

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 the Czech University of Life Sciences Prague under no. MSMT-27544/2022-2.

.....
Mgr. Karolína Gondková
Director of the Higher Educational Institutions Section



**STUDY AND EXAM 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 Exam 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 Exam Rules shall become effective on the date of publication in the public section of the CZU website	10 October 2022

UNOFFICIAL TRANSLATION

Study and Exam 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 Exam 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 Exam 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 competences otherwise entrusted to the Dean by these Study and Exam 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 disabilities, are published on the public part of the CZU website.

(7) A guarantor is appointed for each study programme from amongst the academic staff. The Dean appoints and dismisses the guarantor of a study programme. 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) Instruction 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, exercises, seminars and other educational activities that are part of the study plan.
- (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 programme, 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 supports and teachers usually have the role of tutors.
- (4) The combined form of study combines full-time and distance form of study with the assumption that a higher proportion of independent study is expected. The combined form of study is realized as blended learning, where part of the teaching within the distance form of study is carried out via LMS (e.g. the Moodle programme) 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 contact form with the active physical participation of students in the lessons.
- (5) The requirements for exams and credits for students in the combined and distance forms of study are equivalent to the requirements for exams and credits for students in the full-time form of study.
- (6) A change in the form of study in a given study program is usually permitted by the Dean of the faculty at the student's request at the beginning of the semester.

Article 4 Study Records

- (1) The course of study of each CZU student is recorded in the study records in the CZU informational system.
- (2) For purposes of these records, the study means the study of a student in the study programme including any registration into the study field or specialization.
- (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 the student's request, CZU shall issue the certificate of study pursuant to Section 57, paragraph 1 letter b) and Section 57, paragraph 3 of the Act, in the form of an extract from the study records kept pursuant to paragraph 1. The certificate of study may be issued by the study department of the relevant faculty at its own decision.

Article 5 Enrolment in Studies

- (1) The general conditions for the admission of applicants to study in the study programmes, and for admission proceedings, 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 register in studies in a particular accredited study programme upon receiving a notification of admission to study. The Dean determines the dates and organization of registration for study.
- (3) An applicant becomes a student as of the date of registration for study. A study record will be issued to the student during registration.
- (4) If the applicant fails arrive for registration 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 registration for study will be terminated. The Dean will decide whether or not the reasons are permissible.
- (5) Upon being registered for study, 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 CZU 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 (especially to services at computer classrooms and study rooms, in the library, at lectures, seminars, during continuous tests, when taking exams and credits, to study clerks in study administration offices and to staff security agencies providing security at CZU).

Article 6 Study Plans

- (1) The study programme is specified in the study plan. The study plan determines the time and content sequence of study subjects, their forms of study and method of verifying study results, as well as methods of study, the numbers of hours and number of acquired credits.
- (2) Study subjects (hereinafter the “subjects”) are classified into compulsory, compulsory/optional and optional. Study plans may include field trips, practical trainings and fieldwork. Compulsory subjects are determined by the study plan of the relevant study programme. Students will register for compulsory/optional subjects from a determined list of the study programme offer, and students will choose and register for optional subjects from the offer of subjects for the relevant calendar year on the dates provided by the time schedule of the relevant academic year pursuant to Article 6.
- (3) The subject is guaranteed by the subject guarantor and provided by the department or another part of the relevant faculty; the subject 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, organized by CZU within the study of a relevant study programme is part of this study.
- (5) Any changes in the study plan resulting from a study stay or internship 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, exam periods and holidays. The pre-semester period is also reserved for repeat exams and enrolment in subsequent 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 exam periods follow the completion of the summer and winter semester, and they usually lasts 5 weeks. Practical trainings and field trips may also be organized during the holiday period.
- (2) The time schedule of the academic year 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 time schedule of the academic year 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 organized in the schedule as regular weekly classes or module classes.
- (4) Lectures are given 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 staff specified in Section 70, paragraphs 1 and 2 of the Act, experts from a worksite other than CZU, guest professors and other foreign teachers. Students in doctoral study programmes may also conduct seminars and practical training under the guidance of academic staff.
- (6) Academic staff organizes consultations for students. Consultation hours must be made public.
- (7) During the first week of the semester, the subject guarantor prepares and announces to students the specific information about the teaching of the subject, i.e. the schedule of lectures and practical training, time schedule, conditions for granting credits and exam requirements.
- (8) Students are required to attend classes. The subject guarantor will determine the method for checking attendance. Checking of attendance may also be done electronically using student ID cards. The subject 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 subject guarantor may determine alternative means to fulfil the prescribed conditions for awarding credits and passing an exam.
- (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 an ordinance issued by the Dean.
- (11) Students are generally divided into study groups within the relevant year of study.

Article 8 **Credits and Exams**

- (1) Subjects are completed in one of the following ways: awarding of credit, awarding of credit and subsequent passing of an exam, or passing of an exam.
- (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 instruction period of the relevant semester is reserved for awarding credits. If one of the conditions for completing the subject is the awarding of credits and subsequent exam, the student is not entitled to take the exam without being awarded the credit in the relevant subject.
- (3) The acquired knowledge, competencies and skills of the student are assessed in the exam. The exam may be oral, written, practical, or combined. A written exam may also be fulfilled via an electronic test. The outcomes of ongoing study results may be included in the exam results.
- (4) Students usually take their exams with the subject guarantors or the teachers who lectured on the given subject, or with other academic staff with the approval of the guarantor of the subject and department head.
- (5) The dates of exams are generally scheduled for the exam period of the relevant semester. Exams 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 exams via the CZU information system on dates scheduled in advance. At the latest 2 weeks before the beginning of the exam period, a sufficient, and if possible uniform number of exam dates must be scheduled and open for registration, along with the necessary capacity and including the normal number of repetitions in individual subjects. The subject guarantor may restrict the possibility of students unregistering themselves from exam dates.
- (7) The examiner assesses outcomes of the exams 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 exam on the date of the exam 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 exam, the examiner will also enter the passing of the exam into the CZU information system.
- (9) Records of credits and exams are permanently kept in the CZU information system. Credits and exams 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 exams will be archived by the teacher or examiner for a minimum of 3 years.
- (10) An exam will be graded "failed" if the student:
- a) failed the exam;
 - b) withdrew from the exam, with the exception of a student's withdrawal from the exam under the conditions determined by the subject guarantor;
 - c) does not accept the results of the exam;
 - d) does not arrive to take the exam without a permissible excuse.

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

(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 a 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 subject.

Article 9 Repeated Exams and Credits

(1) If a student is assessed the grade of “failed” on his or her exam, he or she may repeat it a maximum of two times on dates according to the capacity of the exam schedules according to the exam schedules published before the start of the exam period. Partial results achieved in the first exam may be accepted during the second exam.

(2) An exam 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 written request submitted either by the student or the examiner, a repeat exam 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 subject to approval by the Dean of the faculty where the student is enrolled for studies. Retaking an exam in front of a committee can only take place within one of the two repeat exam 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 at least once on a repeat exam 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 Subsequent Years of study

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

(2) To enrol for a subsequent 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 subsequent years of study are determined by the Dean in accordance with the time schedule of the academic year, whilst the date of the last enrolment must be at latest one week before the start of the winter semester. Enrolment in subsequent years of studies is mandatory for all students, including students who are repeating a year and students studying according to an individual study plan (hereinafter “ISP”). Only students who interrupted their studies are exempt from enrolment. Students who have fulfilled all the study obligations prescribed by the study plan will electronically enrol for the subsequent year in the CZU information system. Other students enrol through the study administration department of the faculty at which they are enrolled to study, under the conditions set by these study and examination regulations and the Dean of the faculty.

(4) Students may request the Dean to transfer a maximum of two uncompleted subjects into the subsequent year. Students may only study one subject at most twice within one period of study, including transfer of a subject, repeating a year or ISP. The Dean may permit an exception in substantiated cases.

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

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

(7) Subjects which have not been completed pursuant to paragraph 2 will become a part of the student’s current study plan for the upcoming academic year. The guarantor of this subject may excuse the student from taking part

in classes and award credits. These subjects must be completed by the following enrolment in the subsequent 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 in the bachelor study programme must pass at least two exams as set out by the study plan 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. Section 68 of the Act relates to the decision. The Dean may decide otherwise in substantiated cases, generally on the basis of the student's request.

Article 11 Repeating an Academic Year

(1) A student who has not fulfilled the conditions for enrolment in a subsequent year pursuant to Article 9 can apply to repeat an academic year.

(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 subjects that were not completed in the past academic year, as well as other subjects prescribed for study in a repeated academic year according to the current study plan.

(4) Subjects completed previously are recognized in a repeated academic year. The subject guarantor may excuse the student from taking part in classes and recognize 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 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 recognized period of parenthood. This interruption period does not count toward to the total period of study interruption. The Dean determines the date of repeated enrolment into study.

(4) Of his or her own initiative, the Dean may interrupt the 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 shall be obliged to enrol again 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 whether or not the reason is permissible.

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

(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 plan according to which the student was studying, the Dean can establish an individual study plan 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 plan, require the student to take differential exams 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, credits or exams.

Article 13
Individual Study Plan

(1) Students may request an ISP in substantiated cases; the Dean will decide on whether or not to permit the ISP. ISP allows for dividing up or changing the course of the prescribed study plan of a certain academic year, or the study of several academic years at once. The ISP 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 subsequent year by the period for which the student's maternity leave would last, and the student must apply for ISP.

(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 course of study is generally resolved through ISP.

(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 exam and state final exams, namely always only within the scope of the recommendation issued by the Counselling Centre for CZU Students with Specific Needs. Modification of course of study is generally resolved through ISP, and modification of the conditions for passing individual subjects is in the competence of the subject guarantors.

Article 15
Transfers and 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 exams and awarded credits and inclusion in the relevant year, as well as the scope of differential exams or other study obligations, according to the relevant study plan. Study results can be recognized no longer than five years from the date of their completion. At the same time, it is not possible to recognize 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 exams completed in lifelong education within the framework of accredited study programmes, up to 60% of the credits required for the proper completion of studies in the given study programme.

(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
Combined Form of Study
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 exam was held (hereinafter the "FSE"), or the final part thereof. The document proving completion of studies and acquisition of the relevant academic title 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 Exam Rules pursuant to Section 56, paragraph 1, letter b) of the Act;
- c) expulsion from studies for a disciplinary offense pursuant to Section 65, paragraph 1, letter c) of the Act;

- d) expulsion from 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 Exam Rules is considered:
- a) failure to fulfil the conditions for enrolment in studies for the subsequent year pursuant to Article 10;
 - b) not registering by the deadline set for studies in the subsequent year pursuant to Article 10, unless the student excuses him or herself in writing to the Dean within 5 business days from the expiration of the set deadline; the Dean will decide on whether the reasons are permissible;
 - c) not registering for studies after the end of study interruption pursuant to Article 12, unless the student excuses him or herself in writing to the Dean within 5 business days from the expiration of the set deadline; the Dean will decide on whether the reasons are permissible;
 - d) if the student does not pass the retaking of FSE pursuant to Article 18.
 - e) termination of studies due to other failure to fulfil requirements arising from the study plan and these Study and Exam Rules.
- (4) The provisions of Section 68 of the Act and these Study and Exam 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 documents of the decision. The request will be made electronically via the CZU information system in the form of a file for download, and the address of the specified document will be sent to student's 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. 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 terminating 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 date of the delivery 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 Exam**

- (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 apply for study interruption.
- (2) The FSE will be held before the FSE committee (hereinafter the "committee") from the subjects set out by the study plan, and from the defence of a bachelor or master's thesis (hereinafter the "qualification thesis") provided this qualification thesis is in accordance with the accreditation of the given study programme as part of the FSE. Pursuant to Section 53 of the Act, the course of the FSE and 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 thesis supervisor of qualification thesis and one by the opponent. 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 opponent 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 exams from the FSE subjects. However, the student can revise the qualification thesis with the original topic and proceed to the FSE in one of the subsequent dates.

- (5) An identical qualification thesis cannot be principally recognized for 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 grossly 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 arrive to take the FSE or does not excuse him or herself in writing for permissible reasons at the latest within five business days from the FSE, the student will receive the grade of "failed"; the Dean will decide on whether the reasons are permissible.
- (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 in whole 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 public demand 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 Exams

- (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 apply 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 take the test from the FSE subjects that were graded "failed"; the results from the other passed FSE subjects will be recognized. 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 corrective FSE. The Dean can announce a separate corrective FSE for all or selected study programmes.

Article 19 Proceedings on Declaration of Invalidity of a taken Final State Exam or Part Thereof

- (1) The Rector will decide on declaring 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 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 invalidity of taking an FSE or part thereof shall be secret.
- (5) Before issuing his decision, the Rector may request a statement from the Dean or of the CZU Ethics Committee.

(6) CZU publicizes the list of persons for whom invalidity of taking an FSE or part thereof 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 for study.

(4) Within five business days of every change, students shall be obliged to inform the faculty at which they are enrolled for study of their delivery address in the Czech Republic, or the address of their data box, in writing and through the study department of the faculty, or electronically through the CZU information system.

(5) Students shall be obliged to communicate electronically through the CZU information system or 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 for 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 study 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 aids 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 status of the study and results of the passed exams. Students shall be obliged to immediately solve possible discrepancies with the teacher, course/subject guarantor/tutor, or the relevant Vice – Dean.

(11) Students shall be obliged to regularly check their CZU 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 with:

- 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 up to and including 1.50.

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

(1) 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 Exam Rules.

Article 23 Delivery

(1) CZU delivers documents to students on its own or through a postal service, unless these Study and Exam Regulations 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 repeat of year 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 plan 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 recognizing 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 document repository in the CZU information system and will thus be considered delivered.

(4) Pursuant to these Study and Exam Rules, the time period for carrying out an act counted from the delivery means the date of the actual takeover 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 address of the specified document will be sent to student's 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) To study programmes accredited before 1 September 2016 apply the measures specified in Article II, paragraph 4 of Act no. 137/2016 Coll. 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 Exam Rules.

(2) The Study and Exam 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 Exam 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 Exam 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 Exam Rules shall become effective on 10 October 2022.

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

Rector

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

**Criteria for evaluating final state exams 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.

Annex no. 2
to the Study and Exam 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 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