

The Ministry of Education, Youth and Sports has registered these Attendance and Examination Regulations of the Academy of Performing Arts in Prague under Section 36(2) of Act No. 111/1998 on higher educational institutions and on amendments to other acts (the Higher Education Act) under reference number MSMT- 30279/2025-2 as of the day of signing of the registration.

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AMU ATTENDANCE AND EXAMINATION REGULATIONS

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ATTENDANCE AND EXAMINATION REGULATIONS OF THE ACADEMY OF PERFORMING ARTS IN PRAGUE

Pursuant to Section 9(1)(b)(3) and Section 17(1)(g) of Act No. 111/1998 on Higher Education Institutions and Amendments to Other Acts (the Higher Education Act), as amended, the Academic Senate of the Academy of Performing Arts in Prague adopts these

Attendance and Examination Regulations of the Academy of Performing Arts in Prague:

- Part I - Principal provisions

Article 1: AMU Attendance and Examination Regulations

- (1) The Attendance and Examination Regulations of the Academy of Performing Arts in Prague (hereinafter “AMU”) govern the rules for studying in accredited bachelor’s programmes, master’s programmes and doctoral programmes provided by AMU’s Faculties within the confines of Act No. 111/1998 on higher educational institutions and on amendments to other acts (the Higher Education Act), as amended (hereinafter the “Act”) and the Statutes of the Academy of Performing Arts in Prague (hereinafter the “Statutes”).
- (2) The provisions of this internal regulation that apply to a male student, alumnus, member, Dean, guarantor, opponent, worker, chairman, Vice-Dean, Rector, Vice-Rector, participant, applicant, head, teacher, employee, mentor, senior employee, junior employee, petitioner or ombud shall equally apply to a female student, alumna, a female member, Dean, guarantor, opponent, worker, chairwoman, Vice-Dean, Rector, Vice-Rector, participant, applicant, head, teacher, employee, mentor, senior employee, junior employee, petitioner or ombud depending on the actual person staffing each particular position.

Article 2: Academic year and programme structure

- (1) The Rector shall announce a common academic calendar for the entire AMU (the “AMU Academic Calendar”) annually by 15 February. The academic year always begins on 1 October and ends on 30 September of the following year. The AMU Academic Calendar also lays down, without limitation, the initial dates of the individual semesters, the dates of registration for subjects, examination periods, holiday periods and the dates of academic ceremonies.
- (2) The academic year is divided into a winter semester and a summer semester.
- (3) The Deans shall announce the academic calendars for their Faculties (the “Faculty academic calendars”), in which they lay down the organisational specifics of the studies within their respective Faculties which are not at variance with the AMU Academic Calendar.

Article 3: AMU information system

- (1) On the day of registration, each AMU student shall receive adequate access to the AMU information system (the “information system”) and other applications.
- (2) AMU communicates with its students, including notifying them of their obligations and binding deadlines concerning their studies, primarily using its information system, electronic mail sent to their assigned e-mail addresses and/or notifications posted in the public part of the AMU website as well as by means of a public notice posted on AMU’s official notice board on AMU

premises. Likewise, students shall communicate with AMU primarily using the information system and their school e-mail addresses.

- (3) AMU students have the right and obligation to establish their identity with an AMU student identity card.

- Part II -

General Provisions Concerning Studies

Section 1: Academic Programmes

Article 4

- (1) AMU provides the following types of academic programmes:
 - a) Bachelor's programmes with the standard period of study of three years;
 - b) Master's programmes with the standard period of study of four years; if a master's programme follows a bachelor's programme (a "continuing master's programme"), the standard period of study is two years minimum and three years maximum depending on the accreditation;
 - c) Doctoral programmes with the standard period of study of three years minimum and four years maximum depending on the accreditation.
- (2) The profile of the bachelor's, master's, and continuing master's programmes may be:
 - a) career-oriented, with emphasis on mastering practical skills required for one's vocation and supported with the necessary theoretical knowledge, or
 - b) academic-oriented, with emphasis on obtaining theoretical knowledge required for one's vocation including creative activities while also offering space for mastering required practical skills.
- (3) Progress in bachelor's, master's, continuing master's and doctoral programmes provided by AMU is quantified using a credit system based on the principles of the European Credit Transfer System (the "ECTS"). ECTS credits (the "Credits") allocated to individual academic subjects express the academic workload which the student must manage in order to successfully complete the subject in question. The planned overall academic workload during the course of one academic year is 60 credits. One credit is equivalent to 25–30 hours of student work involving direct instruction and self-study.
- (4) Students are obligated to obtain the following amounts of credits:
 - a) 180 credits in a bachelor's programme;
 - b) 120 credits in a two-year continuing master's programme;
 - c) 180 credits in a three-year continuing master's programme;
 - d) 240 credits in a four-year master's programme;
 - e) 180 credits in a three-year doctoral programme;
 - f) 240 credits in a four-year doctoral programme.

Section 2: Admission Procedure and Registration for Study

Article 5: Admission procedure

- (1) The general requirements for admission to bachelor's, master's, continuing master's and doctoral programmes and the method for submitting applications are defined in Sections 48–50 of the Act and in the relevant provisions of the Statutes and these Regulations. The procedural provisions are contained in Act No. 500/2004, the Code of Administrative Procedure (the “Code of Administrative Procedure”). Detailed rules for the admission procedure, admission requirements and the method for verifying compliance are laid down in the internal regulations of AMU and the Faculties. AMU's Faculties define their own specific admission requirements annually on the basis of a proposal by the Dean and approval by the Faculty academic senate. The Faculties inform their applicants of these requirements, including the deadlines for and the method of application submissions in the public part of the Faculty's website at least four months in advance. (If a new programme is accredited by the National Accreditation Authority for tertiary education or approved for provision on the basis of AMU's institutional accreditation, the Faculties are not required to observe the four-month period for application submission for the sake of upholding the beginning of the academic year. If this is the case, the period for the submission of applications may be shorter but shall not be shorter than one month.)
- (2) Academic programme admissions are subject to passing an admission procedure. The admission procedures for all bachelor's, master's, continuing master's and doctoral programmes include an admission test which includes a talent test on a standard basis. The admission test shall be in a form appropriate for the nature and type of academic programme, it may have one or multiple rounds, and each round may consist of one or multiple parts to be taken within one or multiple days.
- (3) The admission procedure cannot be waived.
- (4) The AMU Language Centre is in charge of verifying international students' language skills required for studying in programmes provided in the Czech language on the basis of a proof of prior education, language certificate, or successful completion of examination in the Czech language. For programmes provided in the English language, the requirements for language skills and the method their confirmation or verification shall be laid down in the terms and conditions of the admission procedure.
- (5) The admission procedure commences with the delivery of the application to the Faculty. Applicants submit written applications for admission to an AMU programme using the information system within the deadline and in the manner defined in the terms and conditions of the admission procedure.
- (6) An applicant shall be invited to the admission procedure in writing at least 15 days in advance of the first round of the admission examination. Students are required to sit the admission examination in person, honestly and in compliance with the rules of the admission procedure. If an applicant fails to appear without a legitimate excuse or if their excuse is not accepted, the applicant will be served a decision on non-admission to studies. The manner in which excuses are assessed and the possibility of resitting for the admission examination on an alternate date shall be defined in the admission requirements.
- (7) The Dean shall decide whether an applicant will or will not be admitted to their chosen programme based on the recommendation of the admission panel and verification of compliance with all the requirements for admission. The Dean and the Rector in their capacity as administrative authorities shall proceed in accordance with legislation and with the basic

principles of activity of administrative authorities enshrined in Sections 2–8 of the Code of Administrative Procedure.

- (8) The Dean shall appoint the chair and the members of the admission examination panel (the “admission panel”) on recommendation from the head of the department or the chair of the subject board from among the academics and experts approved by the Faculty’s Artistic Board. The panel shall have at least five members who shall be present during the examination at all times (excepting written examination). The panel makes decisions as to the results of the examination by a majority vote of panel members present at an *in-camera* session. In the event of equal votes, the vote of the chair shall prevail. The process of the admission procedure and the announcement of results shall not be public.
- (9) The admission panel shall keep one record of all the parts of the admission examination, recording the assessment of the admission test and expressly stating all the circumstances relevant for the admission or non-admission of the applicant. The chair and all the present members of the admission panel appointed by the Dean shall sign the record.
- (10) Applicants who fail any part of the admission examination will not advance to the next round of the examination and will be served a decision on non-admission.
- (11) If an applicant complies with the admission requirements, the Dean shall issue a decision on admission for studies within 30 days from the review of the applicant’s compliance with the admission requirements.
- (12) If an applicant does not comply with the admission requirements, the Dean shall issue a decision on non-admission within 30 days from the review of the applicant’s compliance with the admission requirements.
- (13) The admission procedure shall be discontinued by resolution if the applicant withdraws the application or dies.
- (14) In the event of an admission procedure for a doctoral programme provided in multiple forms, the Dean may, further to an assessment of the examination panel, offer an applicant a form of studies different from that for which the applicant initially applied. The Dean shall set the applicant a period of at least seven days to accept the offer as per the previous sentence. If the applicant accepts the offer, the Faculty shall amend the form of studies in the application and the Dean shall issue a decision on admission to studies in an amended form. If the applicant does not accept the offer or fails to respond to the offer within the set period, the Dean shall issue a decision regarding admission to studies in the form for which the student applied.
- (15) Decisions on admission, decisions on non-admission and resolutions on discontinuing the procedure shall be delivered using the information system. Other written communication including the sending of invitation to the admission examination may use the e-mail address specified in the application form.
- (16) Once the decision or resolution has been notified, the applicant has the right to view their file. Instead of allowing the applicant to view the file, the registrar’s office may provide the applicant with a copy of the file.
- (17) The applicant may appeal the Dean’s decision on admission or non-admission within 30 days from the date of notification.
- (18) Appeals shall be submitted to the Dean.
- (19) The Rector is the administrative authority for appeals. The Rector shall review whether the decision being contested and the procedure that preceded the decision are in accordance

with legislation, the internal regulations of AMU and the respective faculty, and with the admission requirements.

- (20) If an applicant is not admitted solely due to ranking past the defined maximum number of applicants to be admitted and it is subsequently determined that they may be admitted, including but not limited to situations such as when an admitted applicant's right to registration expires or an admitted applicant waives their right to registration, the Dean may renew the applicant's admission procedure further to the applicant's written request and issue a new decision on admission to study by the beginning of instruction in the following academic year at the latest.
- (21) Appeals regarding decisions in the admission procedure are governed by the general provisions on appeals and appellate proceedings laid down in Article 39 of these Regulations.

Article 6: Registration for study

- (1) The decision on admission to study constitutes an applicant's right to register for study under Section 51 of the Act. Once admitted to study, the applicant becomes an AMU student with effect from the day of registration for study at the Faculty that provides the relevant programme. When registering for study, a newly admitted student who did not take a matriculation oath at AMU previously will be required to do so.
- (2) In accordance with Section 51(1) of the Act, the Faculties determine the period for and form of the registration for study by means of Dean's Decrees. The Faculties announce the dates for registration within the above period. The dates for the registration for study shall be announced in the Faculties' schedules in a sufficient advance. An applicant who fails to register on any of the announced dates or in the required form without a properly justified excuse will lose their right to register for study.
- (3) In serious cases, the Dean may permit that the beginning of study be postponed by one year in the form of interruption of study following the registration. There is no legal title to the permission for interrupting studies for the above reason.
- (4) Once registered for study, the student becomes a member of the academic community of their Faculty and AMU.

Section 3: Studies

Article 7: Study plans and subjects

- (1) Instruction in academic programmes is provided based on the study plan of each programme. The study plan is structured into individual segments (academic years and semesters) and describes the academic requirements the student must fulfil in order to duly complete the programme. The study plan consists of subjects and defines their chronological order, requirements and the linkage of their completion.
- (2) The subject is the basic unit of the study plan. The subject is characterised by the following parameters, which collectively constitute the subject's syllabus:
 - a) Name
 - b) Code
 - c) Number of credits
 - d) Manner of completion
 - e) Hours and form of direct instruction
 - f) Content
 - g) Learning results
 - h) Prerequisites and other requirements

- i) Literature
- j) Evaluation methods and criteria
(hereinafter the “subject parameters”)

All of these parameters are described in the information system and are available on AMU's website.

- (3) With the exception of lectures, students' participation in instruction is required unless defined otherwise in the subject syllabus. If a student cannot participate in instruction to the defined extent for serious reasons, the teacher shall set requirements for the student to comply with in order to substitute for the student's participation in instruction.

If a student cannot participate in instruction because of their mobility approved by AMU (e.g. ERASMUS+), the instructor may, upon the student's request, set requirements for the student to comply with in order to substitute for the student's participation in instruction.

- (4) In addition to the subjects required by the study plan, a student may also take subjects in other academic programmes provided by their Faculty, another AMU Faculty, or another university as the case may be, provided this is possible organisationally. The recognition of subjects is governed by the provisions of Article 9.

- (5) Direct instruction is provided, without limitation, in the form of lectures, seminars, exercises, workshops, practice, and combinations of these forms. The following terms are understood as described below:

- a) *lecture* is a form of instruction during which the instructor elucidates a particular topic to the students primarily by means of a monologue;
- b) *seminar* is a form of instruction based on active student participation with the goal of deepening the relevant knowledge, skills and methods of scholarly work as well as scholarly discussion on a set topic;
- c) *exercise* is a form of instruction in which the student is directed to perform activities, including instructions explaining the manner in which an activity is to be performed, with the goal of reinforcing knowledge and skills and developing habits;
- d) *workshop* is a form of instruction in a working group in which, under the direction of the actual participants, opinions and experience are exchanged, skills are practiced, and solutions to creative problems brought to the workshop by the participants are collectively developed;
- e) *practice* is a form of instruction provided at AMU, cultural institutions, educational facilities and other entities' workplaces as part of instruction on a regular basis or in blocks, generally over the course of full weeks.

Students are required to engage in self-study and independent creative activity to the extent defined by their instructors or to an extent adequate to the requirements for completing the subject as per its syllabus.

- (6) The study plan may also stipulate the minimum number of credits that a student must earn in total in order to advance to the next programme year.

Article 8: Categories of subjects

- (1) Subjects and subject groups are organised by category in the study plan. Based on category, it is possible to determine whether an academic subject is elective, resitting examinations is possible, repeated registration is possible, and what the consequences of failing the subject are. At AMU, subjects fall into these categories:

- a) required main subjects (hereinafter also abbreviated “PH”),
 - b) required subjects that cannot be repeated (hereinafter also abbreviated “PB”),
 - c) required subjects that can be repeated (hereinafter also abbreviated “PO”),
 - d) required elective subjects (hereinafter also abbreviated “PV”),
 - e) elective subjects (hereinafter also abbreviated “VV”).
- (2) A subject in the category “required main subjects” (PH):
- a) must be registered in the semester prescribed by the study plan;
 - b) must be completed in the semester prescribed by the study plan;
 - c) does not have resit examination or credit dates.
 - d) If a student fails the subject, their programme of study shall be terminated under Section 56(1)(b) of the Act.
- (3) A subject in the category “required subjects that cannot be repeated” (PB):
- a) must be registered in the semester prescribed by the study plan;
 - b) must be completed in the semester prescribed by the study plan;
 - c) has resit examination dates.
 - d) If a student fails the subject (after depleting all resit examination dates), their programme of study shall be terminated pursuant to Section 56(1)(b) of the Act.
- (4) A subject in the category “required subjects that can be repeated” (PO):
- a) must be registered in the semester prescribed by the study plan;
 - b) has resit examination dates.
 - c) If the student fails a subject, they may request permission to register for the subject again in a future semester. The student must submit a request for permission to reregister for the subject to the Registrar’s Office (*Studijní oddělení*) and the Dean decides on the matter. The permission to repeat a subject does not have to be granted. If a subject for which a student has been granted permission to repeat is to be discontinued, the guarantor of the academic programme shall determine which subject will replace it.
 - d) If a student fails the subject and the Dean does permit them to register for it again, their programme of study shall be terminated pursuant to Section 56(1)(b) of the Act.
- (5) A subject in the category “required elective subjects” (PV):
- a) is part of a set of offered subjects, a subset of which the student is required to complete. The precise terms and conditions are defined by the study plan.
 - b) has resit examination dates;
 - c) if a student fails the subject, they may repeat the subject in a future semester;
 - d) can be completed repeatedly, provided this is permitted for the subject in question as a required elective subject (PV) or as an elective subject (VV).
 - e) If a student fails the subject, their programme of study will not be terminated pursuant to Section 56(1)(b) of the Act.
- (6) A subject in the category “elective subjects” (VV):

- a) can be selected entirely at the student's discretion. The study plan prescribes only the minimum number of credits which must be earned for elective subjects during the course of the programme.
- b) has resit examination dates;
- c) if a student fails the subject, they may register for the subject again in a future semester;
- d) can be completed repeatedly, provided this is permitted for the subject in question;
- e) if the student fails the subject, then their programme of study shall not be terminated pursuant to Section 56(1)(b) of the Act.

Article 9: Recognition of subjects

- (1) If a student is sent abroad as part of international student mobility under Erasmus+, their subjects and credits earned at the international school or institution shall be recognised in accordance with the study agreement for the study stay and their programme subject to an assessment of the head of their Department (or the chair of the subject board for doctoral programmes). The Dean makes the decision regarding the recognition and is responsible for ensuring that the recognition of academic results is fair and transparent.
- (2) At a student's request, the Dean may recognise a registered subject as completed also if it is completed at a different university or institution in the Czech Republic or abroad, or in a different academic programme at AMU. The student shall attach documents demonstrating the completion of the subject, the grade received, and the extent and content of instruction to their application for the recognition of the completion of a subject. It is not possible to recognise a subject that was completed more than five years previously.
- (3) By recognising the completion of a subject, the grade is also recognised. If the manner of grading does not align with these Regulations, the Dean shall set the grade in such a way so that it corresponds as much as possible to the grade the student achieved by completing the subject. A subject which the student completed at a university using ECTS shall be transferred including the credits in a number corresponding to the rules of instruction at AMU and to the accreditation requirements of the relevant academic programme provided by AMU. For subjects completed at other universities or institutions, the Dean shall determine the number of credits earned and the grade.

Section 4: Exemptions from studies

Article 10

- (1) In exceptional cases and for serious reasons (e.g. health, family, social or other reasons that prevent the completion of obligations and whose existence the person invoking said reasons credibly demonstrates with relevant documents, hereinafter "serious reasons") which cannot be addressed otherwise, the Dean may, upon request by the Head of the Department, grant the student at any time during the programme an exemption from fulfilling certain requirements of the study plan within the set deadlines, primarily from the requirement to complete subjects in the PH, PB and PO categories within the prescribed semester.

Article 11: Transfers between AMU's programmes

- (1) A student and/or a person with studies interrupted may apply for the permission to transfer from an initial study programme to a continuing programme while studying in the first year of a bachelor's programme or a non-continuing master's programme (hereinafter referred to

collectively as an “initial programme”) or during the interruption of studies in that year of said academic programmes. For the purposes of such transfer, a “continuing programme” of study means a programme of study other than an initial one, which is provided by the same or other Faculty of AMU.

- (2) The Dean decides whether or not to permit the transfer with regard to personnel and capacity situation of the Faculty and based on the position of the Head of the Department that provides the continuing programme and the continuing programme’s guarantor. The provision of Section 48 of the Act concerning the requirement for previous education shall apply to the transfer *mutatis mutandis*. A student may be allowed to transfer between programmes of study only once during their studies at AMU.
- (3) Additional requirements for the transfer to be permitted are as follows:
 - a) being a student in an initial programme provided in the Czech language,
 - b) having completed all requirements defined by the study plan of the initial programme for the first semester of study (i.e. having completed all required subjects – PH, PB, PO – and/or obtained the minimum number of credits or completing required elective subjects (PV) and elective subjects (VV),
 - c) submitting the respective application by 31 May of the current academic year,
 - d) as the case may be, additional requirements defined by a decree of the Dean, including the successful passing of transfer examination or the inclusion of a continuing programme among the Faculty’s programmes that students may transfer to.
- (4) If the Faculty honours the application for transfer, it shall also decide by official authority to recognise a part of the study, examinations, or the completion of other academic duties completed by the applicant as part of their study in the initial programme, as well as to enter the student in the respective semester and year of study in the continuing programme. At the same time, it may extend the applicant’s periods for the completion of study obligations or compliance with the requirements for advancing to the subsequent semester, year, or block of study for the purposes of studying in the continuing programme; the maximum duration of study shall be determined under the rules of the continuing programme.
- (5) The student’s right to register for the continuing programme within the period defined by the Faculty that provides the continuing programme comes into existence on the day of notification of the decision whereby the transfer is permitted; for a person with studies interrupted, the right to register for a continuing programme comes into existence on expiry of the period for which their studies were interrupted during the initial programme.
- (6) The transfer takes effect and the student or person with studies interrupted becomes a student of the continuing programme on the day of registration in the continuing programme. The day preceding said registration date is the day on whose expiry the student ceases to be a student in the initial programme and the person with studies interrupted loses the option for future reregistration in the initial programme.
- (7) The duration of study in the initial programme is considered to be the duration of study in the continuing programme from the day of registration in the continuing programme for the purpose of assessing the circumstances for potentially assessing a charge for extended study under Section 58 of the Act and the requirements for granting a scholarship; the period of study in the initial programme is also included in the maximum duration of study in the continuing programme and the duration of the interruption of studies in the initial programme is included in the maximum period for interruption of studies in the continuing programme in

the event that such maximum periods are defined in the Attendance and Examination Regulations.

- (8) Students' membership in AMU's or a Faculty's self-government authorities conditional on the membership in a Faculty's academic community expires on the day of transferring to another Faculty.

Article 12: Change of the year and form of study

- (1) For serious reasons, a student may apply for a year of study to be distributed over two academic years or for multiple years of study to be combined ("change of year"). A change of year may be made only once during the course of studies in each programme. Students have no legal right to a change of year. Students are to submit applications for a change of year to the Registrar's Office and the Dean will issue their decision on the basis of recommendations from the Head of the Department or, for doctoral programmes, from the chair of the subject board. In their applications, students must state in which semesters they will complete the individual subjects in the PH, PB and PO categories.
- (2) For serious reasons, a student may apply for a change in the form of study from full-time to combined and vice versa ("change in the form of study") within one programme provided in both forms. Students have no legal right to a change in the form of study. Students are to submit applications for change in form of study to the Registrar's Office and the Dean will decide on it on the basis of the recommendation from the Head of the Department and, for doctoral programmes, the chair of the subject board and the supervisor.

Article 13: Interruption of studies

- (1) Studies may be interrupted repeatedly at the request of the student or ex officio. There is no legal right to an interruption of studies with the exception of interruptions for reasons specified in clause 4. Studies are interrupted from the day on which the decision to interrupt studies takes effect or as of a later date specified therein until the date specified in the decision. For the duration of an interruption of studies, the person whose studies have been interrupted is not considered to be a student. No new periods for the completion of academic requirements are introduced and any existing ones are suspended during this period.
- (2) Unless stipulated otherwise, the period of interruption of studies is included in the maximum duration of studies is reached. The maximum total period of interruption of studies is such that, if added to the duration of study from the first day of the academic year for which the applicant registered does not exceed the maximum duration of study.
- (3) The Dean may interrupt a student's studies ex officio:
 - a) if the student is required to pay a tuition fee under Section 58(3) or (4) of the Act and has not paid this fee in the amount and by the deadlines defined in a final ruling;
 - b) if this is necessary in order to avert harm to the student if its cause is unrelated to the studies;
 - c) if the student becomes medically unfit for studies during their study, provided that such fitness was a prerequisite for admission to study initially.
- (4) A student always has the right to interrupt studies in connection with a pregnancy and birth for the entire period of parenthood recognised under Section 54 of the Act. Furthermore, a student also has the right under the preceding sentence to interrupt studies at all times in connection with parenthood throughout the entire period of parenthood recognised under Section 54 of the Act. The right to interrupt studies will also be granted to students for such

period in connection with accepting a child into care substituting parental care on the basis of a ruling by the relevant authority per the Civil Code or legislation regulating state social support. The period of interruption of studies during the recognised period of parental leave shall not count towards the maximum duration of studies.

- (5) A student has the right to interrupt studies for a serious health or social reason. The period of interruption of studies for this reason shall not count towards the maximum duration of studies.
- (6) A person whose studies have been interrupted is required to report circumstances relevant for the interruption and its duration to the Faculty.
- (7) In the decision on the interruption of studies, the Dean shall set a deadline of at least five (5) business days from the ending date of the interruption of studies within which the person whose studies had been interrupted must reregister for studies. If the person whose studies had been interrupted does not reregister by the set deadline, their studies may be terminated in accordance with the provisions of Section 56(1)(b) of the Act. This provision shall not apply if the person whose studies had been interrupted fails to reregister for serious reasons. The Dean decides on the validity and timeliness of the excuse and the seriousness of the reason.
- (8) The Dean may terminate an interruption of studies on the basis of a request from the person whose studies had been interrupted if the reasons for the interruption of studies cease to exist earlier than the date specified in the decision on the interruption of studies.
- (9) Upon termination of an interruption of studies, the student shall have the right to reregister for studies. The Dean shall decide on the student's new placement in the programme of study.
- (10) If the maximum duration of studies elapses during an interruption of studies, the interruption cannot be terminated and the person whose studies had been interrupted will be considered to have breached a provision of these Regulations and their studies will be terminated within the meaning of Section 56(1)(b) of the Act.

Section 5: Conclusion of studies

Article 14

- (1) Studies in bachelor's, master's, continuing master's and doctoral programmes provided by AMU Faculties are duly concluded by taking the state final examination. The date of completion of studies is the day when the state examination required for the conclusion of studies or its final part has been completed.
- (2) Studies are also terminated pursuant to Section 56 of the Act. If a student fails to meet the requirements of the programme according to these Attendance and Examination Regulations as per Section 56(1)(b) of the Act, the date of termination of studies is the date on which the decision on termination of studies takes legal effect.
- (3) The option of expulsion from studies and the relevant conditions are laid down in Section 65(1)(c) and Section 67 of the Act. Expulsion from studies is the most severe penalty that can be imposed on a student for committing a disciplinary infraction or a fraud as a result of which they were admitted to study.

Article 15: Maximum duration of studies

- (1) The maximum duration of studies is the period during which the students are required to duly complete their studies. The maximum period of studies for bachelor's, master's, continuing master's and doctoral programmes is **six academic years**, with the exception of

- a) two-year continuing master's programmes, for which the maximum duration of studies is **four academic years**,
 - b) four-year doctoral programmes, for which the maximum duration of studies is **seven academic years**,
- (2) The maximum duration of studies counts from the first day of the academic year for which the student is registered. If an applicant registers for studies after the first day of the academic year, the maximum duration of studies is counted from the date of registration.
 - (3) After the maximum duration of studies has elapsed, the student is not allowed to sit for examinations or state examinations or fulfil any other academic obligations. Any examination, state final examination or other academic obligation completed after the maximum duration of studies has elapsed shall be invalid.
 - (4) Students shall duly conclude their studies by completing their programme within the maximum duration of studies. If a student fails to duly conclude their studies completing their programme within the maximum duration of studies, they will have breached a provision of these Regulations and their studies shall be terminated as per Section 56(1)(b) of the Act.

- Part III -

Studies in bachelor's, master's and continuing master's programmes

Section 1: Organisation of studies

Article 16

- (1) Studies in all academic programmes are provided pursuant to a valid accreditation and in accordance with the AMU Accreditation Rules.
- (2) Studies in bachelor's programmes pursuant to Section 45 of the Act, in master's programmes and in continuing master's programmes (Section 46 of the Act) are provided on a full-time and combined basis.

Section 2

Article 17: Students' rights and obligations

- (1) Students shall act honourably and fairly during their studies and observe internal regulations and norms of AMU and its constituents.
- (2) Students shall furthermore:
 - a) pay the fees connected with studies and report circumstances relevant for setting the amount of such fees;
 - b) report to their Faculty any changes in their personal information (including the telephone number) or postal address, in particular by means of the information system;
 - c) watch their compliance with their academic duties and promptly consult the subject instructor, Head of the Department, programme guarantor, or the Registrar's Office of the Faculty at which they are registered on any problems or uncertainties;
 - d) report to the faculty any loss of medical fitness for studies if such fitness was a requirement for admission to studies;

- e) appear at the set date and time when summoned by the Rector, the Dean or an AMU employee authorised by the Rector or the Dean to discuss issues concerning the course or termination of studies;
- f) aim to complete all registered subjects in each year of study;
- g) have a licensing agreement concluded with AMU for the use of school works under customary terms and conditions.

Section 3: Registration for and completion of subjects

Article 18: Registration for subjects

- (1) Instruction during the semester is organised according to schedules set by each Department. The Departments shall ensure that schedules are made public no later than one week prior to the period for registration. If there is a reason to do so, the Department shall modify the schedule of instruction after its publication to the extent required. Registration for subjects takes place in the information system. The period for students to register for subjects is set out for each semester in the AMU academic calendar. Prior to the start of this period, the Registrar's Office will register students automatically for the subjects in the PH, PB and PO categories that are required for the semester in question. If a particular subject in these categories can be completed in any one of multiple semesters, the student will be automatically registered for it only in the last possible semester (unless the student has already completed it).
- (2) During the registration period, students can register for subjects in the PV and VV categories as well as subjects in the PH, PB and PO categories for which the respective semester is one of those during which such subjects can be completed. If a subject is taught during multiple time slots and by different instructors ("parallel classes"), the student must choose a parallel class for all subjects registered (including subjects registered automatically by the Registrar's Office) during the registration period. If a student does not select a parallel class, they will be assigned to one at the end of the registration period.
- (3) Before the registration period ends, students may make changes to their registered subjects (e.g. register/deregister for subjects, select parallel classes). Once the registration period has ended, students' registration for subjects can only be changed in justified cases through the Registrar's Office under the terms and conditions set by the Faculty, and only before the beginning of the examination period for the semester in question.
- (4) During the period of student registration for subjects, the Faculties may by mutual agreement set a date by which students can register for subjects in particular in the PV and VV categories only up to a specific maximum number of credits.
- (5) For capacity reasons, students may be denied permission to register for an elective (VV) or required elective (PV) subject in a semester.
- (6) In an exceptional case where the instruction of a specific subject is organised on an individual basis, the Department shall set the instruction schedule based on the instructor's input with sufficient advance notice. Such instruction shall also be recorded in the information system.
- (7) If there is an exceptional reason to do so, the Department may modify the instruction schedule to the required extent even after its publication and beyond the AMU Academic Calendar by adding a new subject in the elective category (VV) over and above the weekly schedules. In such cases, the provisions concerning registration of subjects shall apply *mutatis mutandis*.

- (8) The students who comply with the requirements of their study plans and obtain the number of credits required to take the state final examination cannot register for any further subjects.

Article 19: Completion of subjects

- (1) The completion of a subject means fulfilling all requirements for its successful conclusion as described in subject parameters, whereby the student earns the required number of credits.
- (2) The subjects for which a student is registered at the beginning of the examination period cannot be deleted and will be considered concluded following the examination period, whether passed (duly completed) or failed. If a student fails to appear for examination or submit their assigned work and the subject remains ungraded, it will be considered to have been failed for the purposes of further studies as if it had been graded "F" (examination) or "N" (for subjects graded as Credited/Not Credited).

Article 20: Repeat registration for a subject not completed

- (1) Repeat registration for a subject not completed refers to a situation where the student registers (on their own or via Department or Registrar's Office) for a subject they studied in the past but did not complete successfully. A maximum limit of repeat registrations may be set for a subject.

Article 21: Repeat registration for a completed subject

- (1) Repeat registration for a subject previously completed refers to a situation where the student registers (on their own or via department or Registrar's Office) for a subject they previously completed. A subject thus registered is considered to fall in the PV or VV category even if it is officially listed in a different category in the student's study plan. Repeat completion is only permitted for certain subjects. A maximum limit of repeat registrations may be set for a subject.

Section 4: Registration for a Higher Programme Year and for the Next Academic Year

Article 22

- (1) Students may register for a higher programme year if they have fulfilled all the requirements defined by the study plan of the relevant programme for the preceding year (i.e. they have completed all the required subjects – the PH, PB, PO categories). If a student has not fulfilled the set requirements by the final day of the registration period for a higher programme year and/or the next academic year, their studies will be terminated as per the Faculty academic calendar in accordance with the provisions of Section 56(1)(b) of the Act.
- (2) Students shall register for a higher programme year and/or the next academic year using the information system. Students are required to first verify their personal and contact information in the information system as well as the status of their academic obligations. If the status check is successful, the students are authorised apply for the registration for a higher programme year and/or the next academic year through the information system.
- (3) The Registrar's Office shall verify the student's status of the requirements for admission to the next programme year and/or the next academic year within 14 days of the submission of the application to register, and will register the student. If the requirements for registration have not been fulfilled, the Registrar's Office will inform the student that they were not registered including the reason why. In such a case, the student is required to resubmit the application for registration via information system after fulfilling the requirements.

- (4) Applications for registration for a higher programme year and/or for the next programme year can be submitted between 1 June and the final date of the period for registration for a higher programme year and/or the next academic year as per the Faculty calendar.
- (5) Only the students, who fulfil the requirements for registration and submit a request to register for a higher programme year and/or the next programme year to the information system before or on the final date of period to register for a higher programme year and/or the next academic year as per the Faculty calendar, will be allowed to register for subjects from the beginning of registration. The students who have not fulfilled the requirements laid down in the previous sentence will only be allowed to register for specific subjects once they have been duly registered for the higher programme year and/or the next academic year.
- (6) Students who do not submit the request can register on a substitute registration date set out in the Faculty calendar. Students must appear for the substitute registration date in person if the Faculty so requires. Should a student fail to register for a higher programme year on such substitute registration date, their studies shall be terminated on the grounds of failure to fulfil the requirements under Section 56(1)(b) of the Act.

Section 5: Grading and assessment of studies

Article 23

- (1) Studies are assessed by credit examinations and examinations defined by study plans, and students are informed about them through the information system.
- (2) The credit examination (*zápočet*) is an ungraded form of assessment of studies in a subject. It is recorded in the information system with the words “Credited” (Z) or “Not Credited” (N). Credit examinations do not have a resit examination date.
- (3) An examination is a graded form of assessment of studies in the relevant subject, which tests the student’s knowledge, skills and level of creativity in the relevant subject. The examinations are graded on the scale “A, B, C, D, E, F”:
 - A (excellent performance exceeding the set criteria),
 - B (above-average performance with a minimum of errors),
 - C (average performance with an acceptable number of errors),
 - D (acceptable performance with a greater number of errors),
 - E (performance representing minimum fulfilment of the criteria),
 - F (unacceptable performance).
- (4) In the case of required main subjects (PH), examinations are generally held before a panel consisting of at least three members appointed by the relevant Head of the Department. Such examinations may also be referred to as final commission exams (*klauzura* in Czech).
- (5) A special case of examination is an advancement examination, which assesses knowledge and skills acquired over a longer period of studies within the scope of multiple subjects.
- (6) Prior to the end of instruction in a semester, the instructor shall schedule a sufficient number of regular examination and credit examination (*zápočet*) dates in view of the number of registered students. The instructor shall publish these dates by means of the information system, and students can apply for an examination through this system.

- (7) Students are required to sit for the examination or credit examination (*zápočet*), as the case may be, on the regular examination dates, i.e. in the next examination period immediately after becoming eligible to sit for the examination or credit examination. If a student does not pass the examination on a regular examination date, they shall have the right to sit for the examination on the resit examination dates.
- (8) If a student fails to sign up for any examination date during the examination period and does not sit for the examination, it is understood they did not appear for the examination and shall receive a grade of "F". If a student fails to sign up for any credit examination date during the examination period and does not sit for the credit examination, they shall be considered not to have appeared for the credit examination and shall receive a grade of "Not Credited".
- (9) For subjects terminated with examination, students have the right to two resit examination dates. During the examination period, the instructor shall schedule a sufficient number of resit examination dates in view of the number of registered students and the course of the examination period. If a student fails the examination the resit dates, the Dean may, in exceptional cases in accordance with the provisions of Section 68(1)(a) of the Act, permit an exceptional third resit examination date (also called Dean's examination date). The Dean's examination is administered by a committee involving the Dean or a Vice-Dean appointed by the Dean. Requests for Dean's examination dates must be made in writing and duly justified. There is no legal right to permission to sit a Dean's examination date.
- (10) In the case of required main subjects (PH), no repeat examination is possible. If a student receives a "F" or "Not Credited" grade in a subject in the required main subjects (PH) category, their programme of study shall be terminated pursuant to Section 56(1)(b) of the Act. The decision is governed by Section 68 of the Act.
- (11) The student is required to sit the examination or credit examination (*zápočet*) in person, fairly and in compliance with the rules of the examination or credit examination. If, for serious reasons, a student is unable to sit an examination or credit examination, as the case may be, they shall excuse themselves in advance; otherwise, they shall receive a "F" or "Not Credited" grade. The Head of the Department decides whether the excuse is legitimate and timely. If a student withdraws after the examination / credit examination has commenced or violates the rules of the examination / credit examination, they shall receive a "F" or "Not Credited" grade.
- (12) Teachers assess students' performance objectively and fairly on the basis of methods and criteria defined in advance. The evaluation takes into consideration the rate of mastering the knowledge and skills and the ability to apply them, and respects each student's individual abilities and the rule of ensuring equal and impartial attitude at AMU under Article 47.
- (13) The student's grade shall be recorded in the information system within five business days following the date of the examination or credit examination. The examiner is responsible for entering the student's grade into the information system.
- (14) The compliance with academic requirements is verified each semester. The verification of the fulfilment of academic requirements focuses primarily on:
 - a) completing the required subjects (PH, PB, PO);
 - b) earning the minimum number of credits or completing subjects belonging to groups of required elective subjects (PV);
 - c) earning a sufficient number of credits in elective subjects (VV); or
 - d) earning the minimum number of credits for progressing to the next programme year as per the study plan, as the case may be.

Section 6: Due completion of studies

Article 24: State final examination

- (1) Bachelor's programmes as well as master's and continuing master's programmes are duly completed with the state final examination.
- (2) The state final examination is taken before an examination panel nominated by the Dean and involving professors, associate professors, extraordinary professors, and experts approved by the Faculty's Artistic Board. The state final examination and the announcement of the results are public procedures. The state final examination shall be recorded in an official report to be signed by the chair and all the present members of the panel. The panel shall not have fewer than five members.
- (3) The state final examination consists of the following parts:
 - a) defence of the university qualification thesis as defined in clause (4);
 - b) examination in subjects set by the programme's accreditation.
- (4) The university qualification thesis in bachelor's programmes is the bachelor's thesis and a graduation performance; in master's programmes, this is the diploma thesis and a graduation performance. The preparation of the university qualification thesis is part of the study plan and is taken into consideration by means of allocating credits.
- (5) A student who has satisfied the requirements defined by their programme's study plan (including the graduation performance, if any), submitted their bachelor's and/or diploma thesis including all the prescribed requisites when due, and obtained the required number of credits may take the state final examination.
- (6) Neither the state final examination nor parts thereof can be recognised as per Article 9.
- (7) Prior to the completion of instruction in a semester, the Faculty shall announce a sufficient number of state final examination dates considering the number of the students registered. It shall publish the dates using the information system and students shall register for the examination using the system. Students must take the state final examination within two calendar years beginning with the end of the calendar month during which their academic duties defined by the study plan were completed.
- (8) Each individual part of the state final examination is classified on a scale from A to B, C, D, E to F. If a student's evaluation for any part of the state final examination is graded "F", the overall result of the state final examination shall also be graded as "Failed". If this happens, the Dean shall subsequently notify the student of the panel's decision in writing.
- (9) The defence of a bachelor's and/or diploma thesis, the defence of a graduation performance, and examination in specified subjects can be repeated only once within one calendar year from the date of the failed defence or examination. The student shall only retake those parts of the state final examination that were graded "F".

Section 1: Parts of the state final examination

Article 25: Bachelor's and diploma theses

- (1) With a bachelor's thesis, students demonstrate that they are capable of independently solving an assigned task, reviewing the required secondary literature, and/or reflecting on their own creative activity.

- (2) With a diploma thesis, students demonstrate that they are capable of independently postulating a problem, defining and verifying a hypothesis, reviewing the required secondary literature, working with resources, and/or reflecting on their own creative activity. A diploma thesis is by nature a theoretical text that brings a new perspective on the explored issue or a well-supported analysis of the problem and the variants of solution to it.
- (3) The Dean approves the assignment of the bachelor's or master's thesis in consideration of the student's proposal and based on the recommendation of the Head of the Department.
- (4) The formal requirements for bachelor's and diploma theses are regulated in a Rector's Decree.
- (5) Bachelor's and diploma theses shall be submitted exclusively using the information system no sooner than two months and no later than one month prior to the date of the defence. Students are not required to submit hard copies of their theses to their Department.
- (6) The supervisor and the opponent(s) of the bachelor's and diploma theses shall be appointed by the Dean on the recommendation of the Head of the Department. The supervisor of the thesis may be an expert who is not an AMU academic staff member. The supervisor may supervise a maximum of 10 theses simultaneously in aggregate across both bachelor's, master's and continuing master's programmes. Theses shall be assigned by means of being entered into the information system no later than three months before the deadline for submission. Any changes to the supervisor or the topic of the thesis must be approved by the Dean pursuant to requirements set by the faculty.
- (7) The thesis supervisor and opponent(s) shall prepare written assessments of the thesis, which they shall enter in the information system at least three business days prior to the date of the defence; if an assessment is made accessible later, the student has the right to request a new state examination date prior to the defence.
- (8) Bachelor's and diploma theses are graded on a scale of A to B, C, D, E to F. The written assessments from the supervisor and the opponent(s) must expressly state the suggested grade and their recommendation or non-recommendation that the thesis be defended. If the supervisor does not recommend the thesis for defence, the student will be allowed to defend the thesis. A student who has not been permitted to defend the thesis or has failed to defend it shall be graded "F" by the examination panel.
- (9) If a bachelor's or diploma thesis is graded "F" on the regular defence date, the examination panel may decide that in order to retake the defence the student must revise or supplement the thesis on the current topic or write a new thesis.
- (10) AMU publishes theses in accordance with Section 47b of the Act. Publication takes place in Faculty libraries as well as electronically in AMU's "Dspace" repository of qualification theses at <http://dspace.amu.cz>.

Article 26: Graduation performance

- (1) The graduation performance is the part of the university qualification thesis in which the student demonstrates the level of their artistic or scholarly work by creating an original artwork, artistic performance or scholarly project (hereinafter "graduation performance").
- (2) The Dean assigns the graduation performance in consideration of the student's proposal, if any, on recommendation of the Head of the Department, unless a Dean's decree requires otherwise. The assignment shall contain the title and a brief description of the graduation performance and the name of its supervisor.

- (3) The Dean appoints the supervisor and opponent(s) of the graduation performance on recommendation from the Head of the Department, unless a Dean's decree requires otherwise.
- (4) The assignment shall be entered in the information system. Any changes to the assignment, the supervisor or the opponent of the graduation performance shall be approved by the Dean based on the requirements set by the faculty.
- (5) The student shall deliver the graduation performance in accordance with their study plan at one of AMU's sites no later than seven business days prior the date of their defence. On an exceptional basis, students may deliver their graduation performances outside AMU subject to the prior consent of the Dean of their Faculty. Graduation performances cannot be repeated.
- (6) If the opponent of the graduation performance is also the opponent of the qualification thesis, the opponent's assessment of the graduation performance may form part of the opponent's assessment of the bachelor's or diploma thesis. This provision shall apply *mutatis mutandis* in the event that the supervisor of the graduation performance is also the supervisor of the qualification thesis.
- (7) The supervisor and the opponent of the graduation performance shall prepare a written assessment of the performance and provide it to the student using the information system no later than three business days before the date of the defence; if the assessment is made accessible later, the student shall have the right to request a new state examination date prior to the defence.
- (8) Graduation performances are graded on the scale from A to B, C, D, E to F. The written assessment from the opponent of the graduation performance must expressly state the proposed grade. A student who fails to defend their graduation performance shall be graded "F" by the examination panel for the defence of the graduation performance.

Article 27: Examination in subjects defined by programme accreditation

- (1) The examination in subjects consists of the parts defined by the programme accreditation.
- (2) The individual subjects are graded on a scale from A to B, C, D, E to F.
- (3) If a student is graded "F" in any subject in this part of the state final examination, the overall state final examination shall also receive the "Failed" grade. The student shall only retake examination in the subject(s) of this part of the state final examination graded "F".

- Part IV -

Doctoral programmes

Section 1: Organisation of studies

Article 28

- (1) Studies in all academic programmes are provided on the basis of a valid accreditation and in accordance with the AMU Accreditation Rules.
- (2) Studies in doctoral programmes take place on a full-time or combined basis.
- (3) The guarantor of the academic programme is responsible for the organisation, administration and assessment of studies in doctoral programmes in accordance with the Accreditation Rules. Studies are monitored and evaluated by the subject board.

Section 2: Course of studies

Article 29

- (1) Studies in doctoral programmes follow an individual study plan which is based on the master study plan specified in the accreditation. Individual study plans are proposed by the supervisors and approved by the subject board. They shall contain, without limitation, a list of academic requirements, verification of studies and of the fulfilment of scientific, research, artistic or other creative requirements, as well as recommended international stays, other internships or teaching activities.
- (2) Students are required to act fairly and honestly during their studies and to comply with the internal regulations and norms of AMU and its sections, as well as with the obligations listed in Article 17.
- (3) Students have the right to interrupt studies in accordance with the provisions of Article 14.
- (4) The provisions of Part II, Articles 5–15 shall reasonably apply to the course of studies in a doctoral programme. Where said provisions refer to the authority of the Head of the Department, the chair of the subject board shall have such authority in relation to doctoral programmes.

Section 3: Supervisor and expert consultant

Article 30

- (1) On recommendation of the programme guarantor, the Dean shall appoint a supervisor for each doctoral student. The supervisors shall be primarily professors, associate professors, and, subject to the approval of the Faculty's Artistic Board, other holders of the Ph.D. degree and/or experts with adequate qualification. One supervisor may supervise a maximum of five dissertation theses.
- (2) A Dean's Decree shall determine the duties and authorities of doctoral supervisors. Any change of the supervisor is subject to the Dean's approval taking into consideration the study programme guarantor's proposal under the terms and conditions defined by the Faculty.
- (3) The supervisor shall participate in state final examination as an assessor in an advisory capacity.

Article 31

- (1) The supervisor or the student (subject to the supervisor's approval) may suggest to the subject board that a consultant from among the experts in the field be appointed in order to guide the student through a specific topic or period within the doctoral studies considering the expert's specific technical knowledge and/or methodological and technological capabilities. A Dean's Decree defines the obligations and authority of such consultants.

Section 4: Grading and assessment of studies

Article 32

- (1) Studies are assessed by means of credit examinations and examinations defined by the individual study plans.

- (2) The credit examination (*zápočet*) is an ungraded form of assessment of studies in the relevant subject. It is recorded in the information system with the words “Credited” (Z) or “Not Credited” (N). Credit examinations do not have a resit examination date.
- (3) Examination is a graded form of assessment of studies in the relevant subject. It is graded with the words “Passed” or “Failed”.
- (4) At the end of each academic year, each student shall write a self-evaluation report on their studies and creative activity connected with the topic of the dissertation. The contents of the self-evaluation report on studies shall be determined by the evaluation methodology for doctoral programmes as an internal norm of AMU. Students shall enter their self-evaluation reports in the information system by 30 September of the expiring academic year. Students who completed an individual study plan and are working on their dissertation shall write such reports as well.
- (5) The student’s self-evaluation report shall subsequently be assessed by the supervisor and discussed by the subject board for doctoral studies.
- (6) The student’s grades in individual subjects shall be recorded in the information system by the end of the academic year.
- (7) If a doctoral programme is provided under joint supervision (*cotutelle*), the language of the dissertation and other programme requirements, in particular the structure of the state final examination and dissertation defence panel, shall be stipulated in the agreement between the schools.

Section 5: Due completion of studies

Article 33: State final examination

- (1) Studies in a doctoral programme are duly completed with the state final examination consisting in the defence of the dissertation thesis.
- (2) Students shall register for the state final examination using the academic information system.
- (3) In doctoral programmes, the dissertation thesis is a written essay and, as a rule, a graduation performance.
- (4) Taking state final examination is subject to completing the requirements of the individual study plan for the doctoral programme including the submission of the dissertation thesis with all the required formalities, and/or delivery of the graduation performance.
- (5) The state final examination is taken before an examination panel appointed by the Dean based on a proposal from the programme guarantor. The examination panel may include professors, associate professors, extraordinary professors and other experts approved by the faculty’s artistic board. At least one committee member must be from a worksite outside the Faculty and outside the programme’s subject board.
- (6) The student’s current or former supervisor, the student’s direct superior or subordinate, or a person whose objectivity may be contested considering their relationship to the content of the dissertation or to persons connected with the defence, are not allowed to be a member of the state final examination panel or an opponent of the dissertation.
- (7) The course of the state doctoral examination and the announcement of its results are public. The state final examination panel shall discuss the examination result in a closed session. An official record of the state final examination shall be written and signed by the chair and all attending members of the panel; the number of panel members shall not be less than five.

- (8) The notice on the date of the state final examination and the topic of the dissertation thesis and, as the case may be, graduation performance shall be published on the Faculty's official notice board at least 10 days prior to the set date of the state final examination.
- (9) The result of the state doctoral examination is rated with the words "Passed" or "Failed". If the result of the state final examination is "Failed", the Dean shall subsequently notify the student of the panel's decision in writing. In accordance with the panel's conclusions, the Dean shall state the requirements pending which the state final examination may be retaken. The student may retake the state final examination within five months to one year from the date of the failed state final examination.
- (10) State final examination may be retaken only once.

Article 34: Dissertation thesis

- (1) Dissertation thesis is an individual thesis that is the result of the student's scholarly or artistic research based on the student's individual study plan. A dissertation thesis must include original results of the student's creative activity published in a manner customary for publishing the results of research, development or other creative activities customary in the relevant field, or results thus accepted for publication. A dissertation thesis may include a graduation performance.
- (2) The Dean approves the assignment of the dissertation in consideration of the student's proposal and the recommendation of the subject board. The formal requirements for dissertation theses are governed by a Rector's Decree.
- (3) Along with the dissertation, the student shall submit an outline that serves to inform the scholarly community of the principal results of the thesis; attached to the outline shall be a list of the student's works published during their studies including citations and/or a list of their original artistic works.
- (4) The dissertation thesis shall be submitted exclusively using the information system. The period between submitting the thesis and taking the state final examination shall be two months minimum and six months maximum. The student shall submit the outline of the dissertation at least 10 days prior to the set date of the state final examination.
- (5) The Dean shall appoint opponents of the dissertation further to a proposal of the programme guarantor. At least one of the dissertation thesis opponents must not be an AMU academic or employee.
- (6) The supervisor and at least two opponents shall write their assessments of the dissertation, stating expressly whether or not they recommend the dissertation to be defended. They shall enter their assessments in the information system at least seven business days prior to the date of the state final examination; if an assessment is made accessible later, the student has the right to request a new date for the state final examination. If the dissertation is not recommended for defence by a majority of the assessments written by the supervisor and the opponents, the student shall not be allowed to take the state final examination, and it is understood that the state final examination was duly taken and was rated as failed.
- (7) AMU publishes dissertation theses in accordance with Section 47b of the Act. Publication takes place in Faculty libraries as well as electronically in AMU's "Dspace" repository of qualification theses on <http://dspace.amu.cz>.

Article 35: Graduation performance

- (1) Graduation performance is the part of the dissertation in which the student demonstrates the results of their artistic research or scholarly work by creating an original artwork (or collection of works), artistic performance, scholarly project, or another applied result of research, development or innovation (“graduation performance”).
- (2) The Dean approves the assignment of the graduation performance in consideration of the student’s proposal and on recommendation of the subject board unless a Dean’s decree requires otherwise. The assignment shall contain the title and a brief description of the graduation performance, the name of its supervisor of the graduation performance, and the latest date of its delivery.
- (3) The Dean shall appoint at least two opponents of the graduation performance further to a proposal from the programme guarantor unless a Dean’s decree requires otherwise. At least one of the opponents of the graduation performance must not be an AMU academic or employee.
- (4) The assignment shall be entered into the information system. Any changes to the assignment or to the opponent of the graduation performance are subject to the Dean’s approval based on the requirements set by the faculty.
- (5) The student shall deliver the graduation performance in accordance with their study plan no later than 30 business days prior the date of the state final examination. The graduation performance as part of the state final examination cannot be repeated.
- (6) If the opponent of the graduation performance is also the opponent of the dissertation, then the opponent’s assessment of the graduation performance may form part of the opponent’s assessment of the dissertation.
- (7) The supervisor and the opponents of the graduation performance shall write an assessment and provide it to the student using the information system no later than seven business days prior to the date of the state final examination; if the assessment is made accessible later the student has the right to request a new defence date prior to the state final examination.

- Part V -

Arbitrating students’ rights and obligations

Section 1: Basic principles and course of the proceedings in the first instance

Article 36: Proceedings on the Faculty level

- (1) The basic principles of the activity of administrative bodies shall also apply to the proceedings regarding students’ rights and obligations.¹ Authorities that decide on students’ rights and obligations shall act in accordance with legislation and AMU’s internal regulations and norms.
- (2) Proceedings shall be initiated on the basis of a request or ex officio.
- (3) Proceedings regarding a request shall commence on the day on which the request is served on AMU.
- (4) The request must contain the petitioner’s first name, surname, personal number or date of birth, and address of permanent residence, a specification of the matter which the request concerns, and a specification of what the petitioner is requesting or seeking.

¹ Provisions of Sections 2–8 of Act No. 500/2004, Code of Administrative Procedure.

- (5) If the request does not satisfy the formal requirements or exhibits other flaws, the Dean shall assist the petitioner to rectify such flaws in situ or invite the petitioner to rectify them, and shall set a reasonable deadline for the petitioner to do so.
- (6) The Dean shall arbitrate students' rights and obligations in the first instance.
- (7) In other matters not expressly listed in Section 68(1) of the Act, the participant may request a review of the procedure processing their request within 15 days from the date of notification of the result.

Section 2: Decision

Article 37: Formal requirements for a decision

- (1) Decisions shall be delivered in writing. Decisions shall contain a declarative section, a rationale section and an edification section for the participant on options for filing an appeal.
- (2) Unless the Act specifies that a specific document is binding for AMU, AMU shall evaluate materials, in particular evidence, at its discretion; in doing so, AMU shall carefully consider everything that comes to light in the proceedings including the student's statements.
- (3) The declarative part of the decision may contain one or more statements. The declarative section shall specify the solution to the question which is the subject of the proceedings, the legal provisions under which the decision was made including the internal regulations of AMU or the relevant Faculty, identification of the participant by their first name, surname, personal number or date of birth and address of permanent residence, and a designation of the programme of study in question.
- (4) The rationale section shall specify the reasons for the declaration(s) in the decision, the source documents for such decision, the considerations that governed the administrative body's assessment and interpretation of legislation, AMU's internal regulations and the Faculty's internal regulations, and information on how the administrative body handled the participant's motions, objections and their statement on the underlying documents of the decision.
- (5) The edification section shall specify whether the decision can be appealed, the period during which it is possible to do so, the date on which such period commences, the administrative body that will resolve the appeal, and the administrative body to which the appeal should be submitted. A written copy of the decision shall meet additional formal requirements as defined in Section 69 of the Code of Administrative Procedure.

Section 3: Appeal

Article 38

- (1) The participant in the proceedings may appeal the Dean's decision within 15 days from the date of notification. The appeal must make it clear who is filing it, which decision is being appealed, the extent to which the decision is being contested, and the perceived conflict with legislation or with AMU's or the Faculty's internal regulations or the flaw(s) of the decision or the proceedings which preceded it. If the appeal does not specify the extent to which the appellant is contesting the decision, the appeal will be understood to seek to overturn the entire decision. Furthermore, it is necessary to specify the appellant's first name, surname, personal number or date of birth, and address of permanent residence, or a different correspondence address for the appellant, as the case may be. The appeal must contain a designation of the administrative body for which it is intended and the appellant's signature unless it is filed using an information system.

- (2) Appeals shall be lodged with the Dean, i.e. the administrative body that issued the contested decision. The deadline for appeal submission is considered to have been met if a postal consignment addressed to such body and containing the appeal is submitted to the postal carrier on the final day of the period for submitting appeals.
- (3) An appeal can be lodged only after a decision has been issued. If the appeal is submitted prior to the notification of the decision, it shall be considered to have been lodged on the first day of the appeal period.
- (4) If the edification section is missing, incomplete or incorrect, an appeal may be submitted within 15 days from the notification of a corrective resolution, if issued, but no later than 90 days from the date of notification of the decision.
- (5) A participant who is demonstrably familiar with the decision may not plead that they were not notified of the decision. It is possible to appeal within 90 days from the date when the participant was familiarised with the decision.
- (6) A participant who relinquishes the right to file an appeal in writing or orally for the record after being informed of the decision is not entitled to file an appeal.
- (7) If a participant revokes a filed appeal, they may not file it again.
- (8) A participant may apply for relief for a missed appeal deadline within 15 days from the date on which the obstacle which prevented them from filing the appeal was overcome. If the appeal is not submitted with such a request, the request will not be processed. Relief cannot be granted for a missed appeal deadline if one year has elapsed since the day on which it should have been submitted. A request for relief for a missed deadline may also be granted with a deferment if the participant faces the threat of a serious harm. Relief shall be granted for a missed appeal deadline if the participant demonstrates that an obstacle was presented by serious circumstances which arose through no fault of the participant. The Rector makes the decision on relief for a missed deadline.
- (9) An appeal may contest the declarative part of the decision, an individual statement or its ancillary provisions. An appeal contesting only the rationale section of the decision is inadmissible.
- (10) New circumstances and motions to provide additional evidence stated in the appeal or during the appellate proceedings shall be taken into consideration only if the applicant was unable to bring such circumstances or motions forward earlier. Should the applicant object that they were not permitted to take a specific action in the first instance of the proceedings, such action must be taken along with the appeal.
- (11) A timely and admissible appeal shall have a deferring effect. As a result of the deferring effect of the appeal, the decision shall not take legal effect, enforceability or other legal effects.
- (12) If the appeal does not meet the formal requirements or exhibits other flaws, the body of the first instance shall assist the appellant in rectifying such flaws in situ or invite the appellant to rectify them and set them a reasonable deadline to do so.
- (13) If the Dean determines a circumstance which constitutes the basis for halting the proceedings prior to handing the file over to the Rector, they shall halt it immediately and annul the contested decision.

Section 4: Appellate proceedings

Article 39

- (1) The Dean shall hand over the file with their opinion to the appellate administrative body within 30 days from the appeal's date of delivery. The Rector is the administrative body for appeals. The Rector shall issue a decision within 30 days from receiving the file from the Dean, within 60 days if the case is especially complicated. This period begins on the day the file is handed over to the Rector.
- (2) A participant cannot plead a missed deadline if they have caused it to be missed.
- (3) The Rector shall review the compliance of the contested decision and the proceeding that preceded its issue with legislation and AMU's and the relevant Faculty's internal regulations. The flaws to the proceeding which could not reasonably have affected the compliance of the contested decision with legislation and internal regulations shall not be considered.
- (4) If the Rector concludes that the contested decision is in conflict with legislation or internal regulations of AMU or the Faculty:
 - a) they shall annul the contested decision or part thereof and halt the proceedings;
 - b) they shall annul the contested decision or part thereof and return the matter to the Dean to consider again; in the rationale section of this decision, the Rector shall express a legal opinion binding on the Dean in the new consideration of the matter; the Dean's new decision may be appealed; and/or
 - c) they shall change the contested decision or part thereof; no change may be implemented if doing so could portend harm due to loss of the opportunity to appeal; the participant shall have the right to express an opinion on the evidential materials for the decision newly procured by the Rector; if required to rectify flaws in the rationale section, the Rector shall change the decision in the rationale section; the Rector may not change the contested decision to the detriment of the participant unless it is in conflict with legislation.
 - d) If the Rector does not determine a reason to proceed as per the preceding points, they shall reject the appeal and uphold the contested decision. If the Rector changes or annuls the contested decision in part, they shall uphold the remainder of it.
- (5) If the Rector finds a circumstance that constitutes the grounds for halting the proceedings, they shall halt it immediately and annul the contested decision.
- (6) The Rector shall reject a late or inadmissible appeal. If the decision has already taken effect, they shall investigate whether the case merits a review of the decision in a review procedure under the Code of Administrative Procedure, a renewal of the procedure, or issue of a new decision. If the Rector finds that the case merits initiating a review procedure, a renewed procedure, or the issue of a new decision, a late or inadmissible appeal shall be considered the basis for initiating a review procedure, a request to renew the procedure, or a request to issue a new decision.
- (7) It is not possible to appeal a decision of the Rector. The Rector's decision takes legal effect once it has been notified to the participant.
- (8) If the participant revokes a submitted appeal, the appellate procedure shall be halted on the day of such revocation. The decision takes effect on the day following the halting of the proceedings. A resolution announcing the fact that the proceeding was halted shall be issued; this shall only be noted in the file and the participant shall be notified. An appeal can be revoked until the Rector's decision is issued in the appellate proceedings.

- (9) Should the participant relinquish the right to file an appeal, the decision shall take effect on such date.
- (10) A decision which has been notified and cannot be appealed shall take legal effect and be binding for the participant and the administrative bodies. The decision takes legal effect on the day after the appeal period has elapsed, on the day the student relinquishes their right to file an appeal in writing, or on the day the Rector's decision is delivered.
- (11) Further to the Rector's decision, the Dean or the Rector shall at their discretion adopt such measures so as to restore the student's rights and rectify or at least ameliorate the consequences of the defective decision.
- (12) Other particulars concerning the proceedings before administrative bodies of the first and second instance shall be regulated by the Act and by the Code of Administrative Procedure.

- Part VI -

Common, interim and final provisions

Section 1: Common and interim provisions

Article 40: Rules governing measures aiming for equal opportunities to study at AMU

- (1) AMU adopts adequate supporting measures in order to equalise the opportunities for studying in its programmes unless this is in contradiction to the requirements for fitness to study in a specific programme; said measures must not reduce the academic demands.
- (2) Adequate support measures geared towards equalising opportunities for studying must not reduce the academic demands. The objective is an effort geared towards creating a positive and inclusive educational environment at AMU. This includes fostering a culture of respect, understanding and acceptance and offering opportunities to all students to take part in the academic and creative activities in learning groups, years of study and artistic practice, and to communicate with their peers.

Article 41: Students with the status of a studying parent

- (1) In connection with pregnancy and caring for a child, each student has the right to:
 - a) extended deadlines for completing their study obligations and compliance with the requirements for progressing to the next semester or year; or
 - b) extended maximum duration of study under, without limitation, these Attendance and Examination rules, by the period that their maternity or parental leave would otherwise take², provided that they do not interrupt their studies under Section 54 of the Act during such period;
 - c) a repeated change in the date of examination or credit examination.
- (2) In order for students to exercise the rights arising from this Article, they must report and document pregnancy and/or care for a child to the Registrar's Office. The particulars are laid down in a Rector's decree.

² Sections 195, 197 and 198 of Act No. 262/2006, the Labour Code, as amended

Article 42: Applicants and students with specific needs

- (1) Applicants/students with specific needs are persons who, due to a hereditary or acquired health condition, require modifications to the admission procedure or studies.
- (2) Applicants and students with specific needs include persons with:
 - eyesight impairment,
 - hearing impairment,
 - physical and motion disability,
 - specific learning disorders,
 - autistic spectrum disorders,
 - combined disabilities and persons with other mental disorders or difficulties (including non-autistic neurodevelopmental disorders, i.e. impaired language, speech, and other communication abilities, or with chronic somatic diseases).
- (3) In accordance with the United Nations Convention on the Rights of Persons with Disabilities, the EU Charter of Fundamental Rights and the European Social Charter, AMU places emphasis on respect for human dignity and the diversity of all members of its academic community, said traits being the cornerstone of a free and safe academic environment.
- (4) Further to these commitments of the Czech Republic, AMU exerts every effort with the objective of adopting such measures that will ensure equal and fair access to education and academic life for all students.
- (5) AMU is aware of its influence on the shaping of the cultural and artistic life in the Czech Republic and commits to actively contributing towards removing barriers preventing people with specific needs from accessing education and artistic careers, thereby going above and beyond the minimum statutory requirements and endorsing active support for equal opportunities and inclusive education.
- (6) In connection to these principles, AMU undertakes to systematically educate all employees with decision-making power over the rights and obligations of students with specific needs, in order to ensure the professional, fair, and informed application of supportive measures and procedures.
- (7) Applicants and students have the right to a confidential treatment of all information regarding their health and/or specific needs and to the protection of personal data in accordance with legal regulations.

Article 43: Modifications of admission procedure for applicants with specific needs

- (1) Applicants have the right to apply for reasonable modifications of the admission procedure due to their specific needs arising from their health.
- (2) If modified, the course of the admission procedure should differ from the standard course of the admission procedure only to an extent necessary to ensure equal access to education.
- (3) Each applicant must comply with the defined requirements of the admission procedure at each of the Faculties.
- (4) Applicants who require modifications of the admission procedure due to specific needs arising from their health shall submit, as part of the application, a request with the specification and justification of the required modification. This shall include a health status certificate issued by a physician or another expert. This may, without limitation, include:
 - proof of disability under Section 67 of Act No. 435/2004 on employment,

- proof of disability of any degree under Section 39 of Act No. 155/1995 on pension insurance,
 - disability ID card of any degree under Section 34 of Act No. 329/2011 on allowances to persons with disabilities,
 - proof of a specific learning disorder,
 - proof of an autistic spectrum disorder identified on the basis of a comprehensive examination by a clinical psychologist,
 - medical report stating the results of an expert medical examination.
- (5) Applicants who do not specify any specific needs in their applications effectively waive the right to a reasonable individual modification of the admission procedure as well as to any variant of the admission test other than the implicit ones.

Article 44: Faculty's action in admission procedures with applicants with specific needs

- (1) The Registrar's Office shall forward a list of the applicants and the descriptions of their documented condition to the chair of the admission panel.
- (2) Further to a discussion with the Registrar's Office, the chair of the admission panel may issue a decision to the effect that:
- a) the admission procedure cannot be modified due to a contradiction with the profile of the selected programme,
 - b) the admission procedure will be modified specifically, e.g. by means of:
 - preferential examination,
 - extended time for examining,
 - replacing written examination with oral and vice versa,
 - enlarged font (test assignment) or tolerance for spelling errors,
 - interpreting between the Czech language and the Czech sign language,
 - presence of a psychologist,
 - providing guides in the building or barrier-free access to selected parts of the building,
 - using various aids (software) and technologies depending on the Faculty's possibilities, etc.
- (3) Each Faculty is obligated to engage in a cooperative dialogue with the applicant for study in order to find an adequate solution and achieve balance between the justified needs of the applicant and the requirements of the programme.
- (4) The Faculty's Registrar's Office shall inform applicants about the modifications of the admission procedure in good time to allow them to prepare for the admission examination. This information shall also be delivered to the admission panel.

Article 45: Modifications of study for students with specific needs

- (1) If the modifications are granted, the course of studies of a student with specific needs should differ from the standard course only to the extent necessary to safeguard that student's right to education on an equal basis with other students.
- (2) If a student requires modification to study due to specific needs arising from their health, they shall submit the application for an exemption from study under Article 10, specifying and justifying the requested modification.

- (3) The application shall include a health certificate issued by a physician or another expert, and/or documents containing recommendations related to the modifications of study. This may include, without limitation:
- proof of disability under Section 67 of Act No. 435/2004 on employment,
 - proof of disability of any degree under Section 39 of Act No. 155/1995 on pension insurance,
 - ID card of a person with disability of any degree under Section 34 of Act No. 329/2011 on allowances for persons with disabilities,
 - proof of a specific learning disorder,
 - proof of an autistic spectrum disorder based on a comprehensive examination by a clinical psychologist,
 - medical report stating the results of an expert medical examination.

Article 46: Faculty's procedure to follow modifying the studies for students with specific needs

- (1) Each Faculty shall appoint a person in charge of communication with students with specific needs and informing and consulting guarantors, Heads of Departments, academics and other Faculty employees, who will also keep records of students with specific needs.
- (2) The Dean shall assess applications for modifications of study submitted by students on the basis of recommendation from a person in charge of communication with students with specific needs, the Head of the Department and, for doctoral programmes, also the chair of the subject board and the supervisor.
- (3) The guarantor, Head of Department, and the persons who request modifications are obligated on request to cooperate with the experts who diagnose persons with specific needs, including but not limited to defining the exact scope and nature of the knowledge that the student in the programme is to master, the skills that they are obligated to acquire, and the scope of tasks they are obligated to fulfil including potential alternatives in the sequence of the subjects registered and admissible alternatives in delivering on tasks.
- (4) The Dean may decide that:
- a) the studies cannot be modified given the contradiction with the content of the selected programme;
 - b) the studies will be modified specifically, including but not limited to:
 - preferential registration for subjects,
 - preferential examination,
 - extended time for examination,
 - replacing written examination by oral and vice versa,
 - enlarged font (test assignment) or tolerance for spelling errors,
 - interpreting between the Czech language and the Czech sign language,
 - psychological support,
 - individual advisory and/or mentoring,
 - providing guides in the building or barrier-free access to selected parts of the building,
 - assigning classes to barrier-free parts of the building as much as possible,
 - using various aids (software) and technologies depending on the Faculty's possibilities, etc.

- (5) When assessing the possibilities for modifications, each Faculty is obligated to conduct a cooperative dialogue with the applicant for study in order to find an adequate solution and achieve balance between the justified needs of the applicant and the requirements of the programme.
- (6) The provisions of Article 38 et seq. shall apply reasonably; it is possible to appeal the Dean's decision under clause 4 as explained in Article 38. The Faculty may ask the student to supplement the evidence specified in Article 45, clause 3.

Article 47: Rules for ensuring equal and impartial treatment at AMU

- (1) AMU academics and employees involved in educational activities shall always treat students on the basis of an objective, correct, demanding, and yet sensitive assessment of their individual abilities, knowledge, diligence and other personality traits.
- (2) An AMU academic or employee who can justifiably be deemed to have an interest in the result of evaluation, due to which their impartiality and objectivity could be contested or conflict of interest inferred given their relationship to an applicant or student, shall be excluded from taking any and all actions where they could influence the result. This means, without limitation:
 - a) evaluation of an applicant or student,
 - b) supervising or opposing a university qualification thesis,
 - c) acting as the supervisor in doctoral programmes of study.
- (3) Persons involved in conflict of interest in relation to an applicant or student are, without limitation, their close persons within the meaning of the relevant provisions of the Civil Code.
- (4) Students may object to an AMU academic or employee being biased e.g. via Head of the Department, Dean, Vice-Rector for Study Affairs, or the ombud. In addition to the above, applicant may also object to bias through the chair of the admission panel. If a student does not do so without undue delay after learning about the circumstances constituting conflict of interest or bias, the objection will not be taken into consideration.
- (5) An AMU academic or employee who learns of circumstances suggesting that they are ineligible on the grounds of conflict of interest or doubts as to their impartiality under Article 47, clause 2 shall notify the Dean about the same without undue delay; if the Dean is such a person, they shall notify the Rector.
- (6) The Dean makes the decision as to the alleged or reported bias. If the Dean does not honour the objections, they shall submit them to the Vice-Rector for Study Affairs for decision. Before a decision is made and the requisite actions are taken, the teacher may only take actions that cannot be delayed, and these do not include the evaluation of applicants or students.
- (7) If an AMU academic or employee is found to be biased, that person shall not take part in examination and the Dean shall propose a new examiner. If a teacher and, at the same time, the Dean are found biased, they shall not take place in examinations and the Rector shall propose a new examiner.

Article 48: Interim provisions

- (1) Proceedings initiated under the Attendance and Examination Regulations heretofore shall be concluded under the present Regulations unless concluded prior to the effective date hereof.
- (2) The provisions on the maximum duration of study in academic programmes apply to students who registered for their first year of study beginning with the 2019/2020 academic year.

- (3) The rights and obligations of students who commenced their studies prior to the effect hereof shall be governed hereby.
- (4) If the applicable accreditation does not permit an earlier date, the due completion of studies for a student who registered for a doctoral programme and whose first instruction period as part of said studies commenced prior to the initial day of the academic year 2025/2026 shall be governed by Articles 35 to 37 in the wording effective prior to the effective date of the present Regulations.

Section 2: Final provisions

Article 49

- (1) Should any provision of a Faculty internal regulation or AMU or Faculty internal norm or be in conflict with legislation or these Attendance and Examination Regulations, such provision shall be rendered ineffective and a relevant provision of these Attendance and Examination Regulations, the Statutes, or legislation shall apply instead.
- (2) A Rector's decree on which the AMU Academic Senate comments may set the basic formal requirements for the relevant agreements on inter-university studies concluded with regard to academic programmes provided in cooperation with international higher education institutions or international scientific institutions.
- (3) The AMU Attendance and Examination Regulations registered by the Ministry of Education, Youth and Sports on 31 January 2023 under file no. MSMT - 3185/2023-2 are hereby revoked.
- (4) These Attendance and Examination Regulations were approved by the AMU Academic Senate pursuant to Section 9(1)(b) of the Act on 12 December 2025.
- (5) These Attendance and Examination Regulations become valid pursuant to Section 36(4) of the Act on the date of their registration by the Ministry of Education, Youth and Sports, and shall take effect on 9 February 2026.

PhDr. Ingeborg Radok Žádná, m.p.
Rector