

**Fifth Consolidated
Rules of Study of the Faculty of Arts
of Charles University
of 13 May 2022**

In accordance with Section 27(1b) and Section 33(2f) of Act no. 111/1998 Sb., on Institutions of Higher Education and on Changes and Amendments to Other Acts (the “Higher Education Act”), as amended, and in accordance with Article 23 of the Constitution of the Faculty of Arts of Charles University, as amended, the Academic Senate of the Faculty of Arts of Charles University has adopted the following Rules of Study of the Faculty of Arts of Charles University as an internal regulation of the faculty (the “Rules”):

**Article 1
Introductory Provisions**

In accordance with Article 19(2, 3, and 4) and the relevant provisions of the Code of Study and Examination of Charles University, as amended (the “Code of Study and Examination”), these Rules of Study of the Faculty of Arts of Charles University (the “Faculty” and the “University”) set out the requirements for the programmes of study¹ offered at the Faculty and regulate the specific aspects of the organization of studies at the Faculty.

**Part I
Requirements for Programmes of Study
under the Code of Study and Examination**

**Article 2
Units of Bachelor’s and Master’s Programmes of Study**

The units of study in all bachelor’s and master’s programmes of study offered at the Faculty correspond to years of study.²

**Article 3
Specializations in Bachelor’s and Master’s Programmes of Study**

An applicant or student selects their specialization in the bachelor’s and master’s programmes of study in accordance with the rules set out in the Code of Study and Examination.³

¹ Article 41(5) of these Rules

² Article 4(6) of the Code of Study and Examination

³ Article 5(5) of the Code of Study and Examination

Article 4

Minimum Number of Credits in Bachelor's and Master's Programmes of Study

The minimum number of credits required to enrol in the next year of study are as follows⁴:

- a) in a bachelor's programme of study with a standard period of study of three years:
 - i. 50 credits for enrolment in the second year of study,
 - ii. 90 credits for enrolment in the third year of study,
 - iii. 120 credits for enrolment in the fourth year of study,
 - iv. 150 credits for enrolment in the fifth year of study,
 - v. 180 credits for enrolment in the sixth year of study;
- b) in a master's programme of study (continuation of a bachelor's programme of study) with a standard period of study of two years:
 - i. 40 credits for enrolment in the second year of study,
 - ii. 60 credits for enrolment in the third year of study,
 - iii. 90 credits for enrolment in the fourth year of study,
 - iv. 120 credits for enrolment in the fifth year of study;
- c) in a master's programme of study (continuation of a bachelor's programme of study) with a standard period of study of three years:
 - i. 40 credits for enrolment in the second year of study,
 - ii. 60 credits for enrolment in the third year of study,
 - iii. 90 credits for enrolment in the fourth year of study,
 - iv. 120 credits for enrolment in the fifth year of study,
 - v. 150 credits for enrolment in the sixth year of study;
- d) in a master's programme of study (not a continuation of a bachelor's programme of study) with a standard period of study of five years:
 - i. 60 credits for enrolment in the second year of study (usual number of credits),
 - ii. 90 credits for enrolment in the third year of study,
 - iii. 120 credits for enrolment in the fourth year of study,
 - iv. 150 credits for enrolment in the fifth year of study,
 - v. 180 credits for enrolment in the sixth year of study,
 - vi. 210 credits for enrolment in the seventh year of study,
 - vii. 240 credits for enrolment in the eighth year of study,

⁴ Article 5(11) of the Code of Study and Examination

- viii. 270 credits for enrolment in the ninth year of study,
- ix. 300 credits for enrolment in the tenth year of study.

Article 5

Share of Credits in Optional Courses for the Continuous Assessment of Studies in Bachelor's and Master's Programmes

1. When assessing whether a student has acquired a sufficient number of credits to enrol in the next unit of study, only the number of credits in optional courses that corresponds to the share in the usual number of credits for the specific programmes, as set out in Appendix 1 to these Rules, is taken into account.⁶
2. For study programmes and combinations thereof not included in Appendix 1 to these Rules, the share under the previous clause is 20%.

Article 6

Enrolment in a Course

1. Students are entitled to enrol in a course taught at the University via the University's Student Information System ("SIS") during the time stipulated in a rector's directive. In the case of courses taught in the winter semester, enrolment may not take place earlier than one week before the beginning of the academic year.⁷ The deadline for enrolment in SIS for the individual semesters of a specific academic year is set out in the academic calendar published for each academic year in a dean's measure (the "academic calendar").
2. Enrolment in a course may not be cancelled after the deadline stipulated in the academic calendar. After this deadline, other changes to courses enrolled in or additional enrolment may be made only exceptionally based on a justified request.⁸
3. If the number of students who may enrol in a specific course is limited for reasons of capacity, priority is given to students enrolling for the course in accordance with the recommended course of studies⁹ in the respective programme¹⁰.

Article 7

Repeated Enrolment in a Course

⁶ Article 5(13) of the Code of Study and Examination

⁷ Article 7(2) of the Code of Study and Examination

⁸ Article 7(2) of the Code of Study and Examination

⁹ Article 5(2 and 3) of the Code of Study and Examination

¹⁰ Article 7(8) of the Code of Study and Examination

1. Repeated enrolment in a course already enrolled in¹¹ is not possible unless otherwise specified in the course description approved by the head of the respective basic unit of the Faculty.
2. If the course description does not stipulate the option of repeated enrolment for a course, the dean, in exceptional cases based on the student's request and following approval of the head of the respective basic unit of the Faculty, may allow the repeated enrolment for a course previously enrolled in, provided this is consistent with implementation of the curriculum for the respective programme of study in the academic year. Repeated enrolment in a course, pursuant to this clause, is possible only once for each course.

Article 8

Deadline for Completing the Assessment of a Course (Attestation)

1. An examination for a course enrolled in during a specific year of a bachelor's or master's programme of study must be passed by the end of the academic year immediately following the year in which the student was enrolled in the course, in accordance with the respective academic calendar.
2. Other types of assessment for a course (attestation) must be completed by the end of the academic year in which the student was enrolled in the course, in accordance with the respective academic calendar.
3. The head of the respective basic unit of the Faculty offering a specific course or the instructor, subject to the consent of this head of the respective basic unit of the Faculty, may specify in the course description that later completion of the course assessment (attestation) is permitted. In exceptional cases, the head of the respective basic unit of the Faculty offering a specific course may allow all students who have enrolled in the course to complete the assessment (attestation) at a later time, even after instruction has started. Students who are enrolled in the course are notified accordingly via SIS without delay.
4. The deadline under clause 1 does not apply to an examination in a "Foreign Language" course that is part of the so-called common base stipulated in the respective curriculum of a bachelor's or master's programme of study, and this examination may be taken at any time during one's studies.
5. In a PhD programme of study, the assessment of courses enrolled in (attestation) may be completed at any time during one's studies in accordance with the individual curriculum.¹²

Article 9

¹¹ Article 7(9) of the Code of Study and Examination

¹² Article 8(3) of the Code of Study and Examination

Course Assessment (Attestation)

1. If a colloquium, course credit, course test, or graded course credit for a course is carried out on dates for which students register in the same manner as for examination dates, a student may undergo these forms of assessment (attestation) on one regularly announced date and on two re-sit dates.
2. If a colloquium, course credit, course test, or graded course credit does not comply with the terms under clause 1, the number of dates for assessment is determined by the instructor in the course description. If the number is not stipulated in the course description, no re-sit dates are allowed.¹³

Article 10

Recognition of Course Assessment (Attestation)

1. Basic principles for granting credits when recognizing the assessment of a course (attestation):
 - a) For compulsory and elective courses, assessment (attestation) may be generally recognized
 - i. with credits, if the assessment (attestation) was carried out as a part of other already completed studies, above and beyond the requirements necessary for completing studies,
 - ii. with credits, if the assessment (attestation) was completed as part of other already completed studies, in exceptional circumstances, if it was necessary, for the purposes of the assessment the recognition of which is being requested, to have more profound knowledge than prescribed by the current studies (the criterion being in particular at least twice as much time allocated to instruction and approval by the head of the respective basic unit of the Faculty),
 - iii. with credits, if the assessment (attestation) was completed as a part of other studies that were terminated before completion,
 - iv. with credits, if the assessment (attestation) was completed as a part of either of the two single curriculum¹⁴ studies pursued in parallel and not yet completed,
 - v. with credits, if the assessment (attestation) was completed while the student pursued their studies in parallel in two programmes (double curriculum studies)¹⁵ at the Faculty which overlap and have not yet been completed,
 - vi. without credits, if the assessment (attestation) was completed as a part of other already completed studies,

¹³ Article 8(7) of the Code of Study and Examination

¹⁴ Article 12(1a) and Article 41(6) of these Rules

¹⁵ Article 12(1b) and Article 41(6) of these Rules

- vii. without credits, if the assessment (attestation) was completed as part of other studies pursued and not yet completed at a place other than the Faculty,
 - viii. without credits, if the assessment (attestation) was completed as part of one of the programmes of double curriculum studies^{15a} pursued and not yet completed at the Faculty,
- b) For optional courses, the assessment (attestation) may be generally recognized with credits if the assessment was completed as a part of
- i. other already completed studies above and beyond the total number of credits necessary for completing studies,
 - ii. other studies terminated before completion,
 - iii. other studies not yet completed at a place other than the Faculty,
 - iv. two studies pursued in parallel at the Faculty.
2. The recognized forms of course assessment (attestation) are recorded automatically in SIS by the Student Affairs Office of the Dean's Office (the "Student Affairs Office") within 30 days of the date on which the recognition decision came into legal force, but no later than by the date stipulated in the academic calendar for fulfilment of study obligations.

Article 11

Completing Parts of State Final Examinations

1. In the case of single curriculum studies^{15b}, in order to take the first part of the state final examination (the "state examination"), students must acquire credits equal to 60 times the standard period of study for the programme of study expressed in years and comply with the other prerequisites under Article 9(8) of the Code of Study and Examination.¹⁶
2. In the case of double curriculum studies^{16a}, in order to take the first part of the state examination, students must acquire credits equal to 30 times the standard period of study for the programme of study expressed and comply with other prerequisites under Article 9(8) of the Code of Study and Examination.¹⁷
3. The state examination always includes the defence of the bachelor's or master's thesis. The parts of the state examination may be taken independently. If one part of the state examination is graded as "fail", the student is not required to repeat the parts already successfully passed.¹⁸

^{15a} Article 12(1b) and Article 41(6) of these Rules

^{15b} Article 12(1a) and Article 41(6) of these Rules

¹⁶ Article 9(9) of the Code of Study and Examination

^{16a} Article 12(1b) and Article 41(6) of these Rules

¹⁷ Article 9(9) the Code of Study and Examination

¹⁸ Article 9(5) the Code of Study and Examination

4. The individual parts of the state examination may be subdivided into topics which may not be taken independently.¹⁹ During a re-sit term for a part of the state examination, the entire part must always be taken at one time.
5. Appendix 2 to these Rules stipulates the order in which the individual parts of the state examination are to be taken in the respective programmes of study. No fixed order has been stipulated for programmes of study which are not included in the appendix.²⁰

Article 11a

Total Number of Credits for Compulsory and Elective Courses in Teacher Training Programmes of Study

In the Faculty's programmes of study that provide training for regulated teacher professions, the total number of credits for all compulsory courses for the individual parts of the state examination together with the minimum number of credits for elective courses may not exceed 95 per cent of the amount specified in Article 9(9) of the Code of Study and Examination.^{20a}

Part II

Detailed Rules for Studies in Bachelor's and Master's Programmes of Study

Article 12

Single Curriculum and Double Curriculum Studies

1. Two forms of study are offered in bachelor's and master's programmes:
 - a) Studies in one programme ("single curriculum studies"),
 - b) Studies in a programme while acquiring comprehensive knowledge and skills from another programme ("double curriculum studies").²¹
2. A student of double curriculum studies defends only one bachelor's or master's thesis.

Article 13

Curriculum

1. The curricula of the respective programmes of study and any specializations thereof²² are published as a database on the web pages of the Faculty.²³ The Accreditation Office of the Dean's Office of the Faculty (the "Accreditation Office") ensures that the curricula, groups of courses, and compulsory courses are duly entered in SIS.

¹⁹ Article 9(5) of the Code of Study and Examination

²⁰ Article 9(9) of the Code of Study and Examination

^{20a} Article 9(10) of the Code of Study and Examination

²¹ Article 2(6c), Article 5(6 to 8) of the Code of Study and Examination, Article 41(6) of these Rules

²² Article 5(5) of the Code of Study and Examination

²³ See planv.ff.cuni.cz.

2. The head of the respective basic unit of the Faculty ensures that courses are entered in SIS in a timely manner and in accordance with the curriculum and that they are subsequently implemented. In each academic year, the basic unit of the Faculty responsible for instruction in a specific programme of study is required to offer courses corresponding to at least 60 credits for single curriculum studies and 30 credits for double curriculum studies so that a student can fulfil all study obligations prescribed in the curriculum by the end of the standard period of study.

Article 14

Specification of Curricula: Schedule and Course Descriptions

1. The curricula are specified in a schedule for each semester. The schedule must be published in SIS in accordance with the dean's current guidelines, but no later than one day before the start of the electronic enrolment of courses in SIS, and, where appropriate, also on the web pages of the respective basic unit of the Faculty and its notice board.
2. For each specific course offered in the schedule, the instructor or another designated person at the basic unit of the Faculty must draw up a course description. The course description must be published in SIS no later than at the time of publication of the schedule, and it must include brief information about the content of the course, both in Czech and in English, a required (or recommended) reading list, as well as assessment (attestation) requirements.
3. The head of the respective basic unit of the Faculty ensures that schedules and course descriptions are accurate and complete and that they are published in SIS in a timely manner.
4. The head of each basic unit of the Faculty designates at least one person as a local SIS administrator and schedule administrator²⁴ who is responsible for entering the courses and relevant details in SIS and for preparing schedules. The local SIS administrator and schedule administrator may not be a student of a bachelor's or master's programme of study at the Faculty. The head of the respective basic unit of the Faculty ensures that the details of the local SIS administrator and schedule administrator, and any updates, are submitted without delay to the Information Systems Office of the Dean's Office (the "Information Systems Office").
5. Training and field trips included in a programme of study may be held at any time during the academic year. The dates are determined by the head of the respective basic unit of the Faculty upon agreement with students. In the case of double curriculum studies, participation in training or field trips announced in advance is considered a valid reason for not attend instruction in the second programme of study and may not be used as justification for not passing the courses a student is enrolled in.

²⁴ The list of local SIS administrators and schedule administrators at the basic units of the Faculty is available at: <http://www.ff.cuni.cz/studium/studijni-informacni-system-sis/kontaktni-osoby/>.

6. Students who go on a study visit or internship abroad, regardless of the source of funding, are required to report this fact in SIS prior to departure. The information entered in SIS must include the duration of the study visit or internship, the country, and the name of the receiving institution.

Article 15

Enrolment for the Next School Year

1. Monitoring study obligations and enrolment for the next school year take place electronically in SIS.
2. Electronic enrolment for the next school year, pursuant to clause 1, does not apply to students who enrol in the first year of studies and those who enrol after ending the interruption of studies.
3. Students who are not subject to electronic enrolment under clause 2 enrol for the next school year by undergoing an assessment and physical enrolment at the Student Affairs Office.
4. Students enrol electronically for the next school year via the SIS web interface. Detailed instructions for electronic enrolment are provided on the Faculty's web pages.²⁵
5. In the application "Exam Results", students check the number of credits they have acquired. If the number of credits displayed is insufficient for enrolling in the next year of studies, but the student is convinced that they have acquired the necessary number of credits, they should follow the instructions available on the Faculty's web pages. If the number of credits is sufficient, the student submits their binding application for enrolment in the next school year by clicking on the button "Submit Application" in the SIS web interface.
6. Within four business days or within ten business days during July and August, an employee of the Student Affairs Office verifies that the requirements for enrolment have been fulfilled and enrolls the student for the next school year. If the student learns that they are not enrolled for the next school year by the deadlines stipulated above, they should contact the respective employee (an officer of the Student Affairs Office) and the head of the Student Affairs Office via e-mail without delay.
7. The schedule for enrolment in the next school year is set out in the academic calendar.
8. An application for enrolment in the next school year as described above must be submitted by the date prescribed in the academic calendar. For the purposes of advancing to the next school year, only the assessment (attestation) completed and entered in SIS by this date is taken into account.
9. Requests for recognition of courses completed during other studies which should be taken into account for enrolment in the next school year must be submitted by the date prescribed in the academic calendar.

²⁵ [Http://manually.ff.cuni.cz](http://manually.ff.cuni.cz).

Article 16

Enrolment in Courses at the Beginning of the Semester

1. At the beginning of each semester, students enrolled for studies enter in SIS the courses that they wish to complete during the semester.
2. Entering this course in SIS is a necessary requirement for completing the course and assessment (attestation). Following the preliminary enrolment of courses, students are required to carry out a check of course enrolment in SIS in order to verify whether all requirements for enrolment in the courses have been fulfilled and to adjust the courses enrolled in accordingly.
3. The respective basic unit of the Faculty may stipulate in SIS, in accordance with the curriculum, the requirements for enrolment and completion of a course, pursuant to Article 7(5) of the Code of Study and Examination.
4. Detailed instructions for enrolling in courses are provided on the Faculty's web pages.²⁶
5. Students who should complete a study visit abroad for the next semester(s) prepare a list of courses that they would like to take during the visit and that correspond to the courses of the curriculum established by the accreditation of the programme of study and apply for approval of this list with the foreign mobility coordinator from the respective basic unit of the faculty. On the basis of the approved list, they subsequently enter these courses in SIS, or if this is not possible, they request that the Student Affairs Office register these courses in SIS. The foreign mobility coordinator of the respective basic unit of the faculty decides on the possibility of registering courses in SIS after the end of the respective study visit.

Article 17

Examinations and Other Forms of Assessment (Attestation)

1. The academic calendar stipulates a period of time at the end of each semester for taking examinations and other forms of assessment (attestation).²⁷ The examination period for the summer semester also includes a period of at least two weeks at the beginning of September.
2. No later than two weeks before the beginning of the examination period, the instructor publishes for each course in which students may take an examination during this period under Article 8 of these Rules at least three dates for the examination period following instruction in the winter semester and at least two dates for the examination period following instruction in the summer semester. At least one more date must be published in the examination period following the summer holiday. This date must be published at least two weeks in advance. The dates published for various courses may overlap. If the instructor publishes only three dates in the examination period and the third date

²⁶ [Http://manualy.ff.cuni.cz](http://manualy.ff.cuni.cz).

²⁷ Article 8(2) of the Code of Study and Examination

is full in terms of capacity, the capacity must be increased or a new date must be published, unless the academic calendar prevents this from happening.

3. The examination dates are published via SIS by the instructor or, where appropriate, by the person designated by the head of the respective basic unit of the Faculty. The head of the respective basic unit of the Faculty ensures that the examination dates are duly published.
4. A student must register for an examination via SIS no later than three business days before the published date or in a different manner determined by the head of the respective basic unit of the Faculty. The instructor of the course may allow a time limit shorter than three business days.
5. When requested by an instructor, students confirm their identity by showing their student identity card or another form of identification (in particular, their official ID card).
6. If other forms of assessment (attestation) of a course enrolled in for a specific school year take place on dates for which students must register in the same way as for examinations, clauses 2 to 5 apply accordingly.
7. Upon a justified request from a student or instructor, the head of the respective basic unit of the Faculty may allow the replacement of an examiner before any examination date.
8. Upon a justified request from a student or an examiner, the dean may allow an examination to be held on a re-sit date before a board appointed by the dean. In addition to the submitted request, the dean requires an opinion from the head of the respective basic unit of the Faculty.
9. Upon a justified request from a student in the event of a written or otherwise recognized and re-assessable form of assessment (attestation) of a course, the dean may order a new evaluation of the written or otherwise recognized and re-assessable form of assessment (attestation) of a course by another instructor, and based on this evaluation, order a change in the grading. The student must submit the request no later than one month after the day the grade of the written form of assessment (attestation) of the course was recorded in SIS.
10. The instructor or, where appropriate, a person designated by the head of the respective basic unit of the Faculty enters the assessment (attestation) result²⁸ in SIS within nine days of completion of the assessment (attestation), but no later than by the date stipulated in the academic calendar for the fulfilment of study obligations. The instructor or, where appropriate, a person designated by the head of the respective basic unit of the Faculty ensures that the data entered in SIS matches the results actually achieved and that any detected irregularities are remedied without delay.
11. Students who have completed their study visit abroad apply for approval of the list of completed forms of monitoring for courses (attestation) with the foreign mobility coordinator of the respective basic unit of the faculty. The foreign mobility coordinator

²⁸ Article 8(5 and 13) of the Code of Study and Examination

of the respective basic unit of the faculty decides on the possibility of registering the completed forms of monitoring for courses (attestation) from courses other than those that were registered in advance in SIS.

12. The instructor or, where appropriate, a person designated by the head of the respective basic unit of the Faculty expresses the grade "fail" by entering "4" for each date.
13. If a course is completed with several forms of assessment (attestation), the credits for its completion are acquired only after the last form of assessment (attestation) has been successfully completed.
14. Students monitor on a continuous basis whether the assessment (attestation) results have been entered in SIS, but at the latest nine days after the date on which the assessment (attestation) took place. In the event of any irregularities (no result/a wrong result/a wrong date was entered for the assessment (attestation), etc.), students should contact the instructor or, where appropriate, the designated persons at the respective basic unit of the Faculty without delay. If the situation is not remedied, students should contact the head of the respective basic unit of the Faculty and the vice-dean for studies.

Article 18 **Individual Curriculum**

1. The individual curriculum is approved by the dean, with the exception of the reasons set out in the Code of Study and Examination of Charles University,²⁹ especially for serious health or social reasons, due to a study visit or internship abroad, or for other serious reasons worthy of special consideration. The request must include a proposal for the form of the individual curriculum in accordance with clause 7 of this article.
2. In the first year of a bachelor's programme, an individual curriculum for reasons other than serious health-related problems is permitted only in exceptional cases.
3. The dean of the Faculty may permit an individual curriculum, other than for the reasons set out in the Code of Study and Examination³¹, only for the year of study in which a student is currently enrolled or, where appropriate, also for the year which immediately follows.
4. With the exception of requests submitted for the reasons set out in the Code of Study and Examination,³² a student must submit a request for an individual curriculum within two months of the beginning of the respective academic year. After this date, a request for an individual curriculum may be granted only if the reasons for granting an individual curriculum arose after this date, or if the student was demonstrably prevented by serious health-related or other reasons from submitting the request for an individual curriculum on time. Even in such cases, an individual curriculum must not be permitted for a specific year after the regular deadline for enrolment in the next

²⁹ Article 5(14 and 15) of the Code of Study and Examination of Charles University.

³¹ Article 5(15) of the Code of Study and Examination

³² Article 5(15) of the Code of Study and Examination

school year has passed. A request must always be accompanied by documents substantiating the claims on the basis of which the student is applying for an individual curriculum.

5. The heads of the respective basic units of the faculty comment on requests for approval of an individual curriculum. The consent of the head of the respective basic unit of the faculty is usually required for approval of an individual curriculum in cases other than the reasons set out in the Code of Study and Examination of Charles University³³. If necessary, the dean may request the opinion of a relevant expert, counseling centre, etc. when handling the request for approval of the individual curriculum.
6. A request for an individual curriculum for the purposes of child care for the recognized period of parental leave³⁴ must be accompanied by one of the following documents: a copy of the child's birth certificate; a copy of a competent authority's decision about child custody; and in the case of an expectant mother, a copy of a pregnancy certificate supplemented with a copy of the child's birth certificate within 22 weeks of the birth.
7. An individual curriculum may have the following forms:
 - a) Adjustments to forms of assessment (attestation);
 - b) Adjustments to attendance for the specific forms of instruction;
 - c) Adjustments to the curriculum;
 - d) Adjustments to the deadlines for fulfilling study obligations, including deadlines for advancing to the following year of studies.
8. The Student Affairs Office informs the heads of the respective basic unit of the Faculty about the specific form of the permitted individual curriculum.
9. The Student Affairs Office keeps a comprehensible register of individual curricula that have been permitted.

Article 19

State Examination

1. Students register for the state examination, or a part of the state examination³⁵, via SIS by the dates stipulated in the academic calendar. Students of inter-faculty studies with a different home faculty apply by submitting an extraordinary printed application to the Student Affairs Office.
2. Students are notified via SIS of the date and place of the state examination as well as whether the examination or a part thereof is to take place completely or partially remotely at least five days prior to the beginning of the period for holding state exams

³⁴ Section 54a(1) in conjunction with Section 21(1f) of the Higher Education Act, Article 5(15a) of the Code of Study and Examination, Sections 195 to 198 of Act no. 262/2006 Sb., the Labour Code, as amended

³⁵ Article 9 of the Code of Study and Examination

according to the Academic Calendar and in which the state exam or a part thereof is to be held based on the submitted application. A change in the notified circumstances of a state examination is possible only in very exceptional and justified cases, especially for serious health reasons concerning some of the persons who are to take part in the state examination.

3. In justified cases, the dean may change the date of the state examination upon a written request from the head of the respective basic unit of the Faculty or a student, but no later than one week before the new date.
4. When asked to do so by any member of the board of examiners, students must confirm their identity by showing their student identity card or another identification document (in particular, their official ID card).
5. The state examination and the announcement of its results or parts thereof are public.³⁶ The board of examiners decides on the grades in a private meeting by voting, i.e. by the show of hands. If any member of the board of examiners so requests, voting may be done secretly using ballots. The present members of the board of examiners may not abstain.³⁷
6. In the event of a grade of “fail”, the board of examiners justifies this grade so that the reasons for the grade are clear from this justification and that the grade is open for review, informs the student of the option to comment on the grade and its justification in the state examination protocol, and records these comments of the student in the protocol. The student is entitled to change or supplement their comments within three days of taking the state examination.
7. The state examination is presided over and the activities of the board are managed by the chair of the board. In exceptional cases, the chair may be represented in all of their functions by a deputy designated by the dean and selected from among the appointed members of the board.
8. Students may register for each part of the state examination a maximum of three times. An examination date from which a student was duly excused is not included. The student addresses their excuse to the head of the respective basic unit of the Faculty. The chair of the board of examiners decides whether the excuse is legitimate. If a student fails to appear on the date of the state examination, the board of examiners does not grade the state examination. However, this fact is recorded in the report on the state examination, including a justified decision of the chair of the board of examiners as to whether or not the student was duly excused.³⁸
9. The chair of the committee makes arrangements for a state examination report (in the language in which the programme of study is accredited, exceptionally in English or in a language which is the subject of the student’s philological programme of study).

³⁶ Article 9(2) of the Code of Study and Examination

³⁷ Article 9(3 and 4) of the Code of Study and Examination

³⁸ Article 9(12) of the Code of Study and Examination

Article 20

Announcement, Selection, and Assignment of Topics for Bachelor's and Master's Theses

1. Students submit the topic of their bachelor's or master's thesis ("thesis") via SIS. Subsequently, the thesis is assigned with the cooperation of the student and the basic unit of the faculty offering the programme of study in which the student will defend their thesis (the "respective basic unit of the faculty").
2. The basic unit of the faculty, by way of the employee designated as the thesis administrator, registers the thesis topics in SIS:
 - a) by entering the topic of the bachelor's or master's thesis corresponding to the area of focus of the respective programme of study and its head based on an agreement between the student and potential thesis advisor, or
 - b) by entering possible topics of bachelor's and master's theses corresponding to the general focus of the respective programme of study and potential advisors for such theses.
3. Assignment of the thesis includes designation of the thesis advisor. A bachelor's thesis advisor must be at least a graduate of a master's programme of study or the equivalent. A master's thesis advisor must be at least a graduate of a PhD programme of study or the equivalent. In justified cases, the dean may make an exception to these rules at the request of the head of the respective basic unit of the Faculty.
4. After the student's topic is registered upon their own request by a potential thesis advisor or the thesis administrator of the respective basic unit of the faculty in accordance with clause 2 letter (a) above, or after registering a thesis topic in accordance with clause 2 letter (b) above, the potential thesis advisor in cooperation with the student completes the relevant assignment fields in SIS (Preparation Principles and Bibliography). If the thesis assignment is approved by the potential thesis advisor, the thesis administrator for the respective basic unit of the faculty will perform a thesis assignment check and submit the assignment to the head of the respective basic unit of the faculty for final approval. If the assignment is not approved at any stage of the assignment, the thesis assignment proposal must be revised.
5. The thesis is assigned upon approval of the assignment by the head of the respective basic unit in SIS. The nearest possible date of defence of the thesis, which is set out in Article 22, clause 1 of these rules, is contingent upon the time of assignment. The details on assigning the thesis in SIS are described on the faculty's web pages.
6. After the time of assignment, students may edit in SIS only the keywords in Czech and English. The title of the thesis may be modified by the thesis advisor in SIS based on the student's request submitted via SIS as long as the originally assigned topic of the thesis is preserved.
7. Students may request a change in the thesis assignment, in particular, the topic, advisor, title, preparation principles, and language of the thesis via SIS. Approval of such requests are similarly regulated by the procedure set out in clauses 4 and 5.

8. In exceptional cases, in particular, if a change in the assignment has been unjustifiably rejected, a student may request that the dean of the faculty approve a change in the assignment.
9. In exceptional and justified cases, the dean of the faculty is entitled, upon proposal of the head of the respective basic unit, the thesis advisor, or on their own initiative, to decide on a change of the thesis advisor, even without the student's consent. All persons concerned are informed of this procedure without delay.

Article 21

Requirements, Formal Arrangements, and Submission of Bachelor's and Master's Theses

1. A thesis is usually submitted in a language in which the programme of study has been accredited. A thesis may also be written in English or in a language that is being studied by a student of a philological programme of study or which is justified by the topic of the thesis. A decision that the thesis will be written in a language other than the language of the accredited programme must be stated in the thesis assignment. A thesis topic must always be provided in Czech, English, and in the language of the thesis. A thesis title must be provided in the language in which the thesis is to be submitted.
2. A bachelor's thesis must be a minimum of 72,000 characters (i.e. 40 standard pages), and a master's thesis must be a minimum of 108,000 characters (i.e. 60 standard pages). The length requirement includes all text except for the appendices. Recommended formal requirements for the thesis are provided in the guidelines published on the web pages of the Faculty. While complying with the minimum requirements stipulated in these Rules, the basic units of the Faculty may further specify the required scope and other thesis requirements.
3. A thesis must contain all of the formal requirements: a table of contents, a bibliography and references, an abstract in Czech and English or in another language if the thesis was written in a language other than Czech or English, keywords in Czech and English, and where appropriate, other requirements specified by the respective basic unit of the Faculty.
4. The title page of the thesis must contain the following information:
 - a) The name of the university, faculty, and basic unit of the faculty where the thesis is submitted for defence;
 - b) The designation: Bachelor's Thesis/Master's Thesis;
 - c) The programme of study;
 - d) The author's name;
 - e) The title of the thesis in Czech and English; if the thesis was written in a language other than Czech or English, the title of the thesis in that language as well;
 - f) The name of the thesis advisor, and where appropriate, other advisors;

- g) The year of submission of the thesis for defence.
5. A separate page following the title page must include the author's statement of originality, confirming that:
- a) The author has prepared the thesis on their own;
 - b) All sources and literature have been properly cited;
 - c) The thesis has not been submitted in the past in order to fulfil a study obligation as a part of another programme of study or submitted for defence in another university programme of study or for a different degree or the same degree (except where provided for in agreements regarding "joint degree" or "double degree" programmes).
6. Students submit their theses electronically via SIS. The electronic form for the thesis must include the following separate PDF files: the thesis text, an abstract in Czech, and an abstract in English. Theses may include other optional appendices. Students are responsible for the completeness of the electronic thesis, including the mandatory appendices. Based on the instructions of the head of the respective basic unit of the Faculty, students are required to submit a maximum of two printed copies of the duly submitted electronic thesis as support for the external reviewer and the board of examiners.
7. The standard deadline for submitting the thesis is no later than one month before the beginning of the period designated for state examinations according to the academic calendar and during which the thesis is to be defended in accordance with the submitted application. The head of the respective basic unit of the Faculty may stipulate a different deadline for the submission of bachelor's and master's theses, but such deadline must fall within the period from three months to three weeks before the date of the defence. If the head of the respective basic unit of the Faculty wishes to stipulate a date earlier than one month before the period designated for state examinations according to the academic calendar, they must do so no later than at the beginning of the respective academic year.

Article 22

Defence of Bachelor's and Master's Theses

1. Students may defend their thesis no earlier than six months after its assignment in SIS. This period commences on the day the thesis is assigned in SIS in accordance with Article 20(5) of these rules. Based on a student's request recommended by the head of the respective basic unit of the Faculty and the thesis advisor, the dean of the Faculty may shorten this time limit in exceptional circumstances.

1. The defence of a bachelor's or master's thesis is part of the state examination, and all of the relevant provisions of the Code of Study and Examination and these Rules apply accordingly.³⁹
2. The thesis is made available to the public for inspection via an electronic database of theses no later than five business days before the defence, and from the twenty-first day after the defence until it is made available via the University's thesis repository, or at the Student Affairs Office during office hours, unless a request has been submitted to defer publication of the thesis.
3. Any thesis submitted must be assessed in writing by the thesis advisor and one external reviewer. An external reviewer is appointed by the head of the respective basic unit of the Faculty. An external reviewer may not be an advisor. The thesis advisor and the external reviewer may be members of the board of examiners. The head of the respective basic unit of the Faculty ensures that the thesis is made available to the thesis advisor and the external reviewer and that it is made available during the defence. Reports are usually drawn up in a language in which the programme of study has been accredited. A different language is used only if approved by the head of the respective basic unit of the Faculty. The thesis advisor's report and the external reviewer's report must be made available to the student via SIS no later than five days before the thesis defence. The reports must include a proposed grade. The head of the respective basic unit of the Faculty ensures that these formalities are complied with.
4. If both reports propose the grade "fail", the student is entitled to withdraw from the defence, but no later than three days before the defence date. A withdrawal notice stating that the student has read the reports, that they acknowledge the reservations expressed, and that, based on the thesis advisor's and external reviewer's evaluations, they must re-write or supplement the thesis must be sent electronically by this deadline to the thesis advisor and the head of the respective basic unit of the Faculty. Subsequently a printed and signed copy must be sent to the Student Affairs Office by the date of the defence. On the basis of this statement, the defence is graded as "fail".
5. The thesis defence is held in a language in which the programme of study has been accredited or in a language which is being studied by a student of a philological programme of study, provided this is stipulated in the curriculum of that programme of study. The defence may also be held in English or in a different language if this is justified by the language or topic of the thesis. The language of the defence may be changed only upon a written request from the student, which is decided upon by the head of the respective basic unit of the Faculty. The thesis advisor provides their opinion on the request, and approval of the request is usually conditional on their consent.
6. The board of examiners takes into account the reports of the thesis advisor and the external reviewer during the defence. As a part of the defence, the student briefly outlines the thesis and subsequently responds to the questions, comments, and

³⁹ Article 9 of the Code of Study and Examination

objections raised by the thesis advisor, the external reviewer, and the members of the board of examiners.

7. If a student fails to appear on the date of the defence, they may not make any changes to the thesis before the next date of the defence, with the exception of *errata*.

Part III

Detailed Rules of Study in PhD Programmes of Study

Article 23

Curriculum and Implementation of the Programme of Study

1. The curricula of programmes of study stipulate the volume and form of study obligations as well as the form of assessment. They include three parts:
 - a) Obligations related to writing the PhD dissertation,
 - b) Basic study obligations,
 - c) Professional activities.
2. The curricula of individual programmes of study are published in a database on the Faculty's web pages.⁴⁰ The Accreditation Office ensures that the curricula are properly entered in SIS.

Article 24

Supervisor

1. Only a full professor or associate professor may be a supervisor. In justified cases, a graduate of a PhD programme of study or the equivalent may be a supervisor as well.
2. A supervisor who is a full professor or associate professor may supervise no more than ten students at the University. A supervisor who is not a full professor or associate professor may supervise no more than two students at the University. In justified cases, upon request of the chair of the respective subject-area board, the dean may grant an exception to these limits.
3. A supervisor, in particular:
 - a) supervises the student's academic development, integrates the student into the research activities of the workplace, and assists the student with international networking,
 - b) monitors and assesses, on an annual basis in accordance with the academic calendar, fulfilment of the student's individual curriculum, and submits this assessment to the subject-area board established for the specific PhD programme of study (the "respective subject-area board").

⁴⁰ See planv.ff.cuni.cz.

Article 25

Individual Curriculum

1. The supervisor prepares a draft individual curriculum (the "IC") in collaboration with the student in SIS. The supervisor then submits the draft IC to the respective subject-area board for consideration and approval.
2. The IC must be based on the primary structure of study obligations provided in the accreditation of the respective programme of study. The IC is drawn up so that the student may fulfil the curriculum requirements during their studies in accordance with the accreditation.
3. The study obligations of a full-time PhD programme are distributed in the IC over the standard period of study. The study obligations of a part-time (combined) PhD programme may be distributed over the standard period of study plus two additional years. Regardless of the form of study and the standard period of study, the basic study obligations according to the curriculum of the programme of study must be distributed in the IC over the first three years of study. Completion of the state PhD examination (the "SDZK") must be scheduled in the IC within the first three years of study at the latest.
4. The IC contains:
 - a) A list of all study obligations in accordance with the accreditation of the respective programme of study or in accordance with the curriculum of the programme of study,
 - b) The years of study for fulfilment of the basic study obligations and the obligations related to the PhD dissertation,
 - c) The form of assessment (attestation) and any requirements for the assessment,
 - d) The year of study in which the SDZK should be taken,
 - e) The topic/title of the dissertation and the language of the dissertation if it is different from the language in which the programme of study has been accredited, including the year of study in which the dissertation should be submitted.
5. The IC is managed in SIS.
6. In the case of studies offered in collaboration with another, in particular foreign, institution of higher education, the IC may reasonably deviate from the requirements above in justified cases.

Article 26

Changes to the Individual Curriculum

1. As a rule, students apply for changes to the IC in a report on the previous study period submitted via SIS as part of the regular assessment of fulfilment of the IC^{40a}. Students

^{40a} Article 27(2) of these Rules

may use other methods of applying for a change in the IC only in exceptional and justified cases. The respective subject-area board decides on changes in the IC. The request must be accompanied by documents substantiating the claims on the basis of which the student is applying for a change in the IC and must be recommended by the supervisor.

2. If a student fails to fulfil the obligations stipulated in the IC for a specific year, they do not apply for a change in the IC in order to obtain a new date for fulfilment of the obligation. A new date for fulfilment of the obligation is determined by the respective subject-area board upon the supervisor's proposal during negotiations and approval of the assessment for fulfilling the IC under Article 10(8 a or b) of the Code of Study and Examination, unless the respective subject-area board concludes, in accordance with Article 10(8c) of the Code of Study and Examination, that the student has not fulfilled the obligations in accordance with the IC.
3. A request for a change in the IC for the purposes of child care for the recognized period of parental leave⁴¹ must be accompanied by one of the following documents: a copy of the child's birth certificate; a copy of a competent authority's decision on child custody; in the case of an expectant mother, a copy of a pregnancy certificate supplemented with a copy of the child's birth certificate within 22 weeks of the birth.

Article 27

Studies and the Assessment of Studies

1. After admission and enrolment in studies, students no longer enrol for the subsequent years of study. However, continuation in studies for subsequent years is conditional upon fulfilment of the IC, which is assessed each year in accordance with the academic calendar by the supervisor and the respective subject-area board under Article 10(8 and 9) of the Code of Study and Examination. If, for any reason, especially due to the interruption of studies, assessment is not completed by the deadline under the academic calendar, the assessment is completed in the earliest possible term after remedying the obstacles preventing the assessment so that the student is always assessed at least once during a calendar year of their studies, with the exception of situations where additional assessment should take place sooner than in three months in accordance with the academic calendar.
2. If a student is assessed in accordance with Article 10(8b) of the Code of Study and Examination, the respective subject-area board has the option to determine whether the student will undergo an extraordinary assessment once again during the specific year of studies, as a rule upon lapse of four months after the end of assessment. This assessment is carried out according to the rules set out in clause 3.

⁴¹ Section 54a(1) in conjunctions with Section 21(1f) of the Higher Education Act, Article 10(6) of the Code of Study and Examination, Sections 195 to 198 of Act no. 262/2006 Sb., the Labour Code, as amended

3. The supervisor draws up an assessment of fulfilment of the IC and submits it for approval to the respective subject-area board in accordance with the academic calendar for each year of the student's studies. The assessment draws on the data in SIS and information provided in the studies report for the previous period submitted by the student via SIS. This includes, in particular, information about the student's professional activities and progress with the PhD dissertation. The assessment of fulfilment of the IC must include an evaluation of how the IC has been fulfilled thus far, a list of any unfulfilled obligations, and a recommendation for the next year of study, including, where appropriate, any proposed changes to the IC or detailed justification of a proposal to terminate studies. The supervisor proposes a final assessment result in accordance with Article 10(8 and 9) of the Code of Study and Examination.
4. Students who go on a study visit or internship abroad, regardless of the source of funding, are required to report this fact in SIS prior to departure. The information entered in SIS must include the duration of the study visit or internship, the country, and the name of the receiving institution.
5. A student's request is usually accommodated if approved by the supervisor and the chair of the respective subject-area board or, where appropriate, a deputy designated by the chair, unless an internal regulation of the University or the Faculty or a rector's directive or a dean's measure stipulates that the subject-area board should give its opinion on the request. The dean of the Faculty may request an opinion from other persons as well.

Article 28

Enrolment in Courses at the Beginning of a Semester

The PhD and Academic Qualifications Office (the "PhD and Academic Qualifications Office") arranges enrolment for courses in SIS in accordance with the valid ICs. Students may enrol for courses not included in their IC in SIS during the period of time stipulated in the academic calendar.

Article 29

Assessment (Attestation)

1. A specific date for assessment (attestation) is determined by an examiner or the chair of the board of examiners upon agreement with the student.
2. The examiner or the chair of the board of examiners enters the assessment (attestation) result⁴² in SIS themselves or via the supervisor or a person designated by the head of the respective basic unit of the Faculty within nine days of the assessment (attestation) date, but no later than by the date stipulated in the academic calendar for fulfilment of study obligations should this date occur earlier. The person who entered the record in

⁴² Article 10(4) and Article 8(5) of the Code of Study and Examination

SIS ensures that the data entered in SIS match the results actually achieved and that any detected irregularities are remedied without delay.

3. As regards fulfilment of professional activities, the assessment (attestation) is determined by the chair of the respective subject-area board, usually upon the supervisor's proposal. The assessment (attestation) result is entered in accordance with clause 2. The chair of the respective subject-area board ensures that the result is entered in SIS.
4. If a student fails the assessment (attestation) for certain dates, the examiner or the chair of the board of examiners enters themselves or via the supervisor or a person designated by the head of the respective basic unit of the Faculty the result in SIS by indicating the grade "N" for each relevant date. If the student fails on the last re-sit date, this person must inform the respective officer at the PhD and Academic Qualifications Office by e-mail within nine days of the assessment (attestation).

Article 30 State PhD Examination

1. No later than two months before the anticipated SDZK date agreed with the supervisor and chair of the respective subject-area board, students register for the SDZK via SIS for the dates stipulated in the academic calendar or for other days upon agreement with the supervisor and the chair of the respective subject-area board. In exceptional and justified cases, the dean may change the deadline for registration. However, the time period leading up to the deadline may not be less than one month.
2. The dean determines the SDZK date upon proposal of the chair of the subject-area board so that the SDZK is held within three months of submission of the application, unless the application states a later date. However, the date may not be later than on the last day of the maximum period of study.
3. The SDZK may be held only if all the basic study obligations have been fulfilled in accordance with the IC.
4. Proposals for the appointment of chairs and members of examination boards are submitted by the chair of the respective subject-area board to the dean via the PhD and Academic Qualifications Office together with proposals for dates and places, or remote or partially remote forms of the state PhD examination, and the names of the students proposed for the examination boards, no later than 21 days prior to the state PhD examination.^{42a} Changes to the original proposals are possible only in very exceptional and justified cases, in particular, for serious health reasons concerning some of the persons who are to take part in the state PhD examination.
5. The supervisor is always invited to attend their student's SDZK, and if the supervisor is an associate professor or full professor or if they have been approved by the research

^{42a} Article 11(3 to 9 and 17) of the Code of Study and Examination of Charles University.

board of the Faculty as a specialist entitled to examine during SDZKs for a specific programme of study, they may participate as a member of the board of examiners.

6. Students are notified via SIS of the date and place of the state PhD examination as well as whether the examination is to take place remotely or partly remotely at least 15 days prior to holding the examination. A change in the notified circumstances of a state PhD examination is possible only in the cases set out in clause 4, second sentence of this article.
7. In the event of a grade of “fail”, the board of examiners justifies this grade so that the reasons for the grade are clear from this justification and that the grade is open for review, informs the student of the option to comment on the grade and its justification in the state PhD examination protocol, and records the student’s comments in the protocol. A student is entitled to change or supplement their comments within three days of taking the state PhD examination.
8. The chair of the examination board makes arrangements for the state PhD examination report (in the language in which the programme of study is accredited, exceptionally in English or in a language which is the subject of the student’s philological programme of study) and storing of the state PhD examination report⁴³ and voting in SIS and that the original documents and ballots, in the case of a confidential vote on grades, are delivered to the PhD and Academic Qualifications Office within five business days of the SDZK. The protocols are saved in the student’s file. A student may request a copy of their SDZK protocol at the PhD and Academic Qualifications Office.

Article 31

Topic and Assignment of the PhD Dissertation

1. The topic of the PhD dissertation is approved by the supervisor based on a student’s proposal during preparation of the IC based on the dissertation project, which was included in the student’s application for admission. The dissertation topic is officially assigned to a student when the IC is approved by the respective subject-area board.⁴⁴
2. The dissertation topic does not need to be identical to the dissertation title. The dissertation title may specify the topic, and it may be changed, subject to the supervisor’s consent, throughout the writing process while retaining the originally assigned topic. Such changes may involve only minor formal changes to the title or specifications of the topic, but no changes to the topic itself. The dissertation topic may be changed only upon a student’s request, subject to the approval of the supervisor and the respective subject-area board, typically when the assessment of fulfilment of the IC is being considered for approval.
3. The IC specifies of the language of the dissertation. Typically, it is the language in which the programme of study has been accredited. The dissertation may also be written in English or in a language that is justified by the topic of the dissertation. The language of

⁴³ Article 11(13) of the Code of Study and Examination

⁴⁴ Article 10(6) of the Code of Study and Examination

the dissertation may be changed only upon a student's written request, which is usually included in the student's comments relating to their studies, on the basis of which the subject-area board assesses fulfilment of the IC for a specific year of study. The respective subject-area board decides on the request. The supervisor provides their opinion on the request, and the approval of the request is usually conditional on the supervisor's consent. The dissertation topic must always be provided in Czech, English, and in the language of the dissertation. The dissertation title must be provided in the language in which the dissertation is to be submitted.

4. Once a PhD dissertation has been officially assigned, a student may only change the keywords in Czech and English in SIS. In addition, the student may electronically save the dissertation, the appendices, and abstracts via SIS.

Article 32

Requirements, Formal Arrangements, and Submission of PhD dissertations

1. After fulfilling all other study obligations, students submit their dissertations via SIS no later than six months before lapse of the maximum period of study. In exceptional and justified cases, the respective subject-area board may shorten this time limit upon a written request from the student. The request must be submitted at least eight months before the end of the maximum period of study. If the dissertation is not submitted by the specified deadline, the defence of the dissertation will not take place.
2. The dissertation must comply with the methodological standards in the subject area and must make an independent contribution to its development. The work must contain specific formal requirement: a table of contents, a bibliography and references, an abstract in Czech and English or in another language if the dissertation has been written in a language other than Czech or English, keywords in Czech and English, and any other requirements stipulated by the respective subject-area board. The guidelines on the formal requirements, layout, and submission of the dissertation are published on the web pages of the Faculty.
3. A requirement for defending the dissertation is the dissertation summary, usually written in the same language as the dissertation. The summary must include an overview of a student's publications and professional activities. The formal requirements for the summary are described on the web pages of the Faculty. The respective subject-area boards stipulate the mandatory content of summaries for the specific programmes of study.
4. The title page for a dissertation and the summary must contain the following data:
 - a) The name of the university, faculty, and basic unit of the faculty where the dissertation is submitted for defence;
 - b) The designation: PhD Dissertation;
 - c) The programme of study;
 - d) The name of the author;

- e) The title of the dissertation in Czech and English; if the dissertation is written in a language other than Czech or English, then also the title of the dissertation in this language;
 - f) The name of the supervisor or any advisor;
 - g) The year of submitting the dissertation for defence.
5. A declaration of the author on the originality of the dissertation must be on a separate page after the title page confirming that:
- a) The dissertation was written independently;
 - b) All used sources and literature have been properly cited;
 - c) The dissertation has not been submitted for fulfilling the study obligations of different studies or submitted for defence as a part of another university programme of study or for acquiring another or the same degree, with the exception of cases regulated in international agreements, such as a cotutelle agreement.
6. Students must submit their dissertations electronically via SIS. The electronic version of a dissertation must include the following separate PDF files: the dissertation text, an abstract in Czech, an abstract in English, the dissertation summary. Dissertations may include other optional appendices. Students are responsible for the completeness of the electronic version of the dissertation, including the mandatory appendices. In exceptional cases, based on instruction from the chair of the respective subject-area board, students are required to submit no more than two printed copies of the duly submitted electronic version of the dissertation as support for the external reviewers and the board of examiners for the defence of the dissertation.
7. The date of submission of a dissertation is recorded in SIS automatically.
8. If a dissertation is published in printed form before the defence, the dean permits its submission in this form, upon the student's written request, even if it does not comply with all formal requirements under these Rules. However, the dissertation must contain a securely attached title page in accordance with clause 4 and the declaration in accordance with clause 5 of this article. A designated employee of the PhD and Academic Qualifications Office records this information in SIS.

Article 33

PhD Dissertation Defence

1. Students may defend their dissertations no sooner than one calendar year after they have enrolled in studies. In exceptional cases, the respective subject-area board may shorten this time limit upon the student's request with the supervisor's recommendation.
2. Upon submitting the dissertation via SIS, the student also submits an application for the dissertation defence. If the student has not yet passed the state PhD examination, submission of the application for the state PhD examination is sufficient for submitting

the application for the defence, i.e. submission of the dissertation. A dissertation may not be defended before passing the SDZK. After receiving the defence application, the PhD and Academic Qualifications Office checks whether these requirements have been met. If the requirements have not been met, the office notifies the chair of the subject-area board without delay and requests that the student complete the outstanding requirements by the specified deadline. The dean stipulates the date for the defence upon a proposal from the chair of the subject-area board so that the defence can take place no later than six months after submission of the application, provided that all the requirements for the defence have been met, but no later than on the last day of the maximum period of study.

3. Dissertations are made available to the public for inspection via an electronic database of theses no later than five business days before the defence, and from the twenty-first day after the defence until it is made available via the university thesis repository, or at the PhD and Academic Qualifications Office during office hours, unless a request has been submitted to defer the publication of the dissertation.
4. The PhD and Academic Qualifications Office ensures that dissertations are made available to supervisors and external reviewers and that they are made available for the defence.
5. After consultation with members of the respective subject-area board and the head of the respective basic unit of the Faculty, the chair of the respective subject-area board submits to the dean via the PhD and Academic Qualifications Office proposals for the appointment of the chairs and members of the specific boards of examiners for dissertation defences, together with the proposed assignment of students to the specific boards, and the dates and places for the defences.^{44a} Changes to the appointment of chairs and members of the examination boards compared to the original proposals are only possible in very exceptional and justified cases, in particular, for serious health reasons concerning some of the persons who are to take part in the defence.
6. No later than 30 days after its appointment, the board for dissertation defence designates two external reviewers to draw up reports on the dissertation, as a rule, within one month. An advisor or supervisor may not serve as external reviewers. The reports are usually drawn up in a language in which the programme of study has been accredited. A different language is used only if approved by the chair of the board for dissertation defence. The supervisor, external reviewers, and advisors, if any, who are not members of the board are always invited to attend the defence, and they may participate in the meetings of the board in an advisory capacity, including its closed meetings.
7. After submission of the dissertation, but no later than 15 days before the dissertation defence, the external reviewers and the supervisor, or a designated employee at the PhD and Academic Qualifications Office, must upload in SIS the electronic files containing the external reviewers' reports and the supervisor's report, which provides a general assessment of the student's studies and their dissertation, so that they are

^{44a} Article 11(3 to 9) of the Code of Study and Examination

available to the student. The external reviewers' reports and the supervisor's report must provide a proposed grade. The chair of the respective board ensures compliance with these rules.

8. Students are notified electronically of the date and place as well as whether the defence is to take place remotely or partially remotely using the e-mail address specified in SIS at least 15 days prior to the defence. Changes to such notified circumstances for the defence are possible only in the cases set out in clause 5, second sentence of this article.
9. The dissertation defence is held in a language in which the programme of study has been accredited or in a language which is being studied by a student of a philological programme of study, as stipulated in the curriculum for that programme of study. The defence may also be held in English or in a different language if this is justified by the language or topic of the dissertation. The language of the defence may be changed only upon written request by the student, which is decided upon by the respective subject-area board. The supervisor gives their opinion on the request, and approval of the request is usually conditional on the supervisor's consent.
10. The defence is presided over and the activities of the board are managed by the chair of the board. In exceptional cases, the chair may be represented in all of their functions by a deputy designated by the dean and selected from among the appointed members of the board. During the defence, the board takes into account the external reviewers' reports and the supervisor's report. As a part of the defence, the student briefly outlines the dissertation and subsequently responds to the questions, comments, and objections raised by the external reviewers, the supervisor, and the members of the board.
11. In the event of a grade of "fail", the board for dissertation defence justifies this grade so that the reasons for the grade are clear from this justification and that the grade is open for review, informs the student of the option to comment on the grade and its justification in the defence protocol, and records the student's comments in the protocol. The student is entitled to change or supplement their comments within three days of the defence.
12. Preparation (in the language in which the study programme is accredited, exceptionally in English or in a language that is the subject of the student's philological study programme of study or that is justified by the topic of the dissertation) and storage of the reports of the defence and the vote⁴⁵ in the SIS and delivery of their originals within five business days of the defence to the PhD and Academic Qualifications Office in order to be saved in the student's file is ensured by the chair of the board.

Part IV Common Provisions

Article 34 Study Records

⁴⁵ Article 11(13) of the Code of Study and Examination

The records relating to courses, assessment (attestation) results, and state examination results are only kept electronically in SIS. A student may request from the Student Affairs Office or the PhD and Academic Qualifications Office a validated transcript of records in SIS relating to courses, assessment (attestation) results, and state examination results, or may obtain this transcript in SIS containing the official electronic mark of the University, provided this is technically possible in SIS. Such record is regarded as a student's transcripts of their studies.⁴⁶

Article 35

Recording Assessment (Attestation) Results in SIS

The head of each basic unit of the Faculty designates at least one person to record assessment (attestation) results in SIS.⁴⁷ Such task may also be carried out by the local SIS administrator and schedule administrator, but not by a student of the same type of programme of study, in which there are enrolled students who are associated with the recording of the assessment (attestation) of courses. The head of the respective basic unit of the Faculty ensures that the details on designated persons, as well as updates thereof, are submitted to the Information Systems Office. In addition, the head of the respective basic unit of the Faculty ensures that the designated persons are available during the required times, so that any irregularities in SIS can be corrected during July and August within 30 business days, in September within two business days, and during the rest of the academic year within five business days.

Article 36

Interruption of Studies due to Pregnancy, Birth, or Parental Care

A request for the interruption of study due to pregnancy, birth, or parental care or for the purpose of providing surrogate parental care based on a decision of relevant authorities under the Civil Code or legislation regulating state social support for a period of time which would otherwise be covered by the maternity or parental leave of the student⁴⁸ must be accompanied by one of the following documents: a copy of the child's birth certificate; a copy of a competent authority's decision on child custody, and in the case of an expectant mother, a copy of the pregnancy certificate supplemented by a copy of the child's birth certificate within 22 weeks of the birth.

Article 37

Theses

⁴⁶ Section 57(3) of the Higher Education Act, Article 4(3) of the Code of Study and Examination

⁴⁷ The list of persons who record attestations at the specific basic units of the Faculty is available at: <http://www.ff.cuni.cz/studium/studijni-informacni-system-sis/kontaktni-osoby/>.

⁴⁸ Section 54(2 and 3) of the Higher Education Act, Article 6(2a) of the Code of Study and Examination, Sections 195 to 198 of Act no. 262/2006 Sb., the Labour Code, as amended

The technical details on the assignment, submission, archiving, and publication of bachelor's and master's theses and PhD dissertations are set out in a rector's directive and a related dean's measure.

Article 38

International Joint Programmes of Study

If certain issues covered by these Rules are governed by special rules or exemptions under international joint programmes of study, such as a joint degree or a multiple degree, or special terms for cotutelle PhD studies in accordance with a rector's directive, then the provisions of these Rules do not apply to the extent necessary.

Article 39

Competence to Handle Student Submissions regarding the Study Rules

Unless otherwise stipulated, the dean is competent to handle student submissions regarding the study rules⁴⁹. The rector is competent to review the submission process.

Article 40

The Faculty ensures that comprehensive information about the study rules at the Faculty is published and continuously updated on its web pages, providing a practical summary of the provisions of the Code of Study and Examination, these Rules, and all valid rector's directives and dean's measures regarding the study rules. This summary is exclusively informative in nature.

Part V

Transitional and Final Provisions

Article 41

Transitional Provisions

1. The rights and obligations of students who commenced their studies before these Rules came into effect are governed by the Code of Study and Examination and these Rules, unless otherwise stipulated below. Proceedings commenced under the previous regulations will be completed under the Code of Study and Examination and these Rules.
2. The right and duty to take an advancement examination under a master's programme of study which is not a continuation of a bachelor's programme is governed by the current regulations.

⁴⁹ Article 17(2) of the Code of Study and Examination

3. Assessment (attestation) under Article 8(2) of these Rules for courses which the student had enrolled in before these Rules came into effect is governed by the current regulations.
4. Article 4(1b)(i), Article 4(1c)(i), and Article 4(2) apply for the first time to students of bachelor's and master's programmes of study who enrolled for studies at the beginning of the 2017/2018 academic year. In the other cases, the minimum numbers of credits necessary for enrolment in the next year of studies are governed by the current regulations.
5. The provisions of these Rules concerning the implementation of programmes of study apply *mutatis mutandis* to implementation of the subject areas offered in the programmes of study accredited in accordance with the version of the Higher Education Act effect before 1 September 2016.
6. In the case of programmes of study which are divided into areas of study and have been accredited as one area of study and for the duration of their accreditation, single curriculum studies means one area of study. In the case of the programmes of study which are divided into areas of study and have been accredited as two areas of study and for the duration of their accreditation, double curriculum studies means two areas of study.
7. Students of bachelor's and master's programmes of study who enrolled in studies commencing no later than in the 2015/2016 academic year and PhD students who enrolled in studies commencing no later than in the 2017/2018 academic year and who obtained a transcript of studies in printed form with a photo may continue using it for identification and for recording assessment (attestation) results and state examination results. They are entitled to have the assessment (attestation) results and state examination results recorded in this transcript in accordance with the current regulations. Students of bachelor's and master's programmes who commenced their studies in the 2016/2017 academic year or later and PhD students who will commence their studies in the 2018/2019 academic year or later do not obtain transcripts of their studies in printed form with a photo. Compliance of the records entered in the printed transcripts with a photo with the electronic records is checked only at the student's request. Only the records entered in SIS are binding. Duplicates of printed transcripts with a photo are not issued. In the case of PhD students, duplicates will no longer be issued as of 1 October 2018.

Article 42

Final Provisions

1. The following are hereby repealed:
 - a) Rules of Study at the Faculty approved by the Academic Senate of the University on 28 May 2010, as amended,

- b) Dean's measure no. 14/2014, Organization of Studies in Bachelor's and Master's Programmes of Study at the Faculty of Arts, Charles University, as amended by Dean's measure no. 11/2016,
 - c) Dean's measure no. 15/2014, Organization of Studies in PhD Programmes of Study at the Faculty of Arts, Charles University, as amended by Dean's measure no. 17/2016.
2. The following appendices are an integral part of these Rules:
 - a) Appendix 1 – Maximum Share of Credits Obtained by a Student in Optional Courses for the Purposes of the Continuous Assessment of Studies,
 - b) Appendix 2 – Order of the Specific Parts of the State Final Examination.
 3. This regulation was approved by the Academic Senate of the Faculty on 8 June 2017.
 4. This regulation comes into force on the day of its approval by the Academic Senate of the University.⁵⁰
 5. This regulation comes into effect on the first day of the 2017/2018 academic year.

Mgr. Jan Chromý, Ph.D.
President of the Academic Senate of the Faculty

doc. Mirjam Friedová, Ph.D.
Dean of the Faculty

PhDr. Tomáš Nigrin, Ph.D.
President of the Academic Senate of the University

⁵⁰ Section 9(1b) point 2 of the Higher Education Act. This regulation was approved by the Academic Senate of the University on 23 June 2017.

Appendix 1
Maximum Share of Credits Obtained by a Student in Optional Courses for the Purposes of the Continuous Assessment of Studies (“share of credits”)⁵¹

I. Bachelor’s Programmes of Study

Programme of Study	Share of credits
English for Intercultural Communication	25%
Czech in the Communication of the Hearing Impaired	40%
Danish Studies	15%
History of Ancient Civilizations	50%
Aesthetics	25%
Philosophy	60%
French for Intercultural Communication	25%
German and Northern European Studies: German Studies	25%
German and Northern European Studies: Dutch Studies	40%
Musicology	50%
Information Studies and Library Science	30%
Latin Studies	30%
Latin Language and Literature	30%
Intercultural Communication: Czech as a Foreign Language – English	25%
Intercultural Communication: Czech as a Foreign Language – French	25%
Intercultural Communication: Czech as a Foreign Language – German	25%
Intercultural Communication: Czech as a Foreign Language – Russian	25%
Intercultural Communication: Czech as a Foreign Language – Spanish	25%
Intercultural Communication: Translation and Interpreting	25%
Mongolian Studies	40%
German for Intercultural Communication	25%
German Language and Literature	25%
German Language and Literature with a Focus on Education	40%
Dutch Language and Literature	25%
Norwegian Studies	15%
Modern Greek Studies	30%
Modern Greek Philology	30%
General Language Studies	30%
General Linguistics	30%
Religious Studies	100%
Romani Studies	30%
Russian Language and Literature	30%
Russian for Intercultural Communication	25%
Ancient Greek Studies	30%
Classical Greek	30%
Central European Studies: Hungarian Studies	30%
Central European Studies: Polish Studies	30%
Central European Studies: Romani Studies	30%
Central European Studies: Slovak Studies	30%
Spanish for Intercultural Communication	25%
Swedish Studies	15%

⁵¹ See Article 5 of these Rules. For programmes of study and their combinations not listed here, the share is 20%.

Tibetan Studies	40%
East European Studies	30%

Combinations of programmes with the same share of credits:

The share of credits is equal to the share of credits for the specific programmes.

Combinations of programmes with a different share of credits:

The share of credits is equal to the share of credits in the programme that has the higher share.

II. Master's Programmes of Study

that are a Continuation of Bachelor's Programmes of Study

Programme of Study	Share of credits
History of Ancient Civilizations	50%
Philosophy	60%
Phonetics – only as single curriculum studies	60%
German and Northern European Studies: German Studies	25%
German and Northern European Studies: Dutch Studies	70%
History	15%
Musicology	50%
Information, Media, and Book Culture	30%
Information Studies and Library Science	50%
Latin Studies	30%
Latin Medieval Studies	30%
Mongolian Studies	40%
German Language and Literature	25%
Dutch Language and Literature	70%
Modern Greek Philology	30%
General Linguistics	30%
Political Theory and Modern History	40%
Translation Studies	25%
Translation Studies: Czech – English	25%
Translation Studies: Czech – French	25%
Translation Studies: Czech – German	25%
Translation Studies: Czech – Russian	25%
Translation Studies: Czech – Spanish	25%
Religious Studies	100%
Russian Language and Literature	30%
Scandinavian Studies	15%
Classical Greek	30%
Central European Studies: Hungarian Studies	30%
Central European Studies: Polish Studies	30%
Central European Studies: Romani Studies	30%
Central European Studies: Slovak Studies	30%
New Media Studies	50%
Tibetan Studies	40%

Interpreting	25%
Interpreting: Czech – English	25%
Interpreting: Czech – French	25%
Interpreting: Czech – German	25%
Interpreting: Czech – Russian	25%
Interpreting: Czech – Spanish	25%
Teaching of Latin Language and Literature	30%
Teaching of German Language and Literature for Secondary Schools	25%
East European Studies	30%

Combinations of programmes with the same share of credits:

The share of credits is equal to the share of credits for the specific programmes.

Combinations of programmes with a different share of credits:

The share of credits is equal to the share of credits in the programme with the higher share.

III. Master's Programmes of Study

that are not a Continuation of Bachelor's Programmes of Study

Programme of Study	Share of credits
Aesthetics	25%
East European Studies with a Specialization	30%

Combinations of programmes with the same share of credits:

The share of credits is equal to the share of credits for the specific programmes.

Combinations of programmes with a different share of credits:

The share of credits is equal to the share of credits in the programme with the higher share.

Appendix 2
Order of the Specific Parts of the State Final Examination

I. Bachelor's Programmes of Study

Programmes of Study with the Defence of the Bachelor's Thesis as the First Part of the State Final Examination:

Adult Education and Personnel Management
English Language and Literature with a Focus on Education
English and American Studies
Danish Studies
Art History
Aesthetics
Ethnology
Ethnology and Cultural Anthropology
Ethnology with a Specialization in Vietnamese
History
History – European Studies
History with a Focus on Education
Musicology
Ibero-American Culture
Information Studies and Library Science
Japanese Studies
South-East European Studies
Korean Studies
Logic
Norwegian Studies
Education
Prehistoric and Early Medieval Archaeology
Psychology
Chinese Studies
Socio-Economics Studies
Sociology
Swedish Studies

II. Master's Programmes of Study that are a Continuation of Bachelor's Programmes of Study

Programmes of Study with the Defence of the Master's Thesis as the First Part of the State Final Examination:

Adult Education and Personnel Management
English Language
Anglophone Literatures and Cultures
Art History
Aesthetics
Ethnology
Ethnology and Cultural Anthropology
History
History – Czech History in a European Context
History – Economic and Social History
History – General History

Musicology
Ibero-American Studies – History of Latin America
Information, Media and Book Culture
Information Studies and Library Science
Japanese Studies
South-East European Studies
Korean Studies
Logic
Education
Prehistoric and Early Medieval Archaeology
Psychology
Chinese Studies
Scandinavian Studies
Sociology
Social Education
New Media Studies
Teaching of English Language and Literature for Secondary Schools
Teaching of History for Secondary Schools
Teacher Education

III. Master's Programmes of Study that are not a Continuation of Bachelor's Programmes of Study

Programmes of Study with the Defence of the Master's Thesis as the First Part of the State Final Examination:

Aesthetics
Norwegian Studies
Sociology
East European Studies with a Specialization

Selected Provisions of Amendments

Article 2 of the Amendment to the Rules of Study of the Faculty of Arts of Charles University, which came into force on 21 June 2019 (first amendment)

Transitional Provisions

1. Article 1(41) of this regulation (*new version of Appendix 1*) initially applies to the continuous assessment of studies in the 2019/2020 academic year.
2. Article 1(42) of this regulation (*new version of Appendix 2*), in the case of programmes of study where it was newly stipulated that the first part of the state final exam is the defence of the Bachelor's or Master's thesis, relates only to students who have not taken another part of the state final exam by the effective date of this regulation.

Article II of the Amendment to the Rules of Study of the Faculty of Arts of Charles University, which came into force on 29 May 2020 (second amendment)

Transitional Provisions

1. Appendix 1 to the Rules of Study of the Faculty of Arts of Charles University, as amended as at the effective date of Article I(15) of this amendment to the regulation, initially applies to the continuous assessment of studies in the 2020/2021 academic year.
2. Appendix 2 to the Rules of Study of the Faculty of Arts of Charles University, as amended as at the effective date of Article I(16) of this amendment to the regulation, in the case of programmes of study where it was newly stipulated that the first part of the state final exam is the defence of the Bachelor's or Master's thesis, relates only to students who have not taken another part of the state final exam prior to the effective date of Article I(16) of this amendment to the regulation.

Article II of the Amendment to the Rules of Study of the Faculty of Arts of Charles University, which came into force on 28 May 2021 (third amendment)

Transitional Provisions

1. In the case of persons who are supervisors as at the day this amendment comes into effect of more students than is permitted by Article 24(2) of the Rules of Study of the Faculty of Arts of Charles University, as amended as at the effective day of this amendment to the regulation, these persons have been granted an exception in accordance with this provision only for the number of students supervised as at this date.
2. Appendix 1 to the Rules of Study of the Faculty of Arts of Charles University, as amended as at the effective day of this amendment to the regulation, initially applies to the continuous assessment of studies for the 2021/2022 academic year.

3. Appendix 2 to the Rules of Study of the Faculty of Arts of Charles University, as amended as at the effective date of this amendment to the regulation, in the case of programmes of study where it was newly stipulated that the first part of the state final exam is the defence of the Bachelor's or Master's thesis, relates only to students who have not taken another part of the state final exam prior to the effective date of this amendment to the regulation.

Article II of the Amendment to the Rules of Study of the Faculty of Arts of Charles University, which came into force on 13 May 2022 (fourth amendment)

Transitional Provisions

1. The procedures for requests relating to approval of an individual curriculum, pursuant to Article 18 of the Rules for the Organization of Studies at the Faculty of Arts of Charles University, as amended by the effective date of this amendment, are completed in accordance with the Rules for the Organization of Studies at the Faculty of Arts of Charles University, as amended as at the date of submitting the request.
2. Appendix 1 to the Rules of Study of the Faculty of Arts of Charles University, as amended as at the effective day of this amendment to the regulation, initially applies to the continuous assessment of studies for the 2022/2023 academic year.
3. Appendix 2 to the Rules of Study of the Faculty of Arts of Charles University, as amended as at the effective date of this amendment to the regulation, in the case of programmes of study where it was newly stipulated that the first part of the state final exam is the defence of the Bachelor's or Master's thesis, relates only to students who have not taken another part of the state final exam prior to the effective date of this amendment to the regulation.

Information on Amendments

The amendment to the Rules of Study of the Faculty of Arts of Charles University (first amendment) was approved by the Academic Senate of the Faculty of Arts of Charles University on 13 June 2019. This amendment came into force on the date of approval by the Academic Senate of Charles University on 21 June 2019 (ref. no. 192/2019). The amendment to the regulation came into effect on the first day of the 2019/2020 academic year, i.e. on 1 October 2019.

The amendment to the Rules of Study of the Faculty of Arts of Charles University (second amendment) was approved by the Academic Senate of the Faculty of Arts of Charles University on 16 April 2020. This amendment came into force on the date of approval by the Academic Senate of Charles University on 29 May 2020 (ref. no. 105/a/2020). The amendment to the regulation came into effect on 1 July 2020, with the exception of Article I(4, 5, 9, 11, 13, 15, and 16) and Article II, which came into effect on the first day of the 2020/2021 academic year, i.e. on 1 October 2020.

The amendment to the Rules of Study of the Faculty of Arts of Charles University (third amendment) was approved by the Academic Senate of the Faculty of Arts of Charles University on 8 April 2021. This amendment came into force on the date of approval by the Academic Senate of Charles University on 28 May 2021 (ref. no. 95/2021). The amendment to the regulation came into effect on the first day of the 2021/2022 academic year, i.e. 1 October 2021.

The amendment to the Rules of Study of the Faculty of Arts of Charles University (fourth amendment) was approved by the Academic Senate of the Faculty of Arts of Charles University on 12 May 2022. This amendment came into force on the date of approval by the Academic Senate of Charles University on 13 May 2022 (ref. no. 63/2022). The amendment to the regulation came into effect on the first day of the 2022/2023 academic year, i.e. 1 October 2022.

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