

*Pursuant to Section 36, Article 2 and Article 4, and Section 41, Article 2 of Act No. 111/1998 Coll., on Higher Education Institutions and on Modification and Amendment of Other Acts (the Higher Education Act) the Ministry of Education, Youth, and Sports of the Czech Republic registered the Study and Examination Code of **Metropolitan University Prague** under reference number MSMT-42437/2014-1 on 26 October 2015.*

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Metropolitan University Prague

Study and Examination Code

STUDY AND EXAMINATION CODE OF METROPOLITAN UNIVERSITY PRAGUE

PART I FUNDAMENTAL PROVISIONS

Article 1 INTRODUCTORY PROVISIONS

The rules pertaining to the study at Metropolitan University Prague (hereinafter the “MUP”) in accredited Bachelor’s Degree study programmes (hereinafter the “Bachelor’s Degree Study Programmes”), two-year Master’s Degree study programmes (hereinafter the “Master’s Degree Study Programmes”), and Doctoral Degree study programmes (hereinafter the “Doctoral Degree Study Programmes”) shall be governed by the Study and Examination Code of Metropolitan University Prague.

Article 2 GENERAL PROVISIONS

The duration of the academic year is 12 calendar months; the academic year is divided into the following parts: the winter semester, the summer semester, and the holidays. The dates of the beginning of the instruction period and the examination period as well as other details relating to the administration of instruction shall be stipulated in the Academic Calendar adopted by MUP Rector and MUP Director.

Article 3 INSTRUCTION PERIOD

- (1) Instruction comprises lectures, seminars, consultations or, as the case may be, practical training.
- (2) In both Bachelor’s Degree Study Programmes and Master’s Degree Study Programmes, the following forms of study may be implemented:
 - a) full-time form of study (13 instruction weeks of regular lectures and seminars)Ů
 - b) part-time form of study (regular sessions);
 - c) courses taught in sections (the lectures for the whole course are implemented in sections);
 - d) courses with a specific schedule (e.g., courses demarcated by specific dates relating to the stay of a foreign lecturer).
- (3) Courses are divided into the following categories: compulsory, free-choice, and elective.
- (4) The evaluation of study shall take particularly the form of credits, graded credits, examinations (hereinafter the “Assessments”), which may be conducted as oral, written, or combined written and oral Assessments, and final state examinations (hereinafter the “FSE”) or, as the case may be, final doctoral state examinations (hereinafter the “FDSE”) and defence of final dissertations (hereinafter the “Doctoral Theses”). For the purposes of this document, any references to FSEs also indicate their individual parts.

- (5) Prior to the commencement of the Assessment, students are required to identify themselves either by procuring their MUP student card or any other identification document.

Article 4

STUDY PLAN, LENGTH OF STUDY, FORMS OF STUDY

- (1) Study plans shall specify the obligatory study requirements, the completion of which is required within the framework of the relevant study programme, in accordance with individual semesters and years of study, basic forms of instruction, number of classes per week and/or semester, and the assessment of credits for courses according to the European Credit Transfer System (ECTS). Furthermore, the study plans shall specify which courses shall be concluded by successfully granted credits, graded credits, successfully passed examinations, successfully completed FSEs or FDSEs, successfully defended Bachelor's or Master's Dissertations or Doctoral Theses; as the case may be, the study plans shall also indicate the semesters and years of study during which said Assessments are to be concluded.
- (2) Students are required to complete the full course of their study programme without deviating from the study plan effective for their specialisation at the time when they commenced their study at MUP, with the exception of students who continue in their previously interrupted study and students who repeat a year of study; in such cases, measures will be taken pursuant to the rules stipulated in Article 8, Item 4, Article 17, Item 3, or Article 24, Item 4 of this Study and Examination Code of Metropolitan University Prague (hereinafter the "MUP Study and Examination Code").
- (3) The standard length of study in Bachelor's Degree Study Programmes is 3 years; the maximum allowed length of study in Bachelor's Degree Study Programmes is 7 years. The standard length of study in Master's Degree Study Programmes is 2 years; the maximum allowed length of study in Master's Degree Study Programmes is 6 years. The maximum length of study includes repeated years of study, periods of interruption of study, and the time-limit stipulated for the completion of FSEs pursuant to this MUP Study and Examination Code.
- (4) The standard length of study in Doctoral Degree Study Programmes is 3 years; the maximum allowed length of study in Doctoral Degree Study Programme is 7 years. The maximum length of study includes periods of interruption of study, and the time-limit stipulated for the completion of FDSEs and defence of the Doctoral Thesis pursuant to this MUP Study and Examination Code.
- (5) MUP offers study programmes in full-time or part-time form of study.
- (6) Students enrolled in Bachelor's Degree or Master's Degree Study Programmes may submit applications for a change of their form of study within the framework of a single specialisation from full-time to part-time and vice versa to MUP Vice-Rector for Student Affairs. Newly admitted students enrolled in the first year of study may submit applications at the latest by 31 October of the academic year in which they enrolled in the first year of study; other students may submit applications at the latest on the last day prior to the commencement of the academic year according to the Academic Calendar of the academic year in which the form of study is to be changed. Provided that the application is submitted in time and provided that the student completed all Assessments required for the academic year in which the application for a change of study form is submitted and provided that the student paid the difference in tuition fees pursuant to Article 34, Item 9 (a) of this MUP Study and Examination Code, MUP Vice-Rector for Student Affairs shall approve the application, unless there are any significant reasons that would prevent the approval of the application. Otherwise, MUP Vice-Rector for Student Affairs shall deny the application.
- (7) In justified cases, students enrolled in Bachelor's Degree or Master's Degree Study Programmes may submit a written application for a change from a full-time to a part-time form of study

during the academic year in which the change is to take place; students may be allowed to change the form of study during the academic year in which the change is to take place. However, they can change the form of study at the earliest in the beginning of the following semester, provided that they completed all Assessments for the semester in which they are submitting their application for a change of study form. In such cases, the provisions of Article 4, Item 6, sentence 3 of this MUP Study and Examination Code shall not be applied and MUP Vice-Rector for Student Affairs shall approve the application, unless there are any significant reasons that would prevent the approval of the application. Changes of the form of study pursuant to this Item will affect the amount of due tuition fees as of the beginning of the following academic year, and students will not be entitled to a decrease of the tuition fees for the relevant academic year.

- (8) Students who applied for a change of the form of study pursuant to Article 4, Item 6 or Item 7 of this MUP Study and Examination Code and who have previously not taken the entrance examination pursuant to MUP Code of Admission Procedure are required to complete such an examination prior to the approval of the application for a change of the form of study. The approval of the application for a change of the form of study is contingent on a successful completion of the entrance examination pursuant to MUP Code of Admission Procedure.
- (9) Students enrolled in Doctoral Degree Study Programmes may submit applications for a change of their form of study within the framework of a single specialisation from full-time to part-time and vice versa to MUP Vice-Rector for Student Affairs prior to the commencement of the academic year in which the form of study is to be changed. Provided that the written application for a change of study form is delivered to MUP at the latest on the last day prior to the meeting of the Doctoral Board in the academic year in which the form of study is to be changed and provided that the Supervisor and the Doctoral Board approves the change of the form of study and provided that the student paid the difference in tuition fees pursuant to Article 34, Item 9 (a) of this MUP Study and Examination Code, MUP Vice-Rector for Student Affairs shall approve the application, unless there are any significant reasons that would prevent the approval of the application. Otherwise, MUP Vice-Rector for Student Affairs shall deny the application.

Article 5

FORMS OF INSTRUCTION

- (1) Lecturers responsible for instruction shall stipulate the following within the framework of the relevant accredited study programme and in accordance with the categorisation of the course:
 - a) focus of the lectures, seminars, and practical training;
 - b) form of Assessments and requirements for its completion;
 - c) required secondary literature.
- (2) The layout of lectures, seminars, and practical training and their staffing shall be completed for individual years and semesters, and it shall be published in the MUP information system (hereinafter the SIS) sufficiently in advance.
- (3) Lecturers are required to schedule consultation hours for individual consultations with students.

PART II
BACHELOR'S DEGREE AND MASTER'S DEGREE STUDY PROGRAMMES

Article 6
ENROLMENT

- (1) Applicants shall become MUP students as of the date of the enrolment in their first year of study. Following the enrolment, students are required to take the academic matriculation pledge.
- (2) The prerequisites of the enrolment in study include the signing of the Study Contract and a confirmation of payment of the tuition fees stipulated for the relevant academic year or the first instalment of tuition fees in case of a payment plan that divides the tuition fees (hereinafter the "Tuition Fees") into two instalments in accordance with the List of MUP Fees if applicable. Under grave circumstances, MUP Director of Financial Affairs and Operations may allow students to pay their Tuition Fees in a higher number of instalments than stipulated in the List of MUP Fees or, as the case may be, on different due dates than stipulated in MUP Directive on Fees on the grounds of a substantiated written application.
- (3) Enrolment of students in their first year of study takes place in their presence; students shall appear on the specified date on the grounds of an invitation sent to them by the MUP Student Services office. Graduates of MUP Bachelor's Degree Study Programmes who continue their studies in the Master's Degree Study Programme are enrolled in study as of the day of the signing of the Study Contract; they are not required to be present at the enrolment.
- (4) The term of study is divided into sections represented by individual years of study. Students may enrol in each subsequent year of study upon completion of all study requirements (compulsory and free-choice subjects) stipulated for the previous year in the study plan, providing they are duly recorded in the SIS and providing that all outstanding debts to MUP for the relevant academic year, including the Tuition Fees have been paid. The provisions of Article 6, Item 2, shall apply analogously.
- (5) Even students who fail to complete up to two compulsory or free-choice subjects stipulated in the study plan for the previous year of study may enrol into the next year of study. In such cases, students shall pay the fee for the transfer of the incomplete Assessments in accordance with the List of MUP Fees. Students shall submit their applications for transfer of incomplete courses to MUP Vice-Rector for Student Affairs at the latest on 10 October of the relevant academic year. Courses may be transferred into the next year of study only in case the student paid all outstanding debts to MUP. Late applications for transfer of courses or applications where students failed to pay the transfer fee shall be considered null and void. Incomplete courses shall be transferred into the next academic year, and students are required to complete the Assessments in these courses during the examination period at the latest by the end of the academic year in which they are re-taking the transferred courses; provisions of Article 11, Item 8 herein apply to completion of Assessments in transferred foreign language courses. Requirements for study in transferred courses shall be governed analogously by provisions stipulated in Article 7 (b) of this MUP Study and Examination Code for the form of study implementing an individual study plan. For the purposes of transfer of courses pursuant to Article 6, Items 5 and 6 herein, comprehensive Assessments in foreign languages courses pursuant to Article 11, Item 5 herein shall be considered as a single course. It is not possible to transfer courses to the next year of study repeatedly.
- (6) Students who fail to complete up to two compulsory or free-choice courses in the third year of the Bachelor's Degree Study Programme or, as the case may be, in the second year of the Master's Degree Study Programme may apply to MUP Vice-Rector for Student Affairs for

transfer of courses or extension of the standard length of study by one year at the latest prior to the beginning of the following academic year in which said Assessments must be completed. Incomplete courses shall be governed analogously by Article 6, Item 5 of this MUP Study and Examination Code, and students are obliged to pay the fees for the transfer of the courses into the next year of study in accordance with the List of MUP Fees. Late applications for transfer of courses to the next year of study and extension of the standard length of study by one academic year and applications when students failed to pay the transfer fee in accordance with the List of MUP Fees shall be considered null and void.

- (7) Enrolment of students in the first year of study and other years of study is performed electronically via a record in the SIS.
- (8) Students must register for free-choice courses or, as the case may be, for elective subjects within the deadlines stipulated by the schedule for the relevant academic year. When students fail to register for free-choice courses within the stipulated deadline in the SIS, they may apply to MUP Rector for Pedagogical Activities for an additional registration of a free-choice course at the latest before the conclusion of instruction of the relevant course. Students must pay for the additional registration of a free-choice course in accordance to the List of MUP Fees. In case the fee for the additional registration of a free-choice course is not paid; the application is considered null and void. Students enrolled in the first semester of study according to their study plan and students whose Assessment for a free-choice course has been recognized due to the fact that they took the course as a part of an exchange study stay abroad are not obliged to pay the fee for the additional registration for a free-choice course. On the grounds of serious medical or economic reasons described in an application written by the student and submitted to MUP Student Services office at the latest on the same day as the application for the additional registration for a free-choice course and upon consent from MUP Director of Financial Affairs and Operations, MUP Vice-Rector for Student Affairs may waive the fee for the additional registration for a free-choice course.
- (9) Students are registered automatically for compulsory course. Additional foreign language courses, which are available as free-choice courses, are taught at the MUP Department of Foreign Languages, and they are subject to fees according to the List of MUP Fees.

Article 7

INDIVIDUAL STUDY PLAN

Under exceptional and justified circumstances and following the consent of the Head of the relevant MUP Department, students may apply in writing to MUP Vice-Rector for Student Affairs for an individual study plan; this form of study entails the following:

- a) students are required to complete all Assessments of the relevant year of study pursuant to Article 9 and Article 10 of this MUP Study and Examination Code;
- b) students are not required to attend classes; however, they are required to attend the regular consultation hours held by lecturers.

Article 8

INTERRUPTION OF STUDY

- (1) On the grounds of an application submitted by the student, MUP Vice-Rector for Student Affairs may allow an interruption of study in case there are compelling reasons to do so. Newly admitted students enrolled in the first year of study may submit applications at the latest by 31 October of the academic year in which they enrolled in the first year of study; other students may submit applications at the latest prior to the commencement of the academic year in which the

interruption of study is to take place. Late applications shall be considered null and void. Study may be interrupted only in case the student paid all outstanding debts to MUP. In case a student applies for an interruption of study from the beginning of the summer semester, as of the day of the submission of the application for the interruption of study, all unpaid payments of tuition fees for the whole academic year during which the student is applying for the interruption of study become outstanding.

- (2) Study may be interrupted repeatedly. The shortest period of time allowed for interruption of study is two immediately successive semesters. Continuous interruption of study is possible for a maximum of four immediately successive semesters. The total period of interruption of study may not exceed four semesters.
- (3) The interruption of study shall be recorded in the SIS and MUP student documentation. The interruption of study shall be recorded in the SIS and MUP student documentation.
- (4) Following the lapse of the period of interruption of study, students whose study was interrupted are entitled to re-enrol for study. Re-enrolment for study takes place via an electronic record in the SIS on the grounds of a written application submitted by the student; should students fail to submit the application without any unnecessary delay after the conclusion of their interruption of study, their study shall be terminated. After the interruption of study, students shall re-enrol for study in the year of study and semester in which they interrupted their study. Students who interrupted their study at MUP shall continue in their study according to the currently effective study plan upon the expiration of the term of interruption of study.
- (5) On the grounds of an application submitted by the student, MUP Rector for Student Affairs shall grant interruption of study with respect to pregnancy, delivery, or parental leave for the period requested by the student; however, at most for the whole recognized period of parental leave in the sense of the provisions of Section 21, Item 1 (f) of Act no. 111/1998 Coll., on Higher Education (hereinafter the "Higher Education Act"); the shortest available period for interruption that can be requested by the student is one year; the unit for interruption of study due to above described reasons is one year. Study may be interrupted repeatedly with respect to pregnancy, delivery, or parental leave. Study shall be interrupted due to pregnancy, delivery, or parental leave as of the day specified by the student in the application for interruption of study; at the earliest on the day of delivery of said application to MUP; by the same token, in case of female student applying for interruption of study due to pregnancy or delivery, at the earliest 8 weeks prior to the expected delivery. Students shall specify in their application, the duration of interruption for which they are applying. Interruption of study due to pregnancy, delivery, and parental leave end on the identical day of the year when the interruption of study due to said reasons ends. In case study is interrupted on 29 February, the interruption ends on 28 February of the relevant year. As of the day of the submission of the application for the interruption of study, all unpaid payments of Tuition Fees for the whole academic year during which the student is applying for the interruption of study due to pregnancy, delivery, or parental leave become outstanding. The period of interrupted study for the duration of the recognized parental leave is not included in the total length of interruption of study pursuant to the provisions of Article 8, Item 2 herein; nor in the maximum length of study pursuant to the provisions of Article 4, Item 3 herein. The person on a recognized parental leave whose study had been interrupted according to this provision may apply for re-enrolment in study before the lapse of the period granted for the interruption of study; however, re-enrolment is possible at the earliest one year from the day of the commencement of the interruption of study and later repeatedly upon the lapse of another year. Provisions of Section 8, Item 3 and Item 4 apply analogously to the interruption of study due to pregnancy, delivery, or parental leave.
- (6) Applications for interruption of study pursuant to the provisions of Section 8, Item 5 herein must include the recognized parental leave period and a substantiating document thereof. Students are obliged to provide a certified copy of the birth certificate of the child to substantiate the

recognized parental leave; students who applied due to pregnancy or delivery must provide a copy of the pregnancy card along with the expected due date; as soon as students who provided a copy of the pregnancy card deliver they are obliged to submit a certified copy of the birth certificate of the child; at the latest 20 weeks after the delivery.

Article 9

EVALUATION OF STUDY

- (1) The examination period lasts 5 weeks.
- (2) During the examination period, all students are entitled to three regular examination dates for each course; at the same time, students must comply with the examination dates scheduled by their lecturers pursuant to Article 9, Item 6 of this MUP Study and Examination Code. In case students do not take their examinations during the scheduled examination dates, lecturers are not obliged to schedule additional examination dates beyond the dates scheduled pursuant to Article 9, Item 6 of this MUP Study and Examination Code.
- (3) Students are required to duly register for scheduled Assessment dates via the SIS. Students who fail to register for scheduled Assessment dates via the SIS will not be allowed to complete the Assessments. Students will be allowed to be examined only on the day scheduled for the Assessments for which they registered via the SIS. Students must complete the required Assessments under the supervision of the lecturer who instructed their course, if possible in the given case.
- (4) Students may cancel their registration for scheduled Assessment dates in the SIS at the latest two hours prior to the commencement of said Assessment.
- (5) As a rule, all study requirements of the relevant semester are to be completed during the examination period. Exceptions will be granted to courses taught in sections , courses with specific schedule, and courses taught in the last semester of the full-time form of study of the 3rd year of the Bachelor's Degree Study Programme and in the last semester of the full-time form of study of the 2nd year of the Master's Degree Study Programme, since regular examination dates of such courses may be scheduled as early as during the period of instruction, i.e., during the semester preceding the examination period. During the instruction in the winter semester, regular examination dates may be scheduled for students who are going abroad to take part in exchange study stays during the instruction of the winter semester or the examination period of the winter semester.
- (6) All lecturers who teach courses in the full-time form of study or part-time form of study (with the exception of courses with specific schedule and courses taught in the last semester of the full-time form of study of the 3rd year of Bachelor's Degree Study Programmes and in the last semester of the full-time form of study of the 2nd year of Master's Degree Study Programmes) shall announce at least four regular examination dates equally distributed during the first five weeks of the examination period; one of the examination dates shall be scheduled for the last (5th) week of the examination period. Lecturers of courses taught in sections in the part-time form of study who have already announced at least one examination date during the instruction period pursuant to Item 5 above, shall announce at least three additional examination dates in the course of the 5 weeks of the examination period, as a rule one of the examination dates shall be scheduled for the last (5th) week of the examination period. Lecturers of courses taught in the last semester of the full-time form of study of the 3rd year of Bachelor's Degree Study Programmes and in the last semester of the full-time form of study of 5th year of study of Master's Degree Study Programmes who have already announced at least one examination date during the instruction period, shall announce at least three additional examination dates in the course of the 5 weeks of the examination period, as a rule one of the examination dates shall be scheduled for the last (5th) week of the examination period. The number of Assessment dates

must be sufficient with respect to the number of students and their study requirements in the relevant year of study.

- (7) Lecturers must enter all examination dates for the regular examination period in the SIS at the latest 7 business days prior to the beginning of the relevant examination period. In highly exceptional cases, lecturers may also enter examination dates in the SIS during the regular examination period; however, in such cases, lecturers must enter the examination dates in the SIS at the latest 5 business days prior to the scheduled examination date.
- (8) On the grounds of an application submitted by the student, MUP Vice-Rector for Student Affairs may allow one retake examination for an Assessment for each individual course. Retake examination dates must be held within the time-period from 1 September to 30 September of the relevant academic year. Students must submit applications to MUP Vice-Rector for Student Affairs via MUP Student Services office at the latest by 30 July of the relevant academic year. Upon submitting the application, the student shall pay the fee for the retake examination date for each course stipulated in the effective List of MUP Fees. On the grounds of serious medical or economic reasons described in an application written by the student and submitted to MUP Student Services office at the latest on the same day as the application for the retake examination date and upon consent from MUP Director of Financial Affairs and Operations, MUP Vice-Rector for Student Affairs may waive the fee for the retake examination. Late applications shall be considered null and void.
- (9) Students enrolled in the 3rd year of Bachelor's Degree Study Programmes and students enrolled in the 2nd year of Master's Degree Study Programmes may take the retake examination in courses of the winter semester of the last year of study as early as during the regular examination period of the summer semester. In order to do so, students must submit an application for the scheduling of such a date to MUP Vice-Rector for Student Affairs at the latest by 30 April of the relevant academic year. Students who take the retake examinations during the regular examination period of the summer semester cannot (in case of a failed Assessment) take the retake examination again in September.
- (10) In case MUP Vice-Rector for Student Affairs grants a retake examination date to the student pursuant to the provisions of Article 8 and Article 9 herein, the lecturer of the relevant course is obliged to schedule at least two retake examination dates between 1 September and 30 September of the relevant academic year; one date during the first half of the month of September and one during the second half of the month of September.
- (11) Students are entitled to view the text of their written examinations or essays following the evaluation of the Assessment by the lecturer at the latest by the end of the relevant academic year. Lecturers are obliged to file written examinations or essays until the end of the academic year in which they evaluated the relevant Assessments.
- (12) In exceptional cases and on the grounds of a justified application submitted by the student, MUP Rector shall adopt a decision on administration of examinations before an examination committee. Members of the examination committee shall be appointed by MUP Rector on the grounds of a proposal of the Head of the relevant MUP Department.
- (13) Special rules for evaluation of foreign language courses taught at MUP Department of Foreign Languages shall be stipulated in Article 11 herein. In case any provisions of Article 11 herein are in conflict with any provisions of Article 9 or Article 10 herein, the provisions of Article 11 herein shall take precedence; however, this shall not limit the validity of other provisions of Articles 9 and 10 herein in any way.
- (14) Any essays or other written assignments that raise suspicion of unjustified and unreferenced excerpts adopted from works by other authors (hereinafter the "Plagiarism") can be filed by lecturers with MUP Vice-Rector for Student Affairs as a motion for a hearing of MUP Disciplinary

Committee; alternatively, lecturers can return the essay to the student for a revision free of Plagiarism.

- (15) Assessments and other forms of evaluation take place in MUP buildings or, as the case may be, in the buildings of contractual partners of MUP.

Article 10

EVALUATION AND RECORD OF ASSESSMENTS

- (1) The Assessment of credits shall be: “credit granted” (“započteno“ in Czech) or “credit not granted” (“nezapočteno“ in Czech). The Assessment of graded credits shall be: “excellent” (“výborně“ in Czech) (1), “very good” (“velmi dobře“ in Czech) (2), “good” (“dobře“ in Czech) (3) and “fail” (“nevyhověl“ in Czech) (4). The Assessment of examinations shall be: “excellent” (“výborně“ in Czech) (1), “very good” (“velmi dobře“ in Czech) (2), “good” (“dobře“ in Czech) (3) and “fail” (“nevyhověl“ in Czech) (4).
- (2) The results of the completed Assessments must be recorded in the SIS by the lecturer within 5 business days after the administration of the Assessment.
- (3) The Assessment of “credit not granted” or “failed” shall also apply in case of failure to appear, without acceptable excuse pursuant to Article 30 herein, at Assessments that the student had registered for or had been invited to.
- (4) Lecturers who granted any Assessments are required to record the completed Assessments in the SIS.
- (5) In exceptional cases, when the lecturer who granted the Assessments is not available at MUP for a long period of time, the Head of the relevant MUP Department or a member of the faculty appointed by the Head of the relevant MUP Department is authorised to record the Assessments granted by said lecturer; nevertheless, such records of Assessments are possible only on the grounds of a written notice or electronic message from the lecturer confirming the completion of the Assessment.
- (6) In exceptional cases, when the Head of the relevant department is not available at MUP for a long period of time, MUP Vice-Rector for Student Affairs is authorized to record the completed Assessment in the SIS

Article 11

SPECIAL PROVISIONS FOR EVALUATION AND ASSESSMENT OF FOREIGN LANGUAGES TAUGHT AT MUP DEPARTMENT OF FOREIGN LANGUAGES

- (1) During the examination period, students are entitled to three regular examination dates for foreign language courses taught at MUP Department of Foreign Languages; at the same time, students must respect the examination dates scheduled by MUP Department of Foreign Languages pursuant to Article 9, Item 6 of this MUP Study and Examination Code. In case students do not take their examinations during the scheduled examination dates, MUP Department of Foreign Languages is not obliged to schedule additional examination dates beyond the dates scheduled pursuant to Article 9, Item 6 of this MUP Study and Examination Code.
- (2) In the full-time form of study, there shall always be the first regular examination date scheduled for foreign language Assessments in the 13th week of instruction that the students are required to use. This examination date is scheduled during the time of instruction and students do not register for it via the SIS.

- (3) In the part-time form of study, there shall always be the first regular examination date scheduled for foreign language Assessments for courses taught at MUP Department of Foreign Languages that the students are required to use. This examination date is scheduled in accordance with the schedule of instruction and students do not register for it via the SIS.
- (4) In the part-time and full-time form of study, there shall always be two additional regular examination dates scheduled within the framework of the whole examination period for Assessments of foreign languages taught at MUP.
- (5) Students who fail to complete their Assessment of foreign languages taught at MUP Department of Foreign Languages during the regular examination dates, shall be subject to a comprehensive Assessment for both the winter and summer semester during a regular examination date held in the summer semester or, as the case may be, they may repeat it twice during the regular examination dates during the whole examination period. Should they fail in all said instances, students may apply for a retake examination. In such cases, the provisions of Article 9, Items 8 and 9 of this MUP Study and Examination Code shall be implemented.
- (6) Students may de-register from Assessment dates for foreign language courses, which are taught at MUP Department of Foreign Languages for which they had registered, at the latest 24 hours prior to the commencement of the Assessment in the SIS or, in case of first regular Assessment dates scheduled pursuant to Article 11, Item 2 and Item 3 herein, by sending an email to the Secretary of MUP Department of Foreign Languages.
- (7) The same lecturer who granted the Assessments or a member of MUP faculty appointed by the Head of the Department of Foreign Languages is required to record the completed Assessment in the SIS.
- (8) In case a student transfers an incomplete foreign language course to the next year of study pursuant to Article 6, Item 5, he or she is obliged to complete the Assessment (or, as the case may be, comprehensive assessment) first ; thereafter, the student can complete assessments in the foreign language relating to the current semester.

Article 12

PRACTICAL TRAINING

- (1) Students may complete their compulsory practical training at any time during the academic year in which the compulsory practical training is required in accordance with the study plan.
- (2) Upon completion of the practical training, students shall provide MUP with a confirmation of the completion of their practical training issued by the institution where the practical training took place; otherwise the practical training shall be considered as not completed.

Article 13

RECOGNITION OF STUDY REQUIREMENTS

- (1) Study requirements successfully completed by students at MUP, other universities, vocational schools, or within the framework of lifelong learning programmes may be recognised by MUP Vice-Rector for Student Affairs on the grounds of a written application submitted by the student, following the decision of the Head of the relevant MUP Department. In case of completed lifelong learning programmes, up to 60 % of credits (study requirements) of the requirements necessary for a completion of the chosen study programme may be recognized on the grounds of the previously completed study requirements within the framework of the lifelong learning programme. The criteria for recognition of study requirements from prior study shall be stipulated by directives issued by MUP Rector.

- (2) Students shall submit applications for recognition of their study requirements to MUP Vice-Rector for Student Affairs via MUP Student Services office at the latest within 30 days after the commencement of the semester in which the relevant assessment is to be recognised; applications shall be submitted on the form published by MUP.
- (3) Head of the relevant MUP Department shall approve study plans of students who are going to study abroad on the grounds of Memorandums of Understanding signed by partner universities or international agreements prior to their departure.
- (4) Upon the students' return from abroad, MUP Vice-Rector for Student Affairs shall recognise the completed study requirements at partner universities, provided that they were completed in compliance with the students' approved study plan effective for the foreign university, as equivalent to study at MUP in the relevant semester or, as the case may be, academic year.
- (5) In case of failure to complete the study requirements arising from the students' approved study plan effective for the foreign university, MUP Vice-Rector for Student Affairs will determine the next procedure. In cooperation with the Head of the relevant MUP Department according to the student's specialization, MUP Vice-Rector for Student Affairs shall stipulate the courses in which the student must receive Assessments at MUP. The completion of these study requirements is regarded analogously to the completion of Assessments in retake examinations; students are not required to take part in the instruction of the courses, and the Assessments are typically completed between 1 September and 30 September during the period for retake Assessments. The obligation to pay the fee for the retake examination pursuant to Article 9, Item 8 herein applies also to Assessment completed in this manner.
- (6) In terms of participation in internships within the framework of the ERASMUS+ programme, the Head of the relevant MUP Department shall approve the students' internship plan and designate one course from the study plan of the appropriate semester during which the internship is to take place (with respect to the nature of the institution where the internship is to take place) that shall be recognised as an equivalent of the completed internship in the prescribed study plan. Students who fail to complete their internship shall be subject to the provisions of Article 13, Item 5 of this MUP Study and Examination Code.
- (7) Study requirements may be recognised only in case they were completed less than 10 years ago.

Article 14

FINAL STATE EXAMINATIONS

- (1) The FSEs take place on the scheduled summer, autumn, and winter dates. The FSE dates are published by MUP Vice-Rector for Pedagogical Activities on 1 December - effective for the winter FSE dates - and 1 April - effective for the summer and autumn FSE dates.
- (2) The FSEs are conducted as oral examinations and they are open to the public. FSEs test comprehensively the knowledge relating to the field of study of the relevant study programme and specialisation.
- (3) The FSEs comprise the defence of the Bachelor's Dissertation in the Bachelor's Degree Study Programmes and Master's Dissertation in the Master's Degree Study Programmes (hereinafter jointly referred to as the "Final Dissertation") and a specialized oral examination that may include several parts. As a rule, all parts of the FSEs are held during one day.
- (4) Students may not take the FSEs until they complete all study requirements stipulated in the study plan. The same applies to the defence of Final Dissertations. At the same time, students may not take the FSEs until they pay all outstanding debts to MUP.
- (5) Students shall register for the FSE by submitting the "FSE Application Form".

- (6) The FSEs are held before an examination committee that consists of at least three members. MUP Rector shall appoint the Chair of the examination committee from the ranks of professors, associate professors, or other specialists in the relevant field that were approved by MUP Academic Board. The Ministry of Education, Youth, and Sports of the Czech Republic (hereinafter the "Ministry") may appoint other members of the examination committee from the ranks of prominent specialist in the relevant field. The Supervisor of the Final Dissertation or the External Assessor of the Final Dissertation may also become members of the relevant FSE examination committee. The examination committee shall reach quorum when at least two of its members are present.
- (7) The FSEs are commenced, administered, and concluded by the Chair of the examination committee who also announces their results. The FSEs commence by the defence of the Final Dissertation, further succession of the individual parts of the FSEs is determined by the examined student. Following the drawing of the areas of examination, students are entitled to at least 30 minutes for preparation.
- (8) The list of FSE examination areas effective for the winter, summer, and autumn FSE dates is usually published on 1 October of the preceding calendar year.
- (9) Each part of the FSE and the defence of the Final Dissertation shall be assessed separately with the use of the following grading scale: "Excellent" (1), "Very Good" (2), "Good" (3) and "Fail" (4). The defence of the Final Dissertation and each FSE area of examination, in which students draw questions for the oral part of the examination, are considered as independent FSE parts.
- (10) The resulting classification of each FSE part shall be determined on the grounds of the votes of the members of the examination committee. The decision on classification shall be reached by the examination committee during a meeting held on the day of the FSE; the meeting shall not be open to the public. In case of equality of votes, the vote of the Chair of the examination committee shall decide. The decision of the examination committee shall be announced publicly by the Chair of the examination committee on the day of the administration of the FSE. If any part of the FSE is graded as "Fail", the student shall repeat only the failed part of the FSE. Students with an unexcused absence and students who withdraw from the FSE will also receive the grade of "Fail".
- (11) The result of the FSE shall be recorded in the "Final State Examination Record" signed by all members of the examination committee.
- (12) Individual parts of the FSE and defence of the Final Dissertation may be repeated twice at the most; extraordinary retake examination dates may be granted by MUP Rector on the grounds of a written request due to exceptionally grave reasons. Students who failed the FSE or any of its parts or the defence of their Final Dissertation on the summer FSE date may repeat the FSE or its relevant part at the earliest on the autumn FSE date; students who failed the FSE or any of its parts or the defence of their Final Dissertation on the autumn FSE date may repeat the FSE or its relevant part at the earliest on the winter FSE date; students who failed the FSE or any of its parts or the defence of their Final Dissertation on the winter FSE date may repeat the FSE or its relevant part at the earliest on the summer FSE date. In case the defence of the Final Dissertation received the grade of "Fail", the examination committee shall decide whether the Final Dissertation may be revised or whether only the defence of the Final Dissertation shall be repeated. Revised Final Dissertations may be defended at the earliest 6 months after the original defence date. Students who repeat the FSE are always examined in accordance with the areas of examination effective at the time of their prior attempt to pass the FSE.
- (13) Students are required to complete the FSE and the defence of their Final Dissertation within the standard length of study or within the framework of an extension of the standard length of study by two academic years at the most. At the same time, students must not exceed the maximum length of study pursuant to Article 4, Item 3 herein.

- a) FSEs and Final Dissertations (including any repetitions) are considered as completed and defended within the standard length of study when completed and defended at the latest in September of the academic year in which the student completed the last study requirement stipulated in the study plan as the prerequisite for the possibility to take the FSE; this time-limit does not include the date of credits granted for the Bachelor's or Master's dissertation seminar.
- b) FSEs and Final Dissertations (including any repetitions) are considered as completed and defended within the extension of the length of study by one academic year when completed and defended later than within the framework of the standard length of study, yet at the latest in September of the academic year immediately following the academic year in which the student completed the last prerequisite stipulated in the study plan for the possibility to take the FSE regardless whether he/she took advantage of the opportunity to extend the standard length of study pursuant to Article 6, Item 6 herein or not; this time limit does not include the date of credits granted for the Bachelor's or Master's dissertation seminar.
- c) FSEs and Final Dissertations (including any repetitions) are considered as completed and defended within the extension of the length of study by two academic years when completed and defended later than within the extension of the framework of the standard length of study by one academic year pursuant to Article 14. Item 13 (b) herein, yet at the latest in September of the second academic year in which the student completed the last prerequisite stipulated in the study plan for the possibility to take the FSE regardless whether he/she took advantage of the opportunity to extend the standard length of study pursuant to Article 6, Item 6 herein or not; however, only in case the student applies for the extension of the standard length of study for another academic year to MUP Vice-Rector for Student affairs in writing; this time limit does not include the date of credits granted for the Bachelor's or Master's dissertation seminar. The extension of the standard length of study by two academic years is subject to a fee according to the List of MUP Fees. The standard length of study may be extended by another academic year only in case the student paid all outstanding debts to MUP. The payment of the fee for the extension of the standard length of study by another academic years in accordance with the List of MUP Fees and the submission of the application at the latest by the end of the previous academic year are prerequisites for the submission of the application for the extension of the standard length of study by another academic year; applications submitted without payment of the required fee shall be considered null and void.

Article 15

FINAL DISSERTATIONS

- (1) Final Dissertations verify the ability of the students to address a topic relating to the content of their study specialisation in a systematic and independent manner in writing and adequately apply their knowledge and skills acquired throughout the course of their study.
- (2) Topics of Final Dissertations for each academic year shall be announced in the SIS by MUP Departments no later than 1 April of the preceding academic year.
- (3) Topics of Final Dissertations shall be approved by the Head of the relevant department who also approves the Supervisor of the Final Dissertation (according to the suggestion made by the student) and the External Assessor of the Final Dissertation (according to the suggestion made by the Supervisor).

- (4) Students enrolled in the second year of study of the Bachelor's Degree Study Programmes and the first year of study of the Master's Degree Study Programmes shall choose the topic of the Final Dissertation from a list of topics published by MUP or, as the case may be, they may propose their own topic. Students shall commit to the chosen topic by submitting the Final Dissertation Assignment Form signed by the Head of the relevant MUP Department, Supervisor, and the student to MUP Department for Administration of Final State Examinations and Graduations (to relevant Student Services offices in MUP University Centres) at the latest by 30 June. After the deadline of 30 June, the Final Dissertation Assignment Forms can be submitted only under exceptional and substantiated circumstances; however, no later than 30 November. Unless the Final Dissertation Assignment Form is submitted in above specified cases by 30 November, the student cannot defend the dissertation in the on-going academic year.
- (5) Members of MUP faculty usually act as Supervisors of Final Dissertations. External Assessors are suggested by the Supervisors of the Final Dissertations at the latest on the day of the submission deadline applicable to Final Dissertations. Subsequently, External Assessors are approved by the Head of the relevant MUP Department pertaining to the student. In case the Supervisor fails to suggest an External Assessor, the Head of the relevant MUP Department will do so. Members of MUP faculty or experts in the relevant field may act as External Assessors of Final Dissertations. Exceptions may be granted by the Head of the relevant MUP Department.
- (6) Any changes to the title of Final Dissertations or the chosen Supervisors may be made only in grave and substantiated cases at the latest four months prior to the deadline stipulated for the submission of the assigned Final Dissertation. Students shall apply for changes to the Head of the appropriate department via the general application form. The Head of the relevant MUP Department shall approve the change of the title or, as the case may be, nominate a new Supervisor of the Final Dissertation. Analogous conditions apply in case the Supervisor resigns on his/her supervision duties.
- (7) The extent of the body text of Bachelor's dissertations shall be at least 40 standard pages. The extent of the body text of Master's dissertations shall be at least 60 standard pages. One standard page comprises 1800 characters including spaces.
- (8) Students shall submit completed Final Dissertations electronically via the SIS and in paper form to MUP Department for Administration of Final State Examinations and Graduations (MUP Student Services offices at MUP University Centres); details shall be stipulated in the relevant Rector's Directive. Submission deadlines are at the latest:
 - a) by 30 April of the calendar year in which they wish to apply for the summer FSE date;
 - b) by 15 June of the calendar year in which they wish to apply for the autumn FSE date;
 - c) by 30 November of the calendar year in which they wish to apply for the winter FSE date in the following calendar year.
- (9) The Supervisor and the External Assessor of the Final Dissertation shall submit their expert opinion within 30 days of the submission of the Final Dissertation. In case the student is revising the Final Dissertation pursuant to Article 14, Item 12 herein or working on a new Final Dissertation, the Supervisor and the External Assessor shall submit new opinions on the Final Dissertation. MUP Department for Administration of Final State Examinations and Graduations shall enable students to access both opinions on their Final Dissertation at least three business days prior to the date of the defence. The defence of Final Dissertations may take place even in case one of the opinions evaluated the Final Dissertation as "Fail" (4).
- (10) MUP Department for Administration of Final State Examinations and Graduations shall verify whether the opinion of the External Assessor of the Final Dissertation voices concerns regarding potential unauthorised and improperly referenced quotations from other texts (hereinafter the "Plagiarism") in the Final Dissertation. In case the opinion of the External Assessor of the Final Dissertation voices concerns regarding potential Plagiarism, the Head of the relevant MUP

Department shall appoint a second External Assessor who will prepare a second opinion of the Final Dissertation. The author of the second opinion shall have both previous opinions to his/her disposal. In case the second External Assessor opinion confirms the suspicion of Plagiarism, the Final Dissertation cannot be accepted for defence. Subsequently, the student is obliged to re-submit a Final Dissertation that complies with the relevant academic norms. In such cases, Final Dissertations may be defended at the earliest 6 months after the original defence date. In case the second External Assessor opinion does not confirm the suspicion of Plagiarism, the Final Dissertation may be submitted for defence. Supervisors and External Assessors are obliged to inform MUP Vice-Rector for Student Affairs of their suspicion of Plagiarism in Final Dissertations; subsequently, MUP Vice-Rector for Student Affairs shall implement measures pursuant to MUP Disciplinary Code.

Article 16

REQUIREMENTS FOR COMPLETION OF STUDY WITH HONOURS (SO-CALLED RED DIPLOMA)

- (1) Students shall qualify for completing their study with honours if they comply with the following requirements:
 - a. the over-all grade average of all compulsory and free-choice subjects completed at MUP is lower than or equal to 1.5, and no compulsory or free-choice subjects completed at MUP were evaluated as “Good”;
 - b. Assessments during the whole course of study are completed within the framework of regular examination periods, i.e., no Assessments are completed as retake examinations;
 - c. the FSE is evaluated as “excellent”, and no part of the FSE has been repeated.
- (2) Upon completion of all requirements pursuant to Item 1, students shall receive the following overall evaluation of study in their diploma supplement: “graduated with honours”.

Article 17

REPETITION OF A YEAR OF STUDY

- (1) In case students fail to comply with the requirements for the advancement into the next year of study, MUP Vice-Rector for Student Affairs may adopt a decision on repetition of the relevant year of study on the grounds of a written application submitted by the student. Applications must be submitted at the latest by 10 October following the end of the academic year in which the student failed to complete his/her study requirements. Under particularly grave circumstances, MUP Vice-Rector for Student Affairs may pardon the failure to meet this deadline. Repetition of a year of study may be allowed only in case the student paid all outstanding debts to MUP.
- (2) The longest admissible length of repetition of study within the framework of a single study programme is 2 years, regardless of the fact whether one year of study is repeated or more years of study.
- (3) In case students are repeating a year of study and the study plan has changed in the meantime, the students shall continue their studies pursuant to the new study plan.

PART III
DOCTORAL DEGREE STUDY PROGRAMME

Article 18

INTRODUCTORY PROVISIONS

- (1) Doctoral Degree Study Programmes focus on research and independent creative activities in the relevant area of research.
- (2) In cooperation with the Institute of International Relations (hereinafter the "IIR"), Metropolitan University Prague implements Doctoral Degree Study Programmes in the specialisation of "International Relations and European Studies" taught in Czech (MVES) and "International Relations and European Studies" taught in English (IRES) on the grounds of a joint accreditation conferred to MUP and IIR by the Ministry pursuant to the provisions of Section 81 of the Higher Education Act. With respect to both these specialisations, MUP Rector and IIR Director shall pass joint decisions.

Article 19

SUPERVISOR

- (1) Supervisors are professors or associate professors (hereinafter referred to as the "Associate Supervisors") or, as the case may be, other known specialists in the field with an academic degree or with a Doctorate or an equivalent degree (Non-associate Supervisors). Associate Supervisors are appointed and dismissed by MUP Rector upon agreement of MUP Doctoral Board (hereinafter referred to as the "MUP Doctoral Board"). Non-associate Supervisors are appointed and dismissed by MUP Rector upon agreement of MUP Doctoral Board and MUP Academic Board.
- (2) Supervisor:
 - a) shall assist with the creation of the individual study plan of the student;
 - b) shall supervise the professional growth the student and his/her compliance with the study plan;
 - c) shall submit the evaluation of the student's performance during the course of his/her study.

Article 20

CONSULTANT

- (1) Should any Doctoral theses require specific supervision or professional consultations, a Consultant, who shall provide the relevant part of the expert instruction to the student together with the Supervisor, may be appointed.

- (2) Consultants are appointed by MUP Rector, following the recommendation of the Supervisor.

Article 21

ENROLMENT

- (1) The term of study is divided into sections represented by individual years of study. Applicants who were admitted for study on the grounds of a decision of admission for study in the Doctoral Degree Study Programme shall enrol in the first year of study. Applicants shall become MUP students as of the date of enrolment in study. Enrolment of students in their first year of study takes place in their presence; students shall appear on the specified date on the grounds of an invitation sent to them by the MUP Student Services office. Following the enrolment, students are required to take the academic matriculation pledge.
- (2) The prerequisites of the enrolment include the signing of the Study Contract. And a payment of the Tuition Fees stipulated for the relevant academic year in accordance with the List of MUP Fees, if applicable.
- (3) Students may enrol in the next year of study upon completion of all study requirements stipulated in the individual study plan for the previous year of study and upon payment of all outstanding payables to MUP including the Tuition Fees for the relevant academic year pursuant to the List of MUP Fees, if applicable.
- (4) When students fail to comply with the study requirements stipulated in the individual study plan for the previous year of study, in justified cases the Doctoral Board may allow enrolment in the next year of study and at the same time stipulate the deadline for the student's completion of the outstanding study requirements.
- (5) Results of Assessments will be recorded in the SIS.
- (6) Enrolment of students in the first year of study and other years of study is performed electronically via a record in the SIS.

Article 22

COURSE OF STUDY

- (1) The course of study is administered in accordance with the individual study plan under the supervision of the Supervisor.
- (2) Students enrolled in the full-time form of study are required to participate in the instruction and research activities in compliance with their individual study plan.

Article 23

INDIVIDUAL STUDY PLAN

Individual study plans stipulate the requirements that must be met by students enrolled in the Doctoral Degree Study Programme in the course of their studies. Outlines of individual study plans for the whole course of study are prepared by the students in the beginning of the academic year under the supervision of their Supervisor. The individual study plan includes a list of courses of the Doctoral Degree Study Programme, the schedule of the Doctoral Degree Study Programme, the plan of research, pedagogic, and publication activities of the students as well as the suggested title of the Doctoral Thesis. Outlines of individual study plans shall be amended by annual individual study plans each year under the supervision of the Supervisor. Both of these plans are subject to approval of the Doctoral Board.

Article 24

INTERRUPTION OF STUDY

- (1) On the grounds of an application submitted by the student and approved by the Supervisor, MUP Vice-Rector for Student Affairs may allow interruption of study in case there are compelling reasons to do so. Newly admitted students enrolled in the first year of study may submit applications at the latest by 31 October of the academic year in which they enrolled in the first year of study; other students may submit applications at the latest prior to the commencement of the academic year in which the interruption of study is to take place. Late applications shall be considered null and void. Study may be interrupted only in case the student paid all outstanding debts to MUP.
- (2) Study may be interrupted repeatedly. The shortest period of time allowed for interruption of study is two immediately successive semesters. Continuous interruption of study is possible for a maximum of four immediately successive semesters. The total period of interruption of study may not exceed four semesters.
- (3) The interruption of study shall be recorded in the SIS and MUP student documentation. For the duration of the interruption of study, the student loses the student status.
- (4) Following the lapse of the period of interruption of study, students whose study was interrupted are entitled to re-enrol for study. Re-enrolment for study takes place via an electronic record in the SIS on the grounds of a written application submitted by the student; students who fail to submit the application without any unnecessary delay after the conclusion of their interruption of study, will have their study terminated. After the interruption of study, students shall re-enrol for study in the year of study in which they interrupted their study. Students who interrupted their study shall resume their study at MUP after the lapse of the period of interruption of study according to the original individual study plan that had been approved by the Doctoral Board at the time when they commenced their study. Students who resume their study, and their individual study programme includes a course that is no longer a part of the curriculum, shall be subject to the decision of MUP Rector on the matter on the grounds of a recommendation from the Supervisor.
- (5) On the grounds of an application submitted by the student, MUP Rector for Student Affairs shall grant interruption of study with respect to pregnancy, delivery, or parental leave for the period requested by the student; however, at most for the whole recognized period of parental leave in the sense of the provisions of Section 21, Item 1 (f) of Act no. 111/1998 Coll., on Higher Education (hereinafter the "Higher Education Act"); the shortest available period for interruption that can be requested by the student is one year; the unit for interruption of study due to above described reasons is one year. Study may be interrupted repeatedly with respect to pregnancy, delivery, or parental leave. Study shall be interrupted due to pregnancy, delivery, or parental leave as of the day specified by the student in the application for interruption of study; at the earliest on the day of submission of said application to MUP; by the same token, in case of students applying for interruption of study due to pregnancy or delivery, at the earliest 8 weeks prior to the expected delivery. Students shall specify in their application, the duration of interruption for which they are applying. Interruption of study due to pregnancy, delivery, and parental leave ends on the identical day of the year when the interruption of study due to said reasons ends. In case study is interrupted on 29 February, the interruption ends on 28 February of the relevant year. As of the day of the submission of the application for the interruption of study, all unpaid payments of Tuition Fees for the whole academic year during which the student is applying for the interruption of study due to pregnancy, delivery, or parental leave become outstanding. The period of interrupted study for the duration of the recognized parental leave is not included in the total length of interruption of study pursuant to the provisions of Article 24, Item 2 herein; nor in the maximum length of study pursuant to the provisions of Article 4, Item 4 herein. The person on a recognized parental leave whose study had been interrupted according

to this provision may apply for re-enrolment in study before the lapse of the period granted for the interruption of study; however, re-enrolment is possible at the earliest one year from the day of the commencement of the interruption of study and later repeatedly upon the lapse of another year. Provisions of Section 24, Item 3 and Item 4 apply analogously to the interruption of study due to pregnancy, delivery, or parental leave.

- (6) Applications for interruption of study pursuant to the provisions of Section 24, Item 5 herein must include the recognized parental leave period and a substantiating document thereof. Students are obliged to provide a certified copy of the birth certificate of the child to substantiate the recognized parental leave; students who applied due to pregnancy or delivery must provide a copy of the pregnancy card along with the expected due date; as soon as students who provided a copy of the pregnancy card deliver they are obliged to submit a certified copy of the birth certificate of the child; at the latest 20 weeks after the delivery.

Article 25

EVALUATION OF STUDY

- (1) Individual courses of the Doctoral Degree Study Programme shall be completed by examinations.
- (2) Examinations shall be completed within one day, and they shall be administered as oral examinations or, as the case may be, as oral examinations with a written part. The Assessment of examinations shall be: “excellent” (“výborně” in Czech) (1), “very good” (“velmi dobře” in Czech) (2), “good” (“dobře” in Czech) (3) and “fail” (“nevyhověl” in Czech) (4).
- (3) Examinations may be repeated once. Students may repeat examinations after four weeks elapse from the day of the examination that was evaluated as “Fail”.
- (4) The evaluation of the compliance with the individual study plan of all students enrolled in MUP Doctoral Degree Study Programmes shall be administered once per year during a period stipulated by MUP Rector. The result of the evaluation shall be recorded in the “Evaluation of Ph.D. Student”, which includes the evaluation of the student’s course of study up to date, evaluation of the student’s participation in research and pedagogic activities, and conclusions that have a binding effect on further study.
- (5) Any essays that raise suspicion of unjustified and unreferenced excerpts adopted from works by other authors (hereinafter the “Plagiarism”) can be filed by lecturers with MUP Vice-Rector for Student Affairs as a motion for a hearing of MUP Disciplinary Committee; alternatively, lecturers can return the essay to the student for revision free of Plagiarism.

Article 26

FINAL DOCTORAL STATE EXAMINATIONS (FDSEs)

- (1) Final Doctoral State Examinations (FDSEs) are complex examinations of knowledge pertaining to the relevant specialisation. During the FDSEs, students shall prove the level of their acquisition of theoretic knowledge of the specialisation of the relevant Doctoral Degree Study Programme, methods of independent research, and means of application of new conclusions.
- (2) The FDSEs comprise an examination in material covered in courses stipulated in accordance with the accredited study programme and individual study plan of the relevant study specialisation chosen by the student. The FDSEs are not divided into individual parts.
- (3) FDSEs graded as “Fail” may be repeated at the earliest in four months. The FDSEs may be repeated only once.
- (4) The dates of the FDSEs shall always be determined by MUP Rector for the whole academic year. The FDSEs are usually held once per semester.

- (5) Students shall register for the FDSEs by submitting a written application to MUP Student Services office at least one month prior to the commencement of the administration of FDSE.
- (6) Information on the publication activities of the student confirmed by the Supervisor shall be attached to the application for the FDSE.
- (7) The FDSEs are held before an examination committee that consists of at least three members. MUP Rector shall appoint the Chair and the members of the examination committee from the ranks of professors, associate professors or other specialists in the relevant field that were approved by MUP Academic Board; the Thesis Supervisor may be appointed as a member of the examination committee with an advisory vote. The Ministry may appoint other members of the examination committee from the ranks of prominent specialist in the relevant field. The examination committee shall reach quorum when at least two of its members are present.
- (8) The FDSEs are conducted as oral examinations and they are open to the public.
- (9) The FDSEs shall be evaluated as "Pass" or "Fail".
- (10) The result of the FDSE shall be recorded in the "Final Doctoral State Examination Record" signed by all members of the examination committee.
- (11) The FDSEs shall be introduced, administered, and concluded by the Chair of the examination committee, who shall also announce its results; he/she shall also assume responsibility for the administration of the FDSE.
- (12) The examination committee shall decide on the result of the FDSEs at a meeting closed to the public. In case the student receives absolute majority of votes of the present members, his/her examination shall be evaluated as "Pass". In case the student fails to receive absolute majority of votes, his/her examination shall be evaluated as "Failed". The Assessment of the FDSE shall be announced to the student on the day of the examination.

Article 27

DEFENCE OF DOCTORAL THESES

- (1) Doctoral Theses verify the ability of the students to carry out independent research on the selected topic. Topics of Doctoral Theses shall be approved by the Doctoral Board following a written application submitted by the student.
- (2) The structure of completed Theses shall comply with the requirements of the chosen topic, and the theses shall result in a presentation of new conclusions. The theses must include original and published conclusions or conclusions accepted for publication at the time of the defence.
- (3) Doctoral theses may be defended upon successful completion of the FDSE.
- (4) Doctoral theses defences are open to public and they can only be repeated once, students may repeat the defence at the earliest 6 months after the original date of their original defence.
- (5) Theses shall be defended before a Board of Examiners for Defence of Doctoral Theses consisting of at least 5 members. MUP Rector shall appoint the Chair of the Board of Examiners for Defence of Doctoral Theses from the ranks of professors, associate professors, or other prominent specialists in the relevant field that were approved by MUP Academic Board. The Ministry may appoint other members of the Board of Examiners for Defence of Doctoral Theses from the ranks of prominent specialist in the relevant field. The Board of Examiners for Defence of Doctoral Theses shall reach quorum when at least three members of the Board of Examiners for Defence of Doctoral Theses are present.
- (6) Students shall register for the defence of their Doctoral Thesis by submitting a written application to the Chair of the Doctoral Board upon incorporating the comments raised at the

internal defence, whose conditions are stipulated in an individual Rector's Directive. At the same time, students may not defend their Doctoral Thesis until they pay all outstanding debts to MUP.

- (7) In addition to the written application for the defence of the Thesis, students shall submit the following documents:
 - a) confirmation of successful completion of the FDSE;
 - b) brief professional curriculum vitae;
 - c) three bound copies of the Thesis and an electronic version of the Doctoral Thesis submitted via the SIS;
 - d) at least 6 copies of the Doctoral Thesis abstract in the format stipulated by the Doctoral Board;
 - e) list of all published and unpublished work of the student, including particularly the indication of his/her participation at expert seminars and conferences, confirmed by his/her Supervisor. Works published during the course of study at MUP shall be indicated separately.
- (8) The Chair of the Doctoral Board shall submit the application to the Chair of the Board of Examiners for Defence of Doctoral Theses.
- (9) The Chair of the Board of Examiners for Defence of Doctoral Theses shall consider whether the extent of the Doctoral Thesis is sufficient and whether it complies with all formal requirements.
- (10) In case the Doctoral thesis has serious formal flaws or, as the case may be, lacks expert knowledge, the Chair of the Board of Examiners for Defence of Doctoral Theses shall ask the student to rectify these shortcomings and he/she shall determine an appropriate deadline. At the same time, the Chair of the Board of Examiners for Defence of Doctoral Theses shall interrupt the defence proceedings by issuing a written directive until the stipulated deadline elapses. Upon the rectification of the shortcomings, the defence proceedings shall resume. In case the student insists on the defence of the originally submitted thesis, the defence proceedings shall continue without interruption and the defence of the thesis shall take place in spite of the reservations of the Chair of the Board of Examiners for Defence of Doctoral Theses and its members or, as the case may be, in spite of negative conclusions in the opinions of External Assessors.
- (11) The Board of Examiners for Defence of Doctoral Theses shall appoint at least two External Assessors for each Doctoral Thesis; at least one of the External Assessors must be at least an associate professor.
- (12) External Assessors shall submit a written expert report (opinion) on the submitted thesis to the Chair of the Board of Examiners for Defence of Doctoral Theses. The content and the structure of the expert opinion shall be uniformly stipulated by the Chair of the Doctoral Board. MUP shall provide students with the opportunity to view the expert opinions at least three weeks prior to the defence. The Chair of the Board of Examiners for Defence of Doctoral Theses shall verify whether the opinions of the External Assessors of the dissertation include suspicions of unjustified and unreferenced excerpts adopted from works by other authors (hereinafter the "Plagiarism") or not. In case any of the External Assessors' opinions express suspicions of Plagiarism, the Chair of the Board of Examiners for Defence of Doctoral Theses shall appoint another External Assessor who will elaborate a new opinion. The author of the new opinion shall have all previous opinions to his/her disposal. In case the new External Assessor opinion confirms the suspicion of Plagiarism, the Doctoral thesis cannot be accepted for defence. Subsequently, the student is obliged to re-submit a Doctoral Thesis that complies with the relevant academic norms. In such cases, the student may defend his/her thesis during the following academic year. In case the new External Assessor opinion does not confirm the suspicion of Plagiarism, the Doctoral Thesis may be submitted for defence. Supervisors and External Assessors or the Chair of the Board of Examiners for Defence of Doctoral Theses are obliged to inform MUP Vice-Rector

for Student Affairs of their suspicion of Plagiarism in Doctoral Theses; subsequently, MUP Vice-Rector for Student Affairs shall implement measures pursuant to MUP Disciplinary Code.

- (13) The Doctoral Thesis defence shall be introduced, administered, and concluded by the Chair of the Board of Examiners for Defence of Doctoral Theses, who shall also announce its results; he/she shall also assume responsibility for the administration of the FDSE.
- (14) The defence of Doctoral Theses includes an introduction by the student, opinion of the Supervisor and the External Assessors, responses of the student to the questions stated in the opinions of External Assessors, and an academic colloquium.
- (15) Following the defence, the Board of Examiners for Defence of Doctoral Theses shall cast a secret ballot at a non-public meeting to decide on the final result of the defence. The voting of the Board of Examiners for Defence of Doctoral Theses is secret. In case the student receives an absolute majority of votes of the present members of the Board of Examiners for Defence of Doctoral Theses, his/her defence shall be evaluated as "Defended". Otherwise, his/her defence shall be evaluated as "Not defended". External Assessors and Supervisors (Consultants) shall not take part in the voting. The Chair of the Board of Examiners for Defence of Doctoral Theses shall inform the student on the result at a public meeting on the day of the defence.
- (16) The result of the thesis defence shall be recorded in the Report on Defence of a Doctoral Thesis and signed by all members of the Board of Examiners for Defence of Doctoral Theses.
- (17) Reports on the Defence of Doctoral Theses shall be submitted by the Chair of the Board of Examiners for Defence of Doctoral Theses to the Chair of the Doctoral Board, who shall verify their validity by his/her signature upon examination of the procedural requirements of the defence.
- (18) Applicable to students who fail to defend their Thesis, the Examination Committee for Defence of Doctoral Theses may determine the manner, extent, and form of its revision. In such cases, the examination committee shall also stipulate a deadline for the resubmission of the revised thesis for repeated defence.

PART IV

TERMINATION OF STUDY

Article 28

REGULAR COMPLETION OF STUDY

- (1) To achieve regular completion of study of Bachelor's Degree Study Programmes and Master's Degree Study Programmes, students must comply with all requirements stipulated by the study plan for the relevant study programme and specialisation, including the completion of the FSE; to achieve regular completion of study of Doctoral Degree Study Programmes and, students must comply with all requirements stipulated by the study plan for the relevant study programme and specialisation, including the completion of the FDSE and defence of their Doctoral Thesis.
- (2) Bachelor's Degree Study Programmes and Master's Degree Study Programmes at MUP are concluded and the students lose their student status by completing the last part of the FSE; Doctoral Degree Study Programmes at MUP are concluded and the students lose their student status by successfully defending their Doctoral Thesis.
- (3) The document confirming regular completion of study and acquisition of the relevant academic title shall be a university diploma that identifies the relevant study programme and specialisation, which shall be conferred on the students by MUP during the graduation ceremony, and a diploma supplement. Students who fail to appear at the graduation ceremony shall receive the above mentioned documents from MUP in an alternative manner.

Article 29

OTHER FORMS OF TERMINATION OF STUDY

- (1) Other forms of termination of study at MUP include the following:
 - a) quitting of study; the day of termination of study is defined as the day on which MUP received the written notification of student's quitting his/her study;
 - b) revocation of the accreditation of the study programme; the day of termination of study is defined as the day on which the time-limit stipulated in the decision adopted by the Ministry expired;
 - c) termination of the accreditation of the study programme; the day of termination of study is defined as the day as of which MUP announced the termination of the study programme or the day as of which the granted accreditation expired;
 - d) decision on expulsion from study pursuant to MUP Disciplinary Code (Section 65, Item 1 (c) or pursuant to Section 67, Article 1 of the Higher Education Act); the day of termination of study is defined as the day on which the decision on expulsion entered into force.
- (2) MUP Rector shall adopt decisions on termination of study at MUP pursuant to Section 56, Article 1 (b) of the Higher Education Act in the following cases:
 - a) when students fail to complete the study requirements arising from the study programme in accordance with this MUP Study and Examination Code;
 - b) when students exceed the maximum allowed length of study;
 - c) when students fail to pay the Tuition Fees pursuant to the Study Contract, the List of MUP Fees, and MUP Directive on Fees;
 - d) when students fail to re-enrol for study upon the lapse of the period of interruption of study.
- (3) In cases pursuant to the provisions of Article 29, Item 2 of this MUP Study and Examination Code, the day of termination of study is defined as the day on which the decision on termination of study enters into force.
- (4) In particular, the following cases will be considered as failure to comply with the requirements arising from the study programme pursuant to Article 29, Item 2 (a) of this MUP Study and Examination Code:
 - a) the student failed to complete all Assessments stipulated in the study plan within the stipulated deadlines and failed to utilise any of the possibilities for continuation of study sanctioned by this MUP Study and Examination Code;
 - b) the student failed to enrol in the next year of study within the stipulated time-limit;
 - c) the student of the Bachelor's Degree Study Programme or Master's Degree Study Programme failed to complete the FSE and all its parts within the stipulated time-limit;
 - d) the student of the Bachelor's Degree study programme or Master's Degree study programme was not authorised to repeat a year of study;
 - e) the student of the Doctoral Degree Study Programme failed to complete the FDSE or failed to defend the thesis within the stipulated time-limit;
 - f) the student of the Doctoral Degree Study Programme failed to complete the requirements of the individual study plan for the duration of at least one academic year;

- g) the student of the full-time form of study of the Doctoral Degree Study Programme repeatedly failed to complete the duties and tasks within the framework of pedagogic and research activities in accordance with the individual study plan pursuant to Article 22, Item 2 of this MUP Study and Examination Code;
 - h) the student of the Doctoral Degree Study Programme failed to submit the form of Evaluation of Doctoral Degree Student Performance.
- (5) The cases stipulated in Article 29, Item 1 (b) of this MUP Study and Examination Code shall provide students with an opportunity to continue their studies in the same or similar study programme at the same university or another university.
 - (6) Upon request, students who terminated study due to reasons stipulated in Article 29 of this MUP Study and Examination Code shall receive a transcript of records of their completed study requirements from MUP Vice-Rector for Student Affairs; the transcript of records shall also state the length of their study of the student and indicate that the student did not complete the study regularly.
 - (7) In cases pursuant to Article 29, Item 4 (f) – (h) of this MUP Study and Examination Code, on the grounds of grave circumstances, MUP Rector may adopt a decision not to terminate the student's study following a written request submitted by the student. In such cases, the requirements for further study shall be stipulated by MUP Rector and the Supervisor. In case the student fails to comply with the stipulated requirements for at least one academic year, such failure to comply with the stipulated requirements shall be interpreted as failure to comply with the individual study plan pursuant to Article 29, Item 4 (f) of this MUP Study and Examination Code.
 - (8) Decisions adopted pursuant to Article 29, Item 1 (d) and Article 29, Item 2 of this MUP Study and Examination Code shall enter into force on the day when the decision, which cannot be appealed, is delivered or on the day of the lapse of the time-limit for appeal.
 - (9) With respect to caring for an infant, female students are entitled to an extension of the deadlines imposed on study requirements as well as prerequisites that need to be complied with prior to enrolment for the next year of study by the period that would otherwise be used for maternity leave pursuant to the provisions of Act 54a on Higher Education, provided that the study is not interrupted in the meantime. During this period, MUP Rector will not decide on termination of study due to reasons pursuant to the provisions of Article 29, Item 2 a) herein. Said students are required to apply for the extension of the deadlines imposed on study requirements as well as prerequisites that need to be complied with prior to enrolment for the next year of study to MUP Vice-Rector for Student Affairs in writing at the last on the day when the first study requirements subject to the application for extension, should be completed; the application must include the period that would otherwise be used for maternity leave; students are required to substantiate the extent of the period by submitting a certified copy of the birth certificate of the child and a copy of the pregnancy card with the expected due date; as soon as students who provided a copy of the pregnancy card deliver they are obliged to submit a certified copy of the birth certificate of the child; at the latest 20 weeks after the delivery.

PART V

COMPLEMENTARY, COMMON, INTERIM, AND FINAL PROVISIONS

Article 30

EXCUSES

- (1) In the event of failure to complete any study requirement due to grave reasons, students may submit a written request to the lecturer or examiner to be excused at the latest 7 business days after the date of the examination or after the circumstances impeding their ability to complete their study requirements subside. The lecturer or examiner shall decide immediately whether to accept the excuse or not. In case of FSEs, students should apply to the Chair of the examination committee via MUP Department of for Administration of Final State Examinations and Graduations in order to be excused; in case of FDSEs or Thesis Defences, students should apply to the Chair of the examination committee via MUP Centre for Research Support to be excused.
- (2) In case the lecturer, examiner, or the Chair of the relevant examination committee decides to accept the excuse, he/she shall decide on an alternative date for the completion of the study requirement within the framework of the deadlines stipulated herein for the completion study requirements.

Article 31

PUBLICATION AND PERUSAL OF FINAL DISSERTATIONS

- (1) MUP administers Bachelor's and Master's Dissertations and Doctoral Theses (hereinafter the "Final Dissertations") pursuant to the provisions of Section 47 (b) of the Higher Education Act and the relevant provisions of Act 121/2000 Coll., on Copyright and Rights Related to Copyright and on Amendment to Certain Acts (the Copyright Act) as amended (hereinafter the "Copyright Act"), particularly pursuant to the provisions of Section 35, Article 3 and Section 60 of the Copyright Act.
- (2) Final Dissertations submitted for defence are available for public access at least 5 business days prior to the defence for on-site consultation on the premises of the relevant MUP building where the defence is to take place. Individuals are entitled, at their own expense, to make extracts, copies or photocopies of the Final Dissertations that are made available in this manner; however, they are allowed to do so solely for the purpose of personal perusal in accordance with the Provisions of Section 30, Articles 1 and 2 of the Copyright Act. The acquired information, extracts, copies, and photocopies may not be indicated as study, research, or any other creative activities of any other person than the author. Any other use of the Final Dissertations or their parts is possible only with the consent of the author.
- (3) Successfully defended Final Dissertations, including the Supervisor's opinion and the opinion of the External Assessor, shall be made available for public access without seeking profit via the database of Final Dissertations administered by the Jiří Hájek Specialised Library of Metropolitan University Prague. Pursuant to this paragraph, public access is defined as on-site consultation of Final Dissertations in the Jiří Hájek Specialised Library of Metropolitan University Prague in accordance with the Library Code of the Jiří Hájek Specialised Library of Metropolitan University Prague.
- (4) MUP uses the Final Dissertations for the purposes of instruction or internal use pursuant to the provisions of Section 35, Article 3 of the Copyright Act without intent to gain any direct or indirect economic or business advantage. Other types of use of Final Dissertations are governed by licence agreements concluded between MUP and the authors; further details are specified in the relevant licence agreements. Under standard circumstances, MUP is entitled to enter into such licence agreements pursuant to the provisions of Section 60 of the Copyright Act.

Article 32

RECTOR'S RECOGNITION OF EXCEPTIONAL FINAL DISSERTATIONS

- (1) Exceptional Final Dissertations defended at MUP may be awarded so-called Rector's Recognition.

- (2) Rector's Recognitions can be awarded in case the following conditions are complied with simultaneously:
 - a) the Final Dissertation is exceptional in all aspects and according to all expert criteria;
 - b) the Supervisor of the Final Dissertation suggested the awarding of Rector's recognition in the opinion on the Final Dissertation;
 - c) the External Assessor suggests a grade of "Excellent" in his/her opinion; if the Final Dissertation is assessed by more than one External Assessor, they must all agree on the grade of "Excellent";
 - d) the relevant examination committee evaluates the defence of the Final Dissertation as "Excellent";
 - e) the Final Dissertation must be defended on a regular examination date.
- (3) In case the requirements stipulated in Item 2 are complied with, the relevant examination committee shall record this circumstance in the "Final Doctoral State Examination Record" or, as the case may be, the "Report on Defence of a Doctoral Thesis" and submit a proposal to MUP Rector for a review via MUP Vice-Rector for Student Affairs.
- (4) MUP Rector shall consider the submitted proposal and adopt a decision and either grant the recognition or decline to grant the recognition.
- (5) Rector's Recognitions shall be published, and they shall be awarded during the MUP Graduation Ceremony.

Article 33

DELIVERY OF DOCUMENTS AND DRAFTING OF DOCUMENTS AND DECISIONS

- (1) During the course of their study, students are required to inform MUP Student Services office about any changes in their contact information immediately (this pertains particularly to the change of their first and last name, address, and telephone number.)
- (2) Documents shall be delivered to students in person directly at the relevant MUP Student Services office. Students shall confirm the acceptance of documents by their signature. Refusal to accept any document shall have the same effect as a delivery of the document; a record of the refusal to accept any document must be made.
- (3) Unless the provisions of Item 2 are followed, documents shall be delivered via a provider of postal services to the student's address kept on record. Any document shall be considered delivered as of the day of its acceptance or the day on which the student refused to accept it, or on the day when the 10-day limit, starting on the day when the document was deposited on the business premises of the postal provider and the addressee was invited to pick it up, elapsed. Documents may be delivered via a public data network to a data box in case the student informs MUP of the existence of a personal data box. Delivery to a data box is equal to a delivery to the addressee in person only and the document shall be considered as delivered upon the addressee's access to the data box or upon the lapse of a 10-day time-limit stipulated for its collection.
- (4) In case the student is represented on the grounds of a power of attorney, documents are to be delivered only to the student's representative via a postal services provider. The provisions of Item 3, sentences 2 and 3 shall apply analogously.
- (5) In case the document cannot be delivered in compliance with Items 3 and 4; or in case the student fails to comply with the requirement to inform MUP of his/her address or its change; or in case the student's place of residence is unknown, documents shall be filed at the relevant MUP Student Services office; and the notification of the documents shall be posted on MUP

Notice Board and published in a manner that enables remote access. The 10th day after the deposition of documents shall be considered as the delivery day.

- (6) Documents and decisions drafted in accordance with this MUP Study and Examination Code shall be written in the Czech language. Documents and decisions drafted in accordance with this MUP Study and Examination Code relating to specialisations taught in other languages may be written in the relevant foreign language in addition to the Czech language. However, the Czech language version shall take precedence in case there are any ambiguities regarding interpretation.
- (7) Compliance with the deadlines effective for document submitted by students shall be judged in the following manner: the deadlines shall be considered as met in case the documents in question are filed at MUP or submitted for postal delivery on the last day of the stipulated deadline.
- (8) In case any of the deadlines stipulated in this MUP Study and Examination Code elapse on a Saturday, Sunday, or a national holiday, the last day of the time-limit is defined as the immediately following business day.

Article 34

FEES AND TUITION FEES

- (1) MUP collects Tuition Fees for study in Bachelor's Degree Study Programmes, Master's Degree Study Programmes, and Doctoral Degree Study Programmes in accordance with MUP Charter and Study Contracts concluded between MUP and individual students, unless stipulated otherwise in MUP Bursary Code. The amount of the Tuition Fees is stipulated by the List of MUP Fees; the manner, form, and deadline of payment of Tuition Fees are stipulated in MUP Directive on Fees
- (2) In cases when the List of MUP Fees or any other MUP internal regulations stipulate the students' obligation to pay additional fees for certain acts or additional services within the framework of study, students undertake to pay such fees in accordance with MUP Directive on Fees.
- (3) Students are obliged to pay tuition fees for the full standard length of study. Students are also obliged to pay the full amount of tuition fees for the academic year during which they interrupted study for any reason or during which MUP withdrew from the Study Contract. Paid Tuition Fees are not refundable with the exception of cases when students do not enrol in the first year of study. Exceptions to this rule stipulated in the provisions of Article 34, Item 3, sentence 1 and 2 herein, may be granted jointly by MUP Rector and MUP Director on the grounds of a substantiated written request in cases that deserve special attention, i.e. in cases when the enforcement of MUP rights would be contrary to principles of morality.
- (4) In case of interruption of study, all matters relating to fees and Tuition Fees are governed by Article 8 or Article 24 herein.
- (5) Students who repeat a year of study pursuant to Article 17 of this MUP Study and Examination Code are obliged to pay the full amount of Tuition Fees for each repeated year of study.
- (6) Students enrolled in Bachelor's Degree Study Programmes or Master's Degree Study Programmes who apply for an extension of the standard length of study by one year pursuant to Article 6, Item 6 of this MUP Study and Examination Code, are not subject to the obligation to pay Tuition Fees; nonetheless, students are obliged to pay the fee for transfer of courses to the next year of study in accordance with the List of MUP Fees.
- (7) Unless repeating a year of study pursuant to Article 17 herein, students of Bachelor's Degree Study Programmes or Master's Degree Study Programmes who, upon the lapse of the standard

length of study, continue their studies within the framework of the maximum length of study and within the framework of the extension of the standard length of study pursuant to Article 6, Item 6 or Article 14 , Item 13 (b) (c) herein are not obliged to pay the Tuition Fees; however, students who continue their study within the framework of an extension of the standard length of study by two academic years pursuant to Article 14, Item 13 (c) herein are obliged to pay the fees for extension of standard length of study by a second academic year in accordance with the List of MUP Fees.

- (8) Students enrolled in Doctoral Degree Study Programmes that continue their studies upon the lapse of the standard length of study within the framework of the maximum length of study pursuant to this MUP Study and Examination Code are not obliged to pay Tuition Fees.
- (9) In case students change their form of study on the grounds of an approved application pursuant to Article 4, Items 6, 7, and 9 of this MUP Study and Examination Code, provided that this change affects the amount of the Tuition Fees, the following shall apply in case they paid their Tuition Fees prior to the approval of their application:
 - a) Students who are required to pay higher Tuition Fees as of the academic year in which their form of study is changed are obliged to pay the difference in Tuition Fees along with the submitted application for a change of their form of study. The payment of the difference in Tuition Fees is a prerequisite for the approval of the application for a change of the form of study.
 - b) Students whose Tuition Fees are lower as of the academic year in which they change their form of study shall obtain the difference in Tuition Fees from MUP without unnecessary delay as soon as the decision of MUP Vice-Rector for Student Affairs enters into force, provided that they requested the return of the difference in Tuition Fees in their application for a change of the form of study. For students who did not request the return of the difference in Tuition Fees in their application for a change of the form of study, the difference in the paid Tuition Fees will be transferred as an advance to be used for the payment of the corresponding part of the Tuition Fees or fees pursuant to the List of MUP Fees in the future.
- (10) The fees for the transfer of courses to the next year of study and the fees for the extension of the standard length of study by another academic year may be waived on the grounds of a substantiated written application by a joint decision of MUP Rector and MUP Director in cases when the obligation to pay said fees arose on the grounds of failure to complete requirements or missing deadlines due to reasons that the student could not objectively influence; such cases include particularly serious health conditions that objectively prevent students from fulfilling their obligations or meet deadlines or in cases when students failed to comply with their obligations or meet their deadlines simply due to a delay on the part of a foreign partner university, in case of study abroad.

Article 35

DECISIONS ON THE RIGHTS AND OBLIGATIONS OF STUDENTS

Proceedings in the matters of rights and obligations of students shall be governed in accordance with the provisions of Section 68 of the Higher Education Act. In cases when MUP Rector is deciding on appeals in the intent of the provisions of Section 68, Item 4 of the Higher Education Act, MUP Rector may change or revoke the decision also in case the decision in question was issued on the grounds of failure to complete requirements or missing deadlines due to reasons that the student could not objectively influence; such cases include particularly serious health conditions that objectively prevent students from fulfilling their obligations or meet deadlines or in cases when students failed to comply with their obligations or meet their deadlines simply due to a delay on the part of a foreign partner university, in case of study abroad.

Article 36

INTERIM AND FINAL PROVISIONS

- (1) The obligation to pay the fee for the extension of the standard length of study by a second academic year pursuant to Article 14, Item 13 (c) herein will be applicable for the first time to students who were enrolled in the third year of Bachelor's Degree Study Programmes or the second year of Master's Degree Study Programmes in the 2011/2012 academic year.
- (2) The MUP Study and Examination Code registered by the Ministry on 10 February 2014 under reference number MSMT-40855/2013 is hereby repealed.
- (3) This MUP Study and Examination Code was adopted by MUP Rector on 1 October 2014; and it shall take effect and come into force as of the day of its registration by the Ministry of Education, Youth, and Sports.¹

¹ Section 36, Article 4 and Section 41, Article 2 of the Higher Education Act.