



**CEVRO**INSTITUTE

[school of political studies]

# **Study and Exam Regulations**

**2017**  
**Prague**

### **Article 1. Study at the University**

1. Study in bachelor's and master's degree programs is carried out in accordance with Act No. 111/1998 Coll., on higher education institutions and on amendments and supplements to some other acts (the higher education act), amended and consolidated by later changes to regulation (hereafter "the Act") and in accordance with the principles of the European credit transfer system (European Credit Transfer and Accumulation System, hereafter "ECTS").
2. The CEVRO Institute (hereafter "the university") is authorized to offer study in accredited bachelor's and master's degree programs.
3. Graduates of bachelor's degree programs are awarded the university academic title of "Bachelor" (abbreviated to "Bc." before the graduate's name).
4. Graduates of master's degree programs are awarded the university academic title of "Master" (abbreviated to "Mgr." before the graduate's name).
5. Study is organized in full-time and combined forms. In both forms of study, the study program is carried out at least partially with the student's presence on the university campus. University teachers and professors are obliged to provide consultation to students on the university premises.

### **Article 2. The Academic Year**

1. The academic year lasts for 12 calendar months and is divided into three trimesters: the first (winter trimester), second (spring) trimester, and third (summer) trimester.
2. The beginning of the academic year and its schedule are determined by the Rector. The start and end dates of the academic year, exam periods, holidays, and other academic activities can be found in the official schedule of the academic year.

### **Article 3: Enrollment in a Program of Study**

1. An admitted applicant becomes a student of the university on the day of enrollment.
2. Within 30 days after the applicant registers for a study program, during the first trimester the matriculation ceremony takes place. This ceremony includes a matriculation oath. The participation of enrolled students is compulsory.
3. Should a student fail to register and no later than five working days after the intended date of registration, if written explanation is not received, such behavior will be regarded as intent not to study. In certain justified cases the Rector may determine an alternative date for registration.
4. For students of a master's degree program who have completed a bachelor's degree on a subject to which their master's degree does not directly follow, the University Rector may prescribe the fulfillment of equivalency courses and deadlines for their completion.

Credits obtained in the fulfillment of such equivalency courses shall be counted towards credits for Type A elective courses.

5. During the course of study, students are obliged to monitor their school email accounts and news from the university study information system (hereafter "information system"). All changes to contact details (especially changes to name or surname, address, and telephone number) are required to be reported immediately to the study department. Should the student fail to report changes, the university is not responsible for any consequences of this omission, should they arise.

#### **Article 4. Period of Study**

1. The standard length of bachelor's degree study is three academic years. The standard period for master's degree study is two academic years.
2. The maximum duration of study is twice the standard period of study. Exceeding the maximum period of study is grounds for termination of studies according to section 56 subsection 1(b) of the Act.
3. The maximum period of study does not include time when studies were interrupted or periods which are due to times of extended study on the part of the university.

#### **Article 5. Content of Study**

1. Study programs and their related fields run by the university are approved by the Academic Board. For each course of study the Rector may appoint and dismiss a guarantor.
2. The guarantor of the study program ensures the proper implementation of the study program in accordance with the principles of accreditation and ECTS. The guarantor coordinates the effective involvement of departments and other workplaces and gives suggestions for the change, updating, and modernization of study.
3. Programs of study are characterized by their profile, curriculum, key learning outcomes, job opportunities after graduation, and possibilities for further studies.
4. The study plan specifies the content of studies within a given field of study, especially the subjects of study, state exams, and thesis defence (hereafter "study obligations"). Regarding the subjects or courses of study (hereafter "subjects"), the study plan provides:
  - a) A list of compulsory subjects and rules for selecting subjects within a program of study
  - b) The recommended and/or mandatory succession of courses
  - c) The recommended and/or mandatory time sequence for their fulfillment.
5. Fulfillment of the requirements of the study plan is assessed through a credit system based on ECTS.

6. Credits express a quantification of the average workload resulting from participation in classes and preparation to meet the course requirements. One credit is equivalent to approximately 28 hours of workload for an average student.
7. A student receives credits for the successful completion or in recognition of fulfilled study obligations. Students must obtain 180 credits for a bachelor's degree and 120 credits for a master's degree in accordance with the structure of the required study plan.
8. The study plan for a particular academic year is announced and published by the Rector at least four calendar months prior to the start of the academic year.

### **Article 6. Rules for the Selection of Subjects and Minor Specialization**

1. Subjects are divided into mandatory, optional type A, and optional type B courses.
2. All students must enroll in compulsory subjects according to the study plan of their chosen study program.
3. Students select type A subjects from a group of subjects designed for their chosen program of study. Students in bachelor's degree programs are required to earn at least 40 credits in type A subjects, while students in master's degree programs are required to earn at least 20 credits in type A subjects.
4. For type B subjects, students may select from a group of subjects designed for all study plans for their degree level or from special subjects announced by the Rector. Students may choose subjects in this group in order to meet the requirements of Article 5, paragraph 7.
5. The decision to include subjects in the obligatory or optional type A groups is decided by the guarantor of the study program. The inclusion of subjects into the optional type B study level is determined by the Department Head. In justified cases, the guarantor of the study program may decide that students of his/her program will not be allowed to take type B subjects.
6. Bachelor's students may select subjects within the group of optional type A subjects in order to form a secondary specialization in their study program. This secondary or "minor" specialization includes a coherent set of 3-5 subjects in addition to a comprehensive exam. Minor specializations for particular study programs are determined by the study program guarantor.
7. After the successful completion of minor specialization requirements, the student will receive a certificate of graduation in that area of specialization. Failure to fulfill the requirements for a minor specialization is not an obstacle to the completion of studies.

### **Article 7. Rules for Obtaining Credits**

1. Bachelor's students are required to earn a minimum of 50 credits by the end of their 1st year, 100 credits by the end of their 2nd year of study, and 150 credits by the end of their 3rd (and final) year of study. If the student continues in their final year

according to Article 8, he/she is obliged to earn all necessary credits with the exception of credits for the final State Exam.

2. Master's studies students are required to earn a minimum of 50 credits by the end of their first year of study and 100 credits by the end of their second (and final) year. If the student continues in their final year according to Article 8, he/she is obliged to earn all necessary credits with the exception of credits for the final State Exam.
3. The right of the student to complete study obligations or to have them recognized and to earn the appropriate number of credits is quantified using vouchers for enrollment in study obligations (hereafter "vouchers"). Bachelor's studies students have 216 vouchers at their disposal at the start of their studies, while master's studies students have 144 vouchers at their disposal at the start of their studies.
4. In order to enroll in a study obligation, to improve an exam resulting by retaking it, or have a result recognized, the student must have enough vouchers at their disposal. They are then used as follows:
  - a) A student uses as many vouchers for written study obligations as the number of credits assigned to the given study obligations
  - b) For the recognition of study obligations which the student has successfully completed while studying abroad, the student uses as many vouchers as the number of credits of the recognized study obligations
  - c) For the recognition of other study obligations, the student spends one-fifth more vouchers than the number of credits of the recognized study obligations
  - d) The student uses one voucher to correct the results (i.e. retake the exam) of study obligations
5. Upon written request the Rector may grant students additional vouchers, for a maximum of 18 additional vouchers for bachelor's studies students and 12 additional vouchers for master's studies students. The Rector may grant vouchers at will to students who, during the course of study, represent the university externally in a significant way.
6. Rector may, on the basis of written request exculpate study obligation. On the basis of such decision, student is granted back the relevant value of credit vouchers that were used for the study obligation registration.

### **Article 8. Enrollment in Another Year**

1. At the end of each year of study, there will be a review which checks for the fulfillment of study obligations and enrollment of students for the following year or the current year (should the student plan to continue his/her studies).
2. A student who has a sufficient number of vouchers to complete their studies and who also, by a set deadline, can satisfy requirements set out in Article 7, paragraph 1 and 2, or the requirements set out in Article 3, paragraph 4, Article 11, paragraph 8, and Article 8, paragraph 4, is automatically enrolled in another year of study, or in the case of a student in their final year of study, is automatically enrolled to continue in the current year.

3. A student with a sufficient number of vouchers to complete their studies but who has not complied by the set deadline with Article 7, paragraphs 1 and 2, or the requirements set out in Article 3, paragraph 4, Article 11, paragraph 8, and Article 8, paragraph 4, may request in writing either to be enrolled in the next year of study or to repeat or continue in their current year of study. A student may repeat a year only once during their studies. This written request must be made no later than the end of the first week of studies in a given trimester. Failure to comply with this obligation is grounds for termination of studies according to section 56 subsection 1(b) of the Act. The Rector may extend this period at the student's request in exceptionally serious cases.
4. If a student is permitted by the Rector to enroll in another year of study or the continuation of studies in the current year, the Rector may also require the student to fulfill certain subject requirements and deadlines for their completion.
5. If the Rector does not allow the student to enroll in another year of study or continue in the current year, his/her studies will be terminated according to section 56 subsection 1(b) of the Act.
6. A student who has an insufficient number of vouchers to complete his/her studies cannot be enrolled in another year of study or allowed to continue in the current year. A lack of vouchers is grounds for termination of studies according to section 56 subsection 1(b) of the Act.

### **Article 9. Organization of studies and Individual Study Plans**

1. Instruction takes place primarily in the form of lectures, seminars, workshops, specialized seminars, managed consultations, and possibly excursions. A course syllabus includes the extent to which student participation in lessons is obligatory. Participation in consultations in combined study is optional.
2. For enrolment in subjects, the Rector determines the maximum allowed number of students in individual subjects or in study groups within the subjects. The Rector is also entitled to determine the number of students required to open an elective subject.
3. The process of relevant course is guided by its professor. Students are obliged to follow the instructions of the professor during classes and seminars. In case of serious health, study or social problems may Rector, upon written request by the student, grant him individual study plan in the given academic year.
4. In the means of individual study plan student may be granted a permission to not attend the obligatory classes or he/she may be given the opportunity to fulfil his study obligations outside of exam period. The guarantors of the given subjects shall suggest an alternative way to complete the obligations and a criteria upon which will be the student graded. It must correspond with prescribed workload as stated in the specification of the subject details.

### **Article 10. Recognition of Study Obligations**

1. The Rector may, on the basis of a written request and with the recommendation of the head of the relevant department, recognize a study obligation that a student has

successfully completed at another university. It is possible to recognize a study obligation with a classification of the corresponding appraisal stages A-D, and to do so up to five years from the date of completion of such obligation.

2. Study requirements which a student has successfully completed at another university may be recognized only if they are necessary to achieve the objectives of study and the graduate program profile. Study obligations for entering the final State Exam will not be recognized.
3. In connection with the recognition of study requirements, the Rector may choose to advance a student to the next year of study. Students are subject to the relevant requirements laid down in Article 7, paragraphs 1 and 2 and is obliged to fulfill study obligations for a given year of study determined by the curriculum announced for the current academic year.
4. Students are required to apply for the recognition of all course requirements completed while studying abroad, and at the latest when registering for the next year, or when continuing in the current year.

### **Article 11. Interruption of Studies**

1. The Rector may, based on written request, interrupt even repeatedly study from the date of receipt of the request. The student is obliged to submit the request to interrupt studies immediately after reasons for the interruption arise.
2. With the exception of serious and especially health reasons, studies may be interrupted after the first semester of studies at the earliest.
3. The minimum period of interruption is one semester, while the maximum length of continuous interruption of studies is one year. Interruption of studies is recorded into the information system. During the interruption of studies a person ceases to be a student.
4. The longest overall period of interruption of studies is the period which together with the real period of study shall not exceed the maximum study period laid down in Article 4 paragraph 2.
5. On the basis of a student's written request, the Rector must always interrupt repeated study in connection with pregnancy, childbirth, and parenting, and at most up until the end of the trimester in which the official parenting time ends (i.e. the end of the designated length of maternity or parental leave). The period of interruption of studies during recognized parental leave is not counted towards the total period of interruption.
6. Upon expiration of the period for which studies were interrupted, a person whose studies were interrupted is entitled to re-enroll in a degree program. If the person registers for a given time and within 5 days fails to submit a written excuse, then they have failed to meet the requirement of the study program according to section 56 subsection 1(b) of the Act. The rector may excuse a missed deadline in justified cases.
7. If the reasons for the interruption of studies vanish, the Rector may, on written request of the person whose studies have been interrupted, terminate the interruption of studies even before the expiration of the period of interruption.

8. At the end of the interruption of study the student is obliged to fulfil given study obligations determined by the curriculum announced for the current academic year. If the curriculum has changed compared to the time prior to the interruption of studies, the Rector may prescribe certain subjects and deadlines for their completion.

### **Article 12: Conclusion of Studies**

1. Study is completed by fulfilling all study obligations stipulated in the study plan. The date of completion is the day of the final State Exam or its final part.
2. Proof of the completion of studies and acquisition of an academic degree is the university diploma, given to graduates of a chosen study program together with a diploma supplement.
3. Studies may also be terminated:
  - a) If studies are abandoned
  - b) If a student fails to meet the requirements of the study program, or study and exam requirements
  - c) Through the withdrawal of the accreditation of the study program
  - d) By termination of the accreditation of the study program
  - e) By termination of provision of the study program for the reasons presented by section 81b subsection 3 of the Act,
  - f) By the termination of licence to provide the study program with respect to section 86 subsection 3 and 4 of the Act,
  - g) Expulsion in accordance with section 47e subsection 3, section 47f or section 47g of the Act,
  - h) Expulsion in accordance with the provisions of section 65 subsection 1(c) or pursuant to section 67 of the Act.
4. The date of completion of studies is determined as:
  - a) Paragraph 3, section a) the day when a student's written declaration of intent to end their studies at the university is received
  - b) Paragraph 3, section b) the day when the Rector's decision to terminate a student's studies comes into legal force
  - c) Paragraph 3, section c) the day of the deadline set by the decision of the Ministry of Education, Youth and Sports (hereafter the "Ministry")
  - d) Paragraph 3, section d) the date on which the university study program is cancelled
  - e) Paragraph 3, section e) the day on which the Rector's decision on expulsion comes into force.
  - f) Paragraph 3 section f) is the day in which the licence to provide the study program was terminated on the basis of institutional accreditation in accordance with section 86 subsection 3 and 4 of the Act,
  - g) Paragraph 3 section g) is the day upon which the verdict of void fulfilment of the state exam or its part or thesis defence of dissertation work of the study program came into legal force in accordance with section 47c up to the section 47e, section 47f or section 47g of the Act,



h) Paragraph 3 section h) is the day in which the verdict of expulsion of a student came into legal force

### **Article 13: Characteristics of Study Obligations**

1. Study obligations are enumerated in the course syllabus, and must be approved by the department head. The syllabus for the State Exam and thesis defense must be approved by the guarantor of the department. A valid version of the syllabus must be published at the beginning of the semester in which the study obligation is implemented.
2. Syllabus study obligations include:
  - a) the course title in the language in which the study obligation takes place, and the Czech and English language translations
  - b) the name of guaranteeing department and the name of the guarantor responsible for study program content
  - c) a list of lecturers or examiners
  - d) the number of allocated credits for the course
  - e) the form and range of instruction (for the subject)
  - f) the form for ending study obligations
  - g) the language in which study obligations are realized
  - h) the recommended level and year of study
  - i) the trimester in which the study obligation takes place
  - j) limitations on enrolling in the study obligation
  - k) the focus of study requirements, learning outcomes, and a content outline or thematic areas
  - l) the method of study, teaching methods (for course subjects), and workload
  - m) methods and criteria for evaluation
  - n) a list of required and recommended literature.

### **Article 14: Completion of Study Obligations**

1. The conclusion of study obligations may occur either in graded form (tests/exams) or ungraded (credit). Non-graded credit may be earned only for subjects in which the nature of learning outcomes does not support the detailed classification of successful students.
2. To complete study obligations successfully, it is necessary to fulfill the requirements listed in the syllabus to at least 50%. The syllabus may also stipulate certain requirements for the successful completion of study requirements for that course.
3. Evaluation for non-graded subjects is done by awarding "credit" to successful students and "no credit" to unsuccessful students.
4. Evaluation for graded subjects is graded according to ECTS standards and the following table:

Grade	Czech descriptive	English descriptive	Who earns the grade
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	equivalent	equivalent	
A	výborně	excellent	Top 10% of successful students
B	velmi dobře	very good	Top 25% of successful students
C	dobře	good	Top 30% of successful students
D	uspokojivě	satisfactory	Remaining 25% of students
E	vyhovující	sufficient	Bottom 10% of students
F	nevyhovující	insufficient	Unsuccessful/failed students

5. If the number of successful students in the study obligation is too low to be able to correctly calculate grades A-E, the teacher or examiner will, for the purpose of calculation, include the results of students in the previous trimester(s). In the event that this cannot be done, the teacher or examiner determines the final grade as follows:
  - a) A - successful students who meet study obligations at 90% minimum
  - b) B - other successful students who meet study obligations at 80% minimum
  - c) C – other successful students who meet study obligations at 70% minimum
  - d) D - other successful students who meet study obligations at 60% minimum
  - e) E - other successful students
6. The student is not obliged to re-enroll in successfully completed study obligations, even for a study of a higher degree. Also, it is not necessary to re-enroll in a study obligation that a student has fulfilled in another language. For students who have completed previous degree studies at another university, this provision shall apply.

### **Article 15: Fulfilling Study Obligation Requirements**

1. The date and place of meeting the requirements of study obligations, such as oral exams and written tests, and where applicable applying for them, must be disclosed in advance. The teacher or examiner must list available dates at the latest at the beginning of the exam period, and with a capacity of at least a third higher than the number of students enrolled in the course, and with at least one term in each half of the exam period. At least one term must be designed exclusively for retake attempts.
2. The student has to register for study obligation at least 24 hours in advance of the actual start of the exam through the information system.
3. The student has the right to un-register for an exam up to 24 hours before the start of the exam, unless the teacher or examiner has registered another deadline for un-registering in the information system.
4. If the student un-registers late or leaves during the course of the exam or subject, and does not provide a proper excuse or seriously violates the rules of completing the exam, it may result in a grade of zero.



5. A student has two chances to correct a failed course result. If a student fails State Exams, he/she has one chance to correct the result. The student must spend one vouchers for each re-take attempt.
6. In the event that study obligations include more requirements for successful completion, the syllabus must detail which of them have to be re-taken in case of re-take attempt in order to complete the study obligation, and how these will be weighted in the overall course assessment. In the case of a thesis defense, examiners will determine the conditions for re-qualification and thesis revision.
7. Teachers, examiners, and the department head may decide that the re-taken course outcome will be through a commissional exam. The student has the right to request a commissional exam after the second failed attempt at the subject.
8. For the right to retake a course exam, the student must apply by the end of the exam period according to dates set by the teacher or examiner. The right to retake state exams or repeat the thesis defence is limited to the maximum duration of study.
9. A subject must be completed within one trimester; if a student fails to successfully complete a course, he/she can re-enroll in one of the following trimesters. State exam qualifying work does not have to be completed in one trimester; failing the state exams or thesis defence is grounds for termination of studies according to section 56 subsection 1(b) of the Act.
10. Whether or not the student has successfully completed study obligations, and the percentage result for meeting the study requirements (if the result is determined by percentage), the teacher or examiner or the chairman of the exam committee must write the result into the information system within 5 business days from the completion of study obligations. If the last requirement for the completion of study requirements is an oral exam, the result must be communicated to the student immediately and entered into the information system within 3 business days. A specific ECTS mark for successful students must be entered into the information system by the end of the exam period of the trimester.
11. Students may request a review of the outcome of their study obligations from the guarantor or, following that, the Rector. The Rector's decision in the matter is final.
12. If there is a serious setback in complying with study obligations for a student, especially health reasons, the student may ask the teacher, examiner, or department head to excuse him/her from study obligations or partially from set requirements. The request must be submitted within 3 business days from the deadline to meet the requirements of the study obligations, or immediately after the student's obstacle is remedied.
13. The student is required to follow instructions of the teaching professor while pursuing the study obligation.

### **Article 16: Final State Exam**

1. Study is completed with a final State Exam. It is divided into state exams and qualifying work (thesis). Each part of the final State Exam is held and assessed, and may be corrected independently.

2. A prerequisite for taking the state exams is to obtain all credits in the structure prescribed by the study program curriculum with the exception of credits for individual parts of the final State Exam. The condition for the defence of the qualifying thesis is its proper processing and submission.
3. Student may register for the thesis defence in trimester following the trimester in which the specification of the chosen thesis has been authorized.
4. The final State Exam will be held on dates designated by the Rector, and its progress and results are public. The method of registering students for various parts of the final State Exam, as well as its organization, are determined by the Rector.
5. Each part of the final State Exam is held before an examining committee. The committee has three members and is composed of a Chair and other members who are appointed and dismissed by the Rector. Committee members may also be prominent experts in the field appointed by the Ministry or experts approved by the academic council.
6. The meetings of the exam committee are directed by the Chair. The committee has a quorum if at least two of its members are present. In the event of a nonuniformity, the vote goes to the Chair.
7. The course of the final State Exam is recorded in writing. This includes the conduct and evaluation of all parts of the final State Exam. A written report is accompanied by the judgements of the thesis statement.

### **Article 17: Qualifying Thesis Work**

1. "Qualifying work" refers to the bachelor's thesis work in undergraduate studies and diploma thesis in the master's study. The thesis demonstrates that a student is able to solve a given problem and defend their own approaches to solutions. The content and form of thesis are determined by the Rector.
2. Thesis topic proposals will be given by department heads by the deadline set in the schedule of the academic year. Topics may also be based on proposals submitted by students. Deadlines and methods of publishing thesis topics and student selection of their thesis will be determined by the Rector.
3. Specification of the chosen thesis should contain brief characteristics of particular issues, the task, goals to be achieved, basic literature to be used, and the name of the supervisor.
4. The bachelor thesis adviser is usually a professor, associate professor, assistant professor or lecturer in employment or other similar relationship to the university. A master's thesis adviser is usually a professor, associate professor or lecturer in employment or other similar relationship to the university. A thesis adviser may also be an expert in the field who is not an employee of the college.
5. The thesis adviser and opponent, who is appointed by the head of the department, write reports on the thesis work. The student has the right to review these reports at least three days before the defence takes place.

6. During the thesis defence, the student first presents the main results of their work and then comments on the feedback given by the supervisor and opponent in their written feedback. These comments are followed by a discussion.
7. Qualification work (thesis) and eventually, the information about postponement of its publication, are publicly accessible through the information system in accordance with section 47b of the Act.

### **Article 18: Grade Point Average**

1. Grade point average is calculated from all graded study obligations (including recognized obligations completed at other universities, etc.). It is calculated as a weighted average and assigned an auxiliary numerical value according to the following table, where the weight of each study obligation is the number of credits. The calculated average grade can be converted back to letter grades specified in the table.

Evaluation Grade	Equivalent Number Grade	Corresponding Interval
A	1	<1;1,25>
B	1,5	(1,25;1,75>
C	2	(1,75;2,25>
D	2,5	(2,25;2,75>
E	3	(2,75;3,5>
F	4	(3,5;4>

2. The deadline for calculating the grade point average is the end of the trimester.

### **Article 19: Method of Delivering Decisions**

1. Decisions on student rights and responsibilities shall be delivered in accordance with section 69a of the Act.

### **Article 20: Final Provisions**

2. The coming into effect of these Study and Examination Regulations repeal those of the CEVRO Institute registered by the Ministry on 11 August 2014 under Ref MSMT-27066/2014-1.
3. The Study and Examination regulations in this particular formulation are both being activated upon the day of registration by the relevant ministries.