

On 2 July 2019, pursuant to Section 36, paragraph 2, Act No. 111/1998 Coll., on Higher Educational Institutions and on Amendments and Supplements to Other Acts (Act on Higher Educational Institutions), the Ministry of Education, Youth and Sports registered the Study and Exam Rules for Study in Bachelor and Master's Study Programmes of Czech University of Life Sciences Prague under no. MSMT-27544/2022-2.

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Director of the Higher Educational Institutions Section



Czech University
of Life Sciences Prague

**STUDY AND EXAMINATION RULES FOR STUDY IN
BACHELOR AND MASTER'S STUDY PROGRAMMES OF THE
CZECH UNIVERSITY OF LIFE SCIENCES PRAGUE
[ČESKÁ ZEMĚDĚLSKÁ UNIVERZITA V PRAZE]
DATED 16 JUNE 2022**

These Study and Examination Rules shall become valid pursuant to Section 36, paragraph 4 of the Act on the date they are registered by the Ministry of Education, Youth and Sports	4 October 2022
These Study and Examination Rules shall become effective on the date of publication in the public section of the CZU website	10 October 2022

UNOFFICIAL TRANSLATION

Study and Examination Rules

for Study in Bachelor and Master's Study Programmes

of the Czech University of Life Sciences Prague

dated 16 June 2022

Article 1

Introductory Provisions

(1) The Study and Examination Rules for Bachelor and Master's Study Programmes of the Czech University of Life Sciences Prague (hereinafter "CZU") are an internal regulation of the Czech University of Life Sciences Prague (hereinafter "CZU") pursuant to Section 17, paragraph 1, letter g) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendment and Supplements to other Acts (Act on Higher Education Institutions), as amended, (hereinafter the "Act"), and they determine the conditions for study at CZU in the bachelor and master's study programmes.

(2) These Study and Examination Rules are binding for all students of the bachelor and master's study programmes in all forms of study, and for academic staff and other persons taking part in the educational activities carried out at CZU, its faculties and higher education institute within the framework of accredited bachelor and master's study programmes.

Article 2

Study Programmes

(1) CZU provides university education within accredited bachelor and master's study programmes.

(2) The bachelor study programme is aimed at preparation for practice of a profession, and for study in the master's study programme. Graduates of bachelor study programmes are awarded the academic degree of Bachelor (abbreviated as "Bc.") pursuant to Section 45, paragraph 4 of the Act.

(3) The master's study programme generally builds on the completed bachelor study programme and is aimed at acquiring theoretical and practical knowledge based on current scientific knowledge, research and development, and on mastering their application and developing creative skills. Graduates of master's study programmes are awarded academic titles in accordance with Section 46, paragraph 4 of the Act, and accreditation in the specific study programme.

(4) The entitlement of CZU to provide study programmes under the conditions set out by the Act arises from institutional accreditation, or from study programme accreditation.

(5) Individual study programmes are provided at faculties or CZU and the university institute (hereinafter the "faculty"). The implementation and quality of educational activities when providing study programmes is the responsibility of the Rector on the level of CZU, and of the Dean on the level of faculties. For study programmes carried out by CZU and its university institute, the director of the university institute is responsible for the implementation and quality of educational activities in carrying out study programmes; the director performs competencies otherwise entrusted to the Dean by these Study and Examination Rules.

(6) A list of accredited bachelor and master's study programmes that CZU provides, including their types, profile, forms of instruction and standard study periods, and their availability for persons with special needs, is published on the public part of the CZU website.

(7) A guarantor is appointed for each study programme from amongst the academic staff. The study programme guarantor is appointed and removed by the Dean. The guarantor of a study programme is responsible to the Dean for ensuring and developing the professional level of the study programme, regular evaluation, and for ensuring its quality and coordination of teaching content.

(8) Teaching may take place at CZU or at places where CZU provides accredited study programmes.

Article 3 Forms of Study and their Alterations

- (1) Studies in the study programmes are carried out in full-time, combined or distance forms of study.
- (2) The full-time form of study presupposes students' primarily active physical participation in lectures, seminars and other educational activities that are part of the study programme curriculum.
- (3) The distance form of study is based on guided self-study. Theoretical teaching is carried out through a Learning Management System (hereinafter referred to as "LMS"), e.g. the Moodle system, and for the development of practical skills and social contacts, a certain number of tutorials are usually carried out in the physical presence of students. In the distance form of study, students are supported by study materials, and teachers usually have the role of tutors.
- (4) The combined form of study combines full-time and distance forms of study with the assumption that a higher proportion of independent study is expected. The combined form of study is realised as blended learning, where part of the teaching within the distance form of study is carried out via LMS (e.g. the Moodle system) and where innovative multimedia flexible forms of teaching can also be implemented (e.g. elements of virtual reality, virtual classes, in justified cases also video lectures, audio recordings, etc.). Practical teaching usually takes place in the contact form with the active physical participation of students in the lessons.
- (5) The requirements for examinations and credits for students in the combined and distance forms of study are equivalent to the requirements for examinations and credits for students in the full-time form of study.
- (6) A change in the form of study in a given study programme is usually permitted by the Dean of the faculty at the student's request at the beginning of the semester.

Article 4 Study Register

- (1) The course of study of each CZU student is recorded in the study register filed in the CZU informational system.
- (2) In terms of a register, the study is understood as the student's study in the programme, including any registration in the field of study or the specialisation of the study within the study programme.
- (3) The records of each student's study are kept separately. If a student is concurrently enrolled in more studies, they are concurrent studies.
- (4) Upon a request of a student or former student, CZU issues a transcript of records according to Section 57, paragraph 1 letter b) and Section 57, paragraph 3 of the Act. The transcript of records may be issued by the Student Affairs Office of the relevant faculty of its own motion.

Article 5 Enrolment in Studies

- (1) The general conditions for the admission of applicants to study in the study programmes and for admission procedure are set out by Sections 48 to 50 of the Act, and Article 22 of the Statute of the Czech University of Life Sciences Prague.
- (2) Applicants become entitled to enrol in studies in a particular accredited study programme upon receiving a decision on admission to study. The Dean determines the dates and organization of enrolment in studies.
- (3) An applicant becomes a student as of the date of enrolment in studies. A study record will be issued to the student during registration. A Dean might decide if a study record book will be issued to the student during enrolment. In a case when a faculty registers the data only in CZU information system, the faculty issues a transcript of records which is considered to be such a study record book.
- (4) If the applicant fails to attend enrolment or does not provide a written excuse due to serious and permissible reasons (hereinafter the "permissible reasons") within 5 business days, the applicant's entitlement to enrolment in studies will be terminated. The Dean will decide the permissibility of the reasons.
- (5) Upon being enrolled in studies, students will become entitled to be issued a student card as a student ID card. This document confirms the legal status of students and entitles them to the rights and benefits of a student arising from internal legal regulations and the internal regulations of CZU. The CZU Library issues student ID cards. For

the purpose of issuing a student card, the student will provide his or her photo, which enables his or her unique identification.

(6) A student card is used to prove the student's identity at the CZU premises. If necessary, also in connection with another identity card. Students shall be obliged to prove their identity with this card in situations where the circumstances require their identification to registrars in Student Affairs Offices and to the staff of the security agencies providing security at CZU (especially to services at computer classrooms and study rooms, in the library, at lectures, seminars, during tests, and when taking examinations and credits).

Article 6 Study Curricula

(1) The study programme is specified in the curriculum. The curriculum determines the time and content sequence of study courses, their forms of study and method of verifying study results, as well as methods of study, the number of hours and the number of acquired credits.

(2) Study courses (hereinafter the “courses”) are classified into compulsory, elective and optional. Curricula may include field trips, practical trainings and fieldwork. Compulsory courses are determined by the curriculum of the relevant study programme. Students will register for electives from a determined list of the study programme offer, and students will choose and register for optional courses from the offer of courses for the relevant calendar year on the dates provided by the academic calendar pursuant to Article 7.

(3) Course is guaranteed by the course guarantor and provided by the department or another part of the relevant faculty; the course guarantor is determined by the head of the department in cooperation with the study programme guarantor.

(4) A study stay or internship at another, usually foreign university, organised by CZU within the study of a relevant study programme is part of this study.

(5) Any changes in the curriculum resulting from a study stay or internship/traineeship at another university must be approved by the Dean.

Article 7 Organisation of Studies

(1) The academic year begins on 1 September and ends on 31 August of the following year. It is divided into pre-semester periods, teaching periods, examination periods and holidays. The pre-semester period is also reserved for repeat examinations and enrolment in the following years of study. The study period is divided into the summer semester and the winter semester. The duration of a semester is determined by the time schedule of the relevant academic year. The examination periods follow the completion of the summer and winter semester, and they usually last 5 weeks. Practical trainings and field trips may also be organised during the holiday period.

(2) The academic calendar for both full-time, distance and combined forms of study is published by the Rector via an internal CZU regulation at the latest by 30 April of the prior academic year. The academic calendar is published on the public part of the CZU website, and it is binding for CZU and faculties.

(3) Forms of educational activities are primarily the following: lectures, seminars, tutorials, fieldwork, individual and group consultations, team and individual seminar papers, bachelor and diploma theses, independent studies and specialized excursions and practice. Forms of educational activity can be organised in the schedule as regular weekly classes or module classes.

(4) Lectures are managed by the academic staff specified in Section 70, paragraphs 1 and 2 of the Act, with the scientific rank or academic title of “doctor”, experts from a worksite other than CZU, guest professors and other foreign teachers.

(5) Seminars, practical training and tutorials are conducted by the academic staff specified in Section 70, paragraphs 1 and 2 of the Act, experts from a worksite other than CZU, visiting professors and other foreign teachers. Students in doctoral study programmes and practitioners from outside CZU may also conduct seminars and practical training under the guidance of academic staff.

(6) Academic staff organises consultations for students. Consultation hours must be made public.

(7) During the first week of the semester, the course guarantor prepares and announces to students the specific information about the teaching of the course, i.e. the schedule of lectures and practical training, time schedule, conditions for granting credits and examination requirements.

(8) Students are required to attend classes. The course guarantor will determine the method for checking attendance. Checking of attendance may also be done electronically using student ID cards. The course guarantor may determine non-obligatory attendance for some classes.

(9) If a student cannot attend a class for serious reasons, upon the student's request, the course guarantor may determine alternative means to fulfil the prescribed conditions for awarding credits and passing an examination.

(10) For the purposes of student records, it is possible to check student attendance at classes during the first semester of study. Repeated unexcused absence from classes is considered a breach of study obligations and may constitute a reason for terminating or interrupting the student's studies. The rules for checking studies during the first semester of studies are determined by the Dean's Regulation.

(11) Students are generally divided into study groups within the relevant year of study.

Article 8 Credits and Examinations

(1) Courses are completed in one of the following ways: awarding of credit without examination, awarding of credit and following the passing of an examination, or passing of an examination.

(2) Credits are awarded upon fulfilment of the prescribed conditions pursuant to Article 6, paragraphs 7 and 8. The awarding of credits is recorded by the lecturer in the study report in a record called "credited" on the date the credits are awarded, the lecturer will sign the report, and at latest within 3 business days after it is awarded, the lecturer will enter it into the CZU information system. In particular the last week of the teaching period of the relevant semester is reserved for awarding credits. If one of the conditions for completing the course is the awarding of credits and following examination, the student is not entitled to take the examination without being awarded the credit in the relevant course.

(3) The acquired knowledge, competencies and skills of the student are assessed in the examination. The examination may be oral, written, practical, or combined. A written examination may also be fulfilled via an electronic test. The outcomes of ongoing study results may be included in the examination results.

(4) Students usually take their examinations with the course guarantors or the teachers who lectured on the given course, or with other academic staff with the approval of the guarantor of the course and department head.

(5) The dates of examinations are generally scheduled for the examination period of the relevant semester. Examinations may generally be held at the earliest 2 weeks prior to the end of the instruction period in the relevant semester.

(6) Students bindingly register for examinations via the CZU information system on dates scheduled in advance. At the latest 2 weeks before the beginning of the examination period, a sufficient, and if possible uniform number of examination dates must be scheduled and open for registration, along with the necessary capacity and including the normal number of repetitions in individual courses. The course guarantor may restrict the possibility of students unregistering themselves from examination dates.

(7) The examiner assesses the outcomes of the examinations via a single grade within the following grading system:

- a) Excellent – (1)
- b) Very good – (2)
- c) Good – (3)
- d) Failed – (4)

(8) The examiner will record the passing of an examination on the date of the examination by entering the relevant grade in words pursuant to paragraph 7, and the examiner will attach his or her signature to the study report. At the latest 3 business days after the examination, the examiner will also enter the passing of the examination into the CZU information system.

(9) Records of credits and examinations are permanently kept in the CZU information system. Credits and examination results are recorded in printed form by the departments providing the subject for at least 5 years, e.g. by a printed extract from the information system. Written works of students and other written documents for awarding credits or passing examinations will be archived by the teacher or examiner for a minimum of 3 years.

(10) An examination will be graded "failed" if the student:

- a) failed the examination;
- b) withdrew from the examination, with the exception of a student's withdrawal from the examination under the conditions determined by the course guarantor;
- c) does not accept the results of the examination;
- d) does not attend the examination without a permissible excuse.

(11) During the examination period of a given semester, students are obliged to take at least one examination from each course for which an examination is prescribed in the relevant semester. Students who do not take at least one examination during the examination period of the relevant semester may receive the "failed" grade in the relevant course.

(12) If reasonable or expedient, it is possible in socially exceptional situations, based on the permission of the Dean of the faculty, to conclude the subject by obtaining credit or passing an exam in whole or in part via distance learning through information and communication technologies, provided that it is possible to verify the student's identity and ensure compliance with the rules established for this control of the study of the course.

Article 9 Repeated Examinations and Credits

(1) If a student fails his or her examination, he or she may repeat it a maximum of two times on dates set in the exam calendar. Partial results achieved in the first examination may be accepted during the second examination.

(2) An examination which was passed with the grades "good" or "very good" may be repeated for the purpose of improving the grade in exceptional cases upon prior approval by the Dean.

(3) On the basis of a written request submitted either by the student or the examiner, a repeat examination may take place in front of a committee. The members of the committee are selected by the head of the department in cooperation with the guarantor of the study programme and are course to approval by the Dean of the faculty where the student is enrolled for studies. Retaking an examination in front of a committee can only take place within one of the two repeat examination dates.

(4) If a student fails to fulfil the conditions for awarding of credits on the set date, the student will be entitled to fulfil these conditions on a repeat examination date. This provision does not apply to the conditions set out pursuant to Article 7, paragraph 8, or in case the teacher sets several retake dates in advance for awarding a specific credit.

Article 10 Enrolment in the Following Years of study

(1) A condition for enrolment in the following studies is the fulfilment of the study obligations prescribed in the curriculum.

(2) To enrol for the following year, students shall be obliged to obtain at least 50 credits in total for both semesters of the current year of study. If the student has less than 30 credits remaining to the minimum number of credits prescribed for successful graduation, the student does not have to fulfil the obligation stated in the previous sentence. In justified cases, the Dean of the faculty where the student is enrolled can grant an exception.

(3) The dates for enrolment in the following years of study for students fulfilling the condition defined in paragraph 2 of this article are determined by the Dean in accordance with the academic calendar, whilst the date of the last enrolment must be at latest one week before the start of the winter semester. Enrolment in the following years of studies is mandatory for all students, including students who are repeating a year and students studying according to an individual study curriculum (hereinafter "ISC"). Only students who interrupted their studies are exempt from enrolment. Students who have fulfilled all the study obligations prescribed by the curriculum will electronically enrol for the following year in the CZU information system. Other students enrol through the Student Affairs Office of the faculty at which they are enrolled, under the conditions set by these Study and Examination Rules and the Dean of the faculty.

(4) Students may request the Dean to transfer a maximum of two uncompleted courses into the following year. One study course can be taken a maximum of two times in current studies, including transfer of a course, repeating the year of study or ISC following individual curriculum (ISC). The Dean may permit an exception in substantiated cases.

(5) After fulfilling the conditions of the progression, the student is enrolled electronically for the following year in the CZU information system.

(6) When enrolling in a following year of study, the student will enter in his or her study report the courses from the current curriculum of the relevant study programme for the new academic year pursuant to Article 6, paragraph 2.

(7) Courses which have not been completed pursuant to paragraph 2 will become a part of the student's current curriculum for the upcoming academic year. The guarantor of this course may excuse the student from taking part in classes and award credits. These courses must be completed by the following enrolment in the following year. The Dean may permit an exception in substantiated cases.

(8) Before the beginning of the classes in the summer semester, students in the first year of study must acquire at least 10 credits from courses prescribed in the curriculum of the winter semester. If this condition is not fulfilled, the student's studies may be terminated pursuant to Section 56, paragraph 1, letter b) of the Act and Section 68 of the Act. The Dean may decide otherwise in substantiated cases, generally on the basis of the student's request.

Article 11 Repeating a Year of Study

(1) A student who has not fulfilled the conditions for enrolment in the following year pursuant to Article 10 can apply to repeat a year of study.

(2) Only one year may be repeated during the course of a relevant study programme. This means the possibility to repeat only one of the years that make up the content of the given study programme during the course of study. The Dean of the faculty where the student is enrolled for studies may permit an exception in substantiated cases.

(3) When enrolling for study in a repeated academic year, the student will enrol in courses that were not completed in the past academic year, as well as other courses prescribed for study in a repeated year of study according to the current programme curriculum.

(4) Courses completed previously are recognised in a repeated academic year. The course guarantor may excuse the student from taking part in classes and recognise certain study obligations fulfilled beforehand.

Article 12 Interruption of Studies

(1) Studies in a study programme may be interrupted several times. The Dean of the faculty where the student is enrolled for studies will decide on the interruption of studies on the basis of a written request of the student.

(2) Studies may be interrupted for a minimum period of one semester. The maximum interruption period corresponds to the standard length of study in the relevant study programme. The Dean may permit an exception in substantiated cases.

(3) Studies may always be interrupted in relation to pregnancy, childbirth, maternity leave or taking a child into parental care that replaces family care pursuant to Section 54, paragraph 2 of the Act for the entire recognised period of parenthood. This interruption period does not count toward the total period of study interruption. The Dean determines the date of repeated enrolment into the study.

(4) Of his own initiative, the Dean may interrupt a student's studies in order to prevent harm that the student is at risk of if its origin is not related to the study.

(5) The student will be obliged to again enrol in studies within five business days after the end of the study interruption. If the student does not do so by the set deadline without a permissible excuse, the student's studies will be terminated; the Dean will decide on the permissibility of the reason.

(6) Upon returning to studies after an interruption, the student will continue in studies according to the current study programme curriculum; the Dean may decide on potentially adding further, particularly compensatory courses.

(7) If the accreditation of the study programme in which the student was enrolled was terminated during the study interruption, the student will be transferred to a similar study programme in accordance with § 80 paragraph 5 and § 81b paragraphs 3 and 4 of the Act after the interruption of studies.

(8) If, during the interruption of studies, there was a substantial change in the study programme curriculum according to which the student was studying, the Dean can establish an individual study curriculum in which he or she specifies the study obligations that the student shall be obliged to fulfil and the deadlines for their fulfilment. The Dean can also, instead of an individual study curriculum, require the student to take differential examinations

within the given period. If the Dean obligates the student to take a differential examination, the decision also determines its content, scope, deadline for its completion and evaluation criteria.

(9) The study interruption will be recorded in the study report. A person is not a student during the period of study interruption and thus cannot participate in classes, course credits or exams.

Article 13 Individual Study Curriculum

(1) Students may request an ISC in substantiated cases; the Dean will decide on whether or not to permit the ISC. ISC allows for dividing up or changing the course of the prescribed curriculum of a certain academic year, or the study of several academic years at once. The ISC application is usually submitted by the student at the time of enrolment to the study programme, enrolment to the subsequent year, or at another time set by the Dean.

Article 14 Special Provisions on the Course of Study

(1) In relation to caring for a child, if a student does not interrupt his or her studies, the student will be entitled to extending the period for the fulfilment of study obligations, as well as the conditions for moving on to the following year by the period for which the student's maternity leave would last, and the student must apply for ISC.

(2) A student who submits to the faculty a confirmation that he or she is a sports representative of the Czech Republic in a sports discipline, issued by the sports organization representing such a sports discipline in the Czech Republic, such student will be entitled to modify his or her course of study in relation to such a fact. This will allow the student to take part in representing the Czech Republic in sports events, and the student will have time for preparation. Modification of the course of study is generally resolved through ISC.

(3) The student with specific educational needs has, in indicated situations, verified by the Counselling Centre for CZU Students with Specific Needs, the right to extend the deadlines for fulfilling study obligations, to modify the rules for participation in classes or to modify the conditions for completing a credit or examination and state final examinations, namely always only within the scope of the recommendation issued by the Counselling Centre for CZU Students with Specific Needs. Modification of the course of study is generally resolved through ISC, and modification of the conditions for passing individual courses is in the competence of the course guarantors.

Article 15 Recognition of Studies

(1) The Dean decides on the recognition of the results of previous studies from another university in the Czech Republic or abroad, from another CZU faculty, from another study programme or form of study, including passed examinations and awarded credits, and inclusion in the relevant study year, as well as the scope of differential examinations or other study obligations, according to the relevant study curriculum. Study results can be recognised no longer than five years from the date of their completion. At the same time, it is not possible to recognise the result of a successfully completed study that led to the acquisition of a university qualification. An exception may be granted by the Dean in justified cases.

(2) The Dean can decide on the recognition of credits and examinations completed in lifelong learning programmes within the framework of accredited study programmes. In this case, up to 60% of the credits required for the proper completion of studies in the given study programme can be recognised.

(3) The Dean can decide on the recognition of study results obtained in the form of short, transparently assessed individual courses or modules implemented by another university in the Czech Republic or abroad (microcertificates or microcredentials).

Article 16 Termination of Studies

(1) Pursuant to Section 55 of the Act, studies are duly completed upon finishing the relevant study programme. The date of completion is the date on which the final state examination was held (hereinafter the "FSE"), or the final part thereof. The document proving completion of studies and acquisition of the relevant academic degree is a university diploma and a supplement to the diploma.

(2) Studies shall also be terminated via:

- a) abandoning studies pursuant to Section 56, paragraph 1, letter a) of the Act;

- b) if the student does not fulfil the requirements arising from a study programme pursuant to the Study and Examination Rules pursuant to Section 56, paragraph 1, letter b) of the Act;
 - c) expulsion from studies for a disciplinary offence pursuant to Section 65, paragraph 1, letter c) of the Act;
 - d) expulsion from the study if the student was accepted for studies due to his or her fraudulent behaviour pursuant to Section 67 of the Act;
 - e) other reasons specified in Section 56, paragraph 1, letters c) to g) of the Act.
- (3) Termination of studies pursuant to paragraph 2, letter b) due to failure to fulfil the requirements arising from a study programme pursuant to the Study and Examination Rules is considered:
- a) failure to fulfil the conditions for enrolment in studies for the following year pursuant to Article 10;
 - b) not registering by the deadline set for studies in the following year pursuant to Article 10, unless the student excuses himself or herself in writing to the Dean within 5 business days from the expiration of the set deadline; the Dean will decide on the permissibility of the reasons;
 - c) not registering for studies after the end of study interruption pursuant to Article 12, unless the student excuses himself or herself in writing to the Dean within 5 business days from the expiration of the set deadline; the Dean will decide on the permissibility of the reasons;
 - d) if the student does not pass the retaking of FSE pursuant to Article 18.
 - f) termination of studies due to another failure to fulfil requirements arising from the study curriculum and these Study and Examination Rules.
- (4) The provisions of Section 68 of the Act and these Study and Examination Rules apply to the decision-making procedure in the matters specified in paragraphs 2 and 3.
- (5) Pursuant to Section 68, paragraph 3, the first act in the matters of termination of studies pursuant to paragraph 2, letter b) is a request for a statement regarding the collected documents applied as a basis of the decision. The request will be made electronically via the CZU information system in the form of a file for download, and the link of the specified document will be sent to the student's CZU email inbox. The date of delivery of the request shall be considered the first day following the day when the decision is made accessible to the student in the CZU information system. The deadline for making a statement is 10 days.
- (6) Pursuant to paragraph 2, letter a), the date of the termination of studies is the date when the faculty at which the student is enrolled for study receives his or her written declaration on abandoning his or her studies.
- (7) Pursuant to paragraph 2, letters b), c), and d), the date of the termination of studies is the date when the decision on the termination of studies came into legal force. The date it comes into force is the day following the expiration of the deadline for submitting an appeal against the decision pursuant to Section 68, paragraph 4 of the Act, or the date of the delivery of the decision on the appeal issued by the Rector.
- (8) Students shall be entitled to waive their right to submit an appeal against the decision in writing. In such a case, the decision shall come into legal force on the delivery date of the waiver of the right to submit an appeal against the decision to CZU.
- (9) Students whose studies are terminated shall be obliged to immediately settle all of their obligations toward CZU.

Article 17 **Final State Examination**

- (1) Students must pass the FSE at the latest within two years from the end of the academic year in which they fulfilled the study obligations set out in the final year of study. During this period, they will remain students, or they may submit an application for study interruption.
- (2) The FSE will be held before the FSE committee (hereinafter the "committee") from the courses set out by the study curriculum, and from the defence of a bachelor or master's thesis (hereinafter the "qualification thesis"), provided that qualification thesis is a part of the FSE in accordance with the accreditation of the given study programme. Pursuant to Section 53 of the Act, the course of the FSE and the announcement of results are public. The Dean appoints the committee from amongst professors, associate professors and important experts in the relevant field who are approved by the scientific board of the faculty. The committee must have at least three members.

(3) Qualification theses are evaluated through two assessments, one by the qualification thesis supervisor and one by the independent reviewer. Students are entitled to view the assessments at the latest five business days before the date of the FSE.

(4) If both the qualification thesis supervisor and the independent reviewer grade a qualification thesis as “failed”, the student thereby does not fulfil the requirements for the FSE and will not be allowed to take the FSE, i.e. the student will not defend his or her qualification thesis or take the examinations from the FSE courses. However, the student can revise the qualification thesis with the original topic and proceed to the FSE on one of the subsequent dates. (5) An identical qualification thesis cannot be principally recognised for the completion of studies in two different study programmes. During the preparation of the qualification thesis, the student must not resort to the intentional unauthorized use of another person's work and thereby intolerably violate the legal regulations governing the protection of intellectual property according to § 47c, paragraph 2 of the Act.

(6) The publication of qualification theses, including other requirements according to § 47b of the Act, is implemented in the CZU information system.

(7) If a student does not appear at the FSE or does not excuse himself or herself in writing for permissible reasons at the latest within five business days from the date of FSE, the student will receive the grade of “failed”; the Dean will decide on the permissibility of the reasons.

(8) The criteria for the evaluation of the overall results of the FSE and the overall result of studies are specified in Annex no. 1. The decision of the FSE committee is binding.

(9) If reasonable or expedient, in socially exceptional situations, based on the permission of the Dean of the faculty, it is possible to conduct the FSE or its part fully remotely or in part remotely, provided that it is possible to verify the identity of the student, ensure compliance with the rules established for this FSE or its part and ensure that demand of public access is maintained.

(10) The partially remote form of FSE proceedings is understood in particular to be a situation where

- a) the student is present remotely, the committee in person and the public in person,
- b) the student is present in person, part of the committee remotely and part of the commission and the public in person or
- c) the student is present remotely, the committee is present, and the public is present remotely.

Article 18

Retaking Final State Examinations

(1) The FSE can be repeated, i.e. it can be retaken, but only once, at the latest within two years from the end of the academic year in which the student unsuccessfully took the FSE, and at the latest within three years from the end of the academic year in which the student fulfilled the study obligations set out in the last year of study. He or she will remain a student during this period, or he or she may submit an application for study interruption. The interruption period will not count toward the total period of study interruption pursuant to Article 12, paragraph 2.

(2) As part of retaking an FSE, the student will only be examined from the FSE courses that were graded “failed”; the results from the other passed FSE subjects will be recognised. The same rule applies to the result of the qualification thesis defence.

(3) By his or her order, the Dean sets the dates and details for the course of a retaken FSE. The Dean can announce a separate repeated FSE for all or selected study programmes.

Article 19

Proceedings on Declaration of Invalidity of a taken Final State Examination or Part Thereof

(1) The Rector will decide on declaring the invalidity of an FSE or part thereof pursuant to Sections 47c to 47e of the Act, and Act no. 500/2004 Coll., Code of Administrative Procedure, as amended.

(2) If the Rector does not ascertain reasons for declaring the invalidity of a taken FSE or part thereof pursuant to Section 47c, paragraph 2 of the Act, the Rector will halt proceedings on declaring invalidity via a resolution.

(3) A part of the basis for the Rector's decision is the opinion of the seven-member review committee. The members of the review committee are appointed by the Rector, and the Rector generally appoints one of the Vice-Rectors as the Chairman of the review committee. The Rector appoints the other five members from amongst professors, associate professors or other experts in the relevant or similar field, and one member from amongst CZU students. The Rector appoints members with their consent and after consultation with the Dean of the relevant faculty.

- (4) The review committee acts through the majority of votes of all of its members. If one of the members of the review committee requests as such, voting on the opinion regarding declaring the invalidity of the FSE or its part thereof shall be secret.
- (5) Before issuing his or her decision, the Rector may request a statement from the Dean or the CZU Ethics Committee.
- (6) CZU publicises the list of persons for whom the invalidity of passing the FSE or its part was legitimately declared on the public part of the CZU website.

Article 20 **Rights and Obligations of Students**

- (1) The rights and obligations of students are regulated in Sections 61 to 63 of the Act, in other legal regulations and in the internal regulations of CZU and faculties.
- (2) Through their behaviour and conduct, students shall be obliged to contribute to a positive and creative environment of university life and to represent the level of the academic environment within CZU and to the public.
- (3) Students shall be obliged to adhere to the internal regulations of CZU and the faculty at which they are enrolled.
- (4) Within five business days of every change, students shall be obliged to inform the faculty at which they are enrolled of their delivery address in the Czech Republic, or the address of their data box, in writing and through the Student Affairs Office of the faculty, or electronically through the CZU information system.
- (5) Students shall be obliged to communicate electronically through the CZU information system or through an e-mail box set up at CZU.
- (6) Students shall be obliged to treat entrusted property and equipment with care and consideration.
- (7) Students shall be obliged to immediately compensate damages they cause to property and equipment.
- (8) Students shall be obliged to pay fees by the set deadline associated with study pursuant to Section 58, paragraphs 3 and 4 of the Act, i.e. fees for studies longer than the standard period, the fee for studies undertaken in a foreign language, other fees associated with studies, as well as payments for provided administrative acts and services in the amount pursuant to Article 25 of the Statute of the Czech University of Life Sciences Prague.
- (9) Students shall be obliged to return all borrowed instruments and items by the set deadline or to compensate for losses thereof.
- (10) Students shall be obliged to regularly check their study records in the CZU informational system, mainly the study status and results of the passed examinations. Students shall be obliged to immediately solve possible discrepancies with the teacher, course guarantor/tutor, or the relevant Vice – Dean.
- (11) Students shall be obliged to regularly check their CZU email inboxes and information published via the CZU information system.
- (12) Students shall be obliged to have a current photo entered in the CZU information system, according to which they can be clearly identified. (13) General occupational health and safety regulations and working conditions for women pursuant to Section 101 et seq. and Section 238 et seq. of Act no. 262/2006 Coll., Labour Code, as amended, apply to students who are taking practical classes or practice.

Article 21 **Honours and Prizes**

- (1) Honours and prizes are awarded to students who study successfully and are actively engaged in scientific, research or other expert activities.
- (2) Upon the recommendation of the FSE committee, students of a bachelor or master's study programme who passed their FSE with honours may be awarded:
 - a) The Rector's Prize, provided their study average was at least 1.20 (inclusive);
 - b) Mentions of Honour by the Dean, provided their study average was at least 1.50 (inclusive).

Article 22
Decision-making about the Rights and Obligations of Students

Decision-making on the rights and obligations of students is regulated by Section 68 of the Act, the Statute of the Czech University of Life Sciences Prague and these Study and Examination Rules.

Article 23
Delivery

(1) CZU delivers documents to students on its own or through a postal service unless these Study and Examination Rules stipulate otherwise. If a student informs CZU of the address of his or her data box, delivery pursuant to the previous sentence is carried out exclusively through the data box.

(2) The following are delivered to the addressee's own hands:

- a) Decision on permitting a repetition of the year of study pursuant to Article 11 if the Dean does not comply with the student's request;
- b) decision on study interruption pursuant to Article 12;
- c) decision on permitting an individual study curriculum pursuant to Article 13;
- d) decision on permitting a transfer from another school, faculty, study programme or forms of study pursuant to Article 13, paragraph 6;
- e) decision on recognising a part of studies pursuant to Article 15, paragraphs 1, 2 and 3, if the Dean does not comply with the student's request;
- f) decision on terminating studies pursuant to Article 16;
- g) other decisions where this is determined by law, a different legal regulation or an internal regulation of CZU.

(3) If it is not possible to deliver a document in proceedings pursuant to Section 68 of the Act due to the fact that the student did not fulfil his or her obligations specified in Article 20, paragraph 4, or if it is not possible to deliver a document to the delivery address in the Czech Republic specified by the student, or the address of the data box specified by the student, the document will be delivered via a public announcement; CZU shall not be obliged to appoint a guardian for the student. At the same time, the issued decision will be stored in the student's files repository in the CZU information system and will thus be considered delivered.

(4) Pursuant to these Study and Examination Rules, the time period for carrying out an act counted from the delivery means the date of the actual retirement of a document by the addressee, the date of alternate delivery, or the day after the date of delivery to a data box.

(5) In accordance with Section 69a, paragraph 3 of the Act, decisions in the matters specified in Section 68, paragraph 1, letters b) and d) of the Act, by which a student's application is complied with, are delivered to students by making the text of the original decision accessible via the electronic CZU information system in the form of files for download, and the link of the specified document will be sent to student's CZU email inbox; in such a case, the date of delivery and notification of the decision shall be considered the first day after the decision was made accessible to the student in the CZU information system.

Article 24
Interim and Closing Provisions

(1) The measures specified in Article II, paragraph 4 of Act no. 137/2016 Coll apply to study programmes accredited before 1 September 2016. During the validity period of their accreditation, their division into fields of study will be preserved. During this period, fields of study are perceived as study programmes pursuant to the relevant provisions of these Study and Examination Rules.

(2) The Study and Examination Rules of the Czech University of Life Sciences Prague in bachelor and related master's programmes registered by the Ministry of Education, Youth and Sports on 2 July 2019 under reference no. MSMT – 22392/2019-1 are hereby cancelled.

(3) These Study and Examination Rules were approved pursuant to Section 9, paragraph 1, letter b) of the Act by the CZU Academic Senate on 16 June 2022.

(4) These Study and Examination Rules shall become valid pursuant to Section 36, paragraph 4 of the Act on date they are registered by the Ministry of Education, Youth and Sports.

(5) These Study and Examination Rules shall become effective on 10 October 2022.

Prof. Ing. Petr Sklenička, CSc., dr. h. c., in his own hand
Rector

Annexe no. 1
to the Study and Examination Rules
for study in bachelor
a master's study programmes
of the Czech University of Life Sciences Prague

**Criteria for evaluating final state examinations and overall study results
in bachelor and master's study programmes**

FSE evaluation

FSE result	Defence of bachelor or master's thesis (committee's verdict)	Classification of FSE subjects
<i>excellent</i>	excellent (1)	average < 1.5
<i>very good</i>	very good (2)	average < 2.5
	excellent (1)	average ≥ 1.5 a < 2.5
<i>good</i>	good (3)	average ≤ 3
	very good (2)	average ≥ 2.5
	excellent (1)	average ≥ 2.5
<i>failed</i>	Defence of bachelor or master's thesis (committee's verdict) "failed" (4) or classification of one of the FSE subjects as "failed" (4)	

Overall study results

Result study	FSE result	Grades of overall study¹⁾
<i>passed with honours</i>	excellent	average < 1.5
<i>passed</i>	excellent, very good or good	
<i>failed</i>	failed	

¹⁾ Simple arithmetic average of classification of passed subjects within studies.

Annexe no. 2
to the Study and Examination Rules
for study in bachelor
a master's study programmes
of the Czech University of Life Sciences Prague

Credit system for study at CZU

- (1) The workload of students is evaluated by the European Credit Transfer System (hereinafter "ECTS").
- (2) "1 ECTS" corresponds to 25 hours of the study workload of the average student.
- (3) The cumulative number of credits for the study is equal to sixty times the standard study period specified in the number of years.
- (4) The grading scale used by CZU is converted to the ECTS grading scale:

CZU grading scale in words	CZU grading scale in symbols	ECTS grading scale in symbols	ECTS grading scale in words
Excellent	1	A	Excellent
Very good	2	B	Very good
Good	3	C	Good
		D	Satisfactory
Failed	4	E	Sufficient
		F	Fail