in the file and the participant shall be informed of it. An appeal may be revoked no later than when the Rector's decision is issued.
- (11) Should the participant relinquish the right to file an appeal, the decision shall acquire legal force on such date.

- (12) A decision which has been informed to the participant and which cannot be appealed shall have legal force and shall be binding for the participant and for administrative bodies. The decision shall acquire legal force on the day after the appeal period has lapsed, on the day when the student relinquished his or her right to file an appeal in writing, or on the day when the Rector's decision is delivered.
- (13) The Dean, based on the Rector's decision, or the Rector, based on his or her own decision, shall take such measures so as to eliminate or at least ameliorate the harm incurred to the student as a result of the defective decision.
- (14) Other details concerning the proceeding before the administrative bodies of the first and second instance are regulated by the Act and by the Code of Administrative Procedure.

Part Seven

Final Provisions

Art. 29

- (1) The AMU Attendance and Examination Regulations registered by the Ministry of Education, Youth and Sport on 14 January 2014 under file no. MSMT-1632/2014 are abolished.
- (2) These Attendance and Examination Regulations were approved under Section 9(1b) of the Act by the AMU Academic Senate on 19 December 2016.
- (3) These Attendance and Examination Regulations shall become valid under Section 36(4) of the Act on the date of their registration by the Ministry of Education, Youth and Sport, and effective on 13 February 2017.

doc. Jan Hančil, m.p.
Rector

