

Minimum number of credits in the control stages of the study of bachelor and master study programme

A. Bachelor's study programmes with a standard length of study of three academic years

Control Stage of study	Number of credits
at the end of the first semester	20 credits
at the end of the first academic year	40 credits
at the end of the second academic year	80 credits
at the end of the third academic year	120 credits
at the end of the fourth academic year	160 credits
at the end of the fifth academic year	180 credits

B. Bachelor's study programmes with a standard length of study of four academic years

Control Stage of study	Number of credits
at the end of the first semester	20 credits
at the end of the first academic year	40 credits
at the end of the second academic year	80 credits
at the end of the third academic year	120 credits
at the end of the fourth academic year	160 credits
at the end of the fifth academic year	200 credits
at the end of the sixth academic year	240 credits

C. Master's study programmes with a standard length of study of two academic years

Control Stage of study	Number of credits
at the end of the first semester	20 credits
at the end of the first academic year	40 credits
at the end of the second academic year	80 credits
at the end of the third academic year	100 credits
at the end of the fourth academic year	120 credits

D. Master's study programmes with a standard length of study of three academic years

Control Stage of study	Number of credits
at the end of the first semester	20 credits
at the end of the first academic year	40 credits
at the end of the second academic year	80 credits
at the end of the third academic year	120 credits
at the end of the fourth academic year	160 credits
at the end of the fifth academic year	180 credits

General rules for enrolment, evaluation and recording of study results of the bachelor and master study programme at FMPI CU

Art. 1

Details about enrolment to study and enrolment into the next part of the study

- (1) Enrolment to study and enrolment into the next part of the study is administratively provided by the Study department.
- (2) Enrolment is carried out by
 - a) entering the student's data in the academic information system in particular personal data of the student, data on the student's ID card, consent to the release of information on personal data of the student to third parties,
 - b) specifying the subjects which a student wants to study in the upcoming study period (academic year or semester); these data shall be entered into the AIS,
 - c) confirming the enrolment in the AIS and signing the Protocol on the study plan,
 - d) signing a document proving participation in the Student's safety and health protection training,
 - e) signing the statutory declaration pursuant to Article 71, Section 3, letter b) of the Act on Higher Education,
 - f) signing a declaration of acquaintance with the document "General Rules of Conduct for Information Technology Users at FMPI CU",
 - g) handing in the student's identification card; this is a final part of enrolment and is carried out only after successful completion of previous ones.
- (3) Enrolment for study is recorded on the day of enrolment for study in the AIS and on study certificates. If the enrolment is made before the beginning of the academic year in which the study of the applicant admitted to the study is to start in accordance with S 69(2) of the Higher Education Act, the beginning of the study is recorded on 1 September.
- (4) Enrolment into the next part of the study is carried out by
 - a) completing the previous part of the study in accordance with the rules and conditions for creating study plans of the respective study programme,
 - b) checking and entering changes in the student's data in the AIS in particular personal data of the student, data on the student's ID card, consent to the release of information of personal data of student to third parties,
 - c) specifying the subjects which a student wants to study in the upcoming period of study, (academic year, or, if the re-enrolment is during the summer term of the academic year, in the relevant semester); These data shall be entered into the enrolment form in AIS,
 - d) validation of the enrolment form in AIS and signing the Protocol on the student's study plan,
 - e) signing the statutory declaration pursuant to Art. 71(3)(b) of the Higher Education Act,
 - f) renewal of the student's ID card with a prolongation mark; this is the final part of enrolment and is carried out only after successful completion of the previous ones.
- (5) Enrolment to the next part of the study or re-enrolment is registered in the AIS on the day of enrolment to the next part of the study.

- (6) Student is entitled to make changes to his/her study plan by the end of the 2nd teaching week of each semester (to cancel or change enrolled subjects), however, this does not apply if the student's study plan is modified due to becoming liable to pay tuition fees for exceeding the standard length of study. A curriculum adjustment is implemented by:
 - a) confirming the adjusted enrolment in the academic information system, and
 - b) signing the Curriculum Change Protocol at the Registrar's Office no later than by the end of the third week of the semester's teaching period.
- (7) In the case of a student who has become liable to pay tuition fees due to exceeding the standard length of study, modification of the study plan (cancellation or change of enrolled courses) is subject to the following conditions:
 - a) for the winter semester or summer semester, the student has the right to do so by the end of the second week of the teaching part of the winter semester,
 - b) for the summer semester, modifications may be authorised by the Dean in cases worthy of special consideration, based on a written request submitted by the student by the end of the second week of the summer semester.
- (8) Student can be represented by a person authorized in writing during all procedures related to enrolment or enrolment to the next part of the study carried out at the Study Department during enrolment or enrolment to the next part of the study.
- (9) Student is obliged to validate his/her student identification card at the university terminal immediately after enrolment for study or progression to the next part of the study.

Art 2

Recording and evaluation of study results

- (1) Fields of activities of the study department of the faculty:
 - a) records the Subject Assessment Report signed by relevant teachers,
 - b) prints out Report on fulfilment of study duties from AIS. This involves mainly summer semester. After winter semester detailed check is carried out involving only the 1st year students no later than by the enrolment for the following period.
- (2) If during the study results check different data have been found in AIS or they are missing, the Study Department shall report the facts as found to the respective teacher or head of department.
- (3) Field of activities of department:
 - a) Records students' written works that are part of subject's assessments for the period of three years,
 - b) The Department Secretariat collects the Subject Evaluation Reports signed by the respective teachers and, after checking the completeness of the data, delivers them to the Study Department.
 - c) The head of the department shall secure immediate remedy and adopt measures for removal of shortcomings after the Study Department finds out and notify the head about the missing or incorrect data discovered during the study results check.
- (4) Position and role of the teacher:
 - a) The teacher may ask the student to present his/her student ID card during continuous assessment or examination.

- b) If a written exam is part of the student's assessment, the examiner is obliged to make assessment or exam results public within the time period and the manner agreed in advance. Names of the students and their results shall be made public only upon their written approval. Otherwise, the teacher shall use centrally assigned codes.
- c) The teacher is obliged to make the results of the written examination available within three working days of the examination; this does not apply if the teacher agrees with the students on a later date for making the results available. The results of the written examination shall be made available to all students at the same time. The names of students and the results of the written examination shall be published only with their written consent. Otherwise, the instructor will use the codes that have been assigned to the students.
- d) The teacher shall enter the result of the course assessment into the academic information system immediately after the last stage of the continuous assessment or after the last part of the examination.
- e) The teacher shall, at the request of the student, issue a Subject Assessment Report (on the prescribed form, adding the grade, date and signature to the name of the course) at the end of the examination, if the examination or the last part of the examination has been conducted orally.
- f) The teacher shall secure that the Subject Assessment Report is printed, signed and handed in to the Departmental Secretary's Office after the last student has completed the examination, no later than the next working day after completion of the examination period,
- g) The teacher shall promptly enter the grade into the academic information system if the student or the Registrar's Office notifies him of the missing evaluation.

(5) Rights of the student:

- a) In accordance with Art. 13 par. 9, the student is entitled not to accept the assessment and to retake the respective examination. If the student refuses to accept the assessment, the teacher shall immediately enter the FX assessment into the AIS. The student shall inform the teacher about his/her decision
 - 1. immediately after the completion of the last part of the oral or practical examination
 - 2. by a written form using electronic communication no later than 48 hours after the results of the examination were announced if a written form was part of the student's assessment.
- b) If an oral form is part of the student's assessment, the student has the right to ask the teacher to issue the Subject Assessment Report.

(6) Obligations of the student:

- a) The student is obliged to bring his/her student's ID on the day of assessment or examination and submits it to the examiner. If the student does not submit the student's ID, the examiner cannot examine him/her nor make the assessment.
- b) After fulfilment of the last study obligation in the semester or the end of the examination period at latest, the student is obliged to check correctness and completeness of all assessments entered in the academic information system; if a student finds a discrepancy or missing data, he/she shall immediately notify the teacher of the given subject.

- c) When enrolling into the next part of the study, the student verifies by his/her signature the correctness of the data in the Record on Fulfilment of Study Duties for the given academic year.
- (7) If the examination session of the semester has ended and the student has not attended any of the examination dates for the subject, he/she has enrolled in, the given subject is evaluated as not completed. The teacher enters the FX grade on the last date of the examination session next to regular date for assessment into AIS. The subject also means the subject listed within approved corrections on Learning Agreement - Student Mobility for Studies.

General rules for enrolment, evaluation and recording of study results of the doctoral study at FMPI CU

Art. 1

Details about enrolment in study and enrolment into the next part of the study

- (1) Enrolment in doctoral study and enrolment into the next part of the study is administratively provided by the Doctoral Studies Office.
- (2) Enrolment in doctoral study is carried out by
 - a) entering the doctoral student's data in the academic information system in particular personal data of the doctoral student, data on the doctoral student's ID card, consent to the release of information on personal data of the student to third parties,
 - b) specifying the subjects which a doctoral student wants to study in the upcoming study period (academic year or semester); these data shall be entered by the doctoral student into the AIS,
 - c) confirming the enrolment in the AIS and signing the Protocol on the doctoral study plan,
 - d) signing the Agreement on the Issue and Use of the CU Student Card,
 - e) filling in basic personal data in the Personal Questionnaire form, including the bank account number and bank code where the doctoral scholarship will be paid to the full-time doctoral student,
 - f) signing a declaration of acquaintance with the document "General Rules of Conduct for Information Technology Users at FMPI CU".
- (3) Enrolment in doctoral studies shall be recorded in the academic information system and on study certificates as of the date of enrolment in studies. If enrolment in doctoral studies takes place before the beginning of the semester in which the studies of the applicant admitted to doctoral studies are to commence, the commencement of studies shall be recorded as of the date of the beginning of the semester concerned in accordance with Section 69(2) of the Higher Education Act.
- (4) Enrolment into the next part of the study is carried out by
 - a) completing the previous part of the doctoral study in accordance with the rules and conditions for creating study plans of the respective study programme,
 - b) checking and entering changes in the doctoral student's data in the AIS in particular personal data of the student, data on the student's ID card, consent to the release of information of personal data of student to third parties,
 - c) specifying the subjects which a doctoral student wants to study in the upcoming period of study, (academic year, or the relevant semester); these data shall be entered by the doctoral student into the enrolment form in AIS,
 - d) validation of the enrolment form in AIS and signing the Protocol on the student's study plan,
 - e) renewal of the student's ID card with a prolongation mark; this is the final part of enrolment and is carried out only after successful completion of the previous ones.
- (5) Enrolment to the next part of the doctoral study or re-enrolment is registered in the AIS on the day of enrolment to the next part of the doctoral study.

- (6) Doctoral students shall follow his/her individual study plan when determining the subjects, he/she wishes to take in the upcoming period of study.
- (7) A doctoral student may re-enrol in a compulsory subject during his/her studies which he/she has failed. After a second unsuccessful attempt to pass a compulsory course, the doctoral student is expelled from his/her studies pursuant to Section 66(1)(c) of the Higher Education Act.
- (8) A doctoral student may enrol repeatedly during his/her studies in a compulsory elective subject which he/she has failed or may enrol instead in another compulsory elective subject from among the compulsory elective subjects of the relevant study programme. After a second unsuccessful attempt to pass the selected compulsory elective subject, the doctoral student is expelled from the study pursuant to Section 66(1)(c) of the Higher Education Act.
- (9) When enrolling in the next part of the study, the doctoral student shall determine the compulsory elective subject which he or she enrolls in place of the unsuccessfully completed compulsory elective subject. If a doctoral student chooses another compulsory elective subject in place of an unsuccessfully completed compulsory elective subject, the compulsory elective subject so designated shall be assessed as a re-enrolled compulsory elective subject.
- (10) A doctoral student has the right, with the consent of the supervisor and the study programme guarantor, to make adjustments to his/her study plan (to cancel or change enrolled courses) by the end of the teaching part of each semester. The adjustment of the study plan is implemented by
 - a) confirming the modified enrolment sheet in the academic information system; and
 - b) signing the Change of Study Plan Protocol at the Doctoral Studies Office.
- (11) A doctoral student may be represented by a person authorised by him/her in writing with an officially certified signature in the doctoral studies office in the course of actions which are carried out in person at the doctoral studies office during enrolment in doctoral studies or enrolment in the next part of the doctoral studies.
- (12) A doctoral student shall be obliged to validate his/her student ID card at the University terminal immediately after enrolment in doctoral studies or enrolment in the next part of doctoral studies.

Art. 2

Recording and evaluation of study results

- (1) If an examination is part of the assessment of learning outcomes in the study of a subject, it shall be held in the examination period of the semester in which the doctoral student has completed the study of the subject. The examination shall be in written form, oral form, practical form or a combination thereof.
- (2) The achievement of a prescribed level of continuous assessment or a prescribed level of compulsory participation in learning activities may be a condition for taking the examination. In the event that a doctoral student fails to meet the prescribed level of continuous assessment or the prescribed extent of compulsory participation in learning activities, he or she shall be graded at a failing grade in the course without the opportunity to take the examination.
- (3) If a doctoral student has been assessed with a failing classification grade on a regular examination date or has failed to report on time for one of the regular examination dates, he or

she shall be entitled to one remedial date.

- (4) Fields of activities of the Doctoral Studies Office: of the faculty:
 - a) The Doctoral Studies Office shall archive the Assessment Reports signed by the respective teachers, supervisors or heads of departments.
 - b) The Doctoral Studies Office shall print from the Academic Information System, after the end of the examination period of the summer semester, the document Statement of Results for the Academic Year; Annual Evaluation and shall carry out a review of the results of the study.
- (5) If during the study results check different data have been found in AIS or they are missing, the doctoral student shall report the facts as found to the respective, supervisor or head of department.
- (6) Field of activities of department:
 - a) Records doctoral students' written works that are part of subject's assessments for the period of three years.
 - b) Collects the Evaluation Reports signed by the respective lecturers, supervisors and the Head of Department and delivers them to the Doctoral Studies Office after checking the completeness of the data.
 - c) The teacher of the subject, supervisor or head of department shall ensure that the deficiencies are promptly rectified, and action taken to remedy the deficiencies when the doctoral student identifies and reports to him/her the deficiencies in the assessments identified during the review of the learning outcomes.
- (7) Position and role of the teacher, supervisor and head of department:
 - a) The teacher may ask the student to present his/her student ID cards during continuous assessment or examination.
 - b) If a written exam is part of the doctoral student's assessment, the examiner is obliged to make assessment or exam results public within the time period and the manner agreed in advance. Names of the doctoral students and their results shall be made public only upon their written approval. Otherwise, the teacher shall use centrally assigned codes.
 - c) The teacher, supervisor, or head of department shall enter the results of the subject evaluation into the academic information system immediately after the prescribed coursework or scholarly requirements for the award of the evaluation have been met.
 - d) The teacher shall, at the request of the doctoral student, issue a Subject Assessment Report (on the prescribed form, adding the grade, date and signature to the name of the course) at the end of the examination, if the examination or the last part of the examination has been conducted orally.
 - e) The teacher shall secure that the Subject Assessment Report is printed, signed and handed in to the Departmental Secretary's Office after the last doctoral student has completed the examination, no later than the next working day after completion of the examination period,
 - f) The teacher is obliged to enter the evaluation into the academic information system without delay if he/she is alerted to the missing evaluation by a doctoral student or the doctoral studies office.

(8) Obligations of a doctoral student:

- a) The student is obliged to bring his/her student's ID on the day of assessment or examination, which he/she shall present to the instructor upon request. If the doctoral student fails to produce the student card on request, the teacher has the right to refuse to examine the doctoral student nor make the assessment.
- b) After fulfilment of the last study obligation in the semester or the end of the examination period at latest, the doctoral student is obliged to check correctness and completeness of all assessments entered in the academic information system; if a student finds a discrepancy or missing data, he/she shall immediately notify the teacher of the given subject, the supervisor or the head of the relevant department.
- c) When enrolling into the next part of the study, the doctoral student verifies by his/her signature the correctness of the data in the Record on Fulfilment of Study Duties for the given academic year.