



**STUDY AND EXAMINATION RULES**  
UNIVERSITY OF SOCIAL AND ADMINISTRATIVE AFFAIRS

**Section One**  
**Introductory provisions**

**Art. 1**

1. This Study and Examination Rules is issued for the purpose of ensuring the organisation of studies at the University of Social and Administrative Affairs (hereinafter referred to as the 'University') in the accredited study programmes of this University. The Study and Examination Rules of the University of Social and Administrative Affairs is governed by Law no. 111/1998 Coll., on higher education institutions and on amending and supplementing other acts ('Higher Education Act'), as amended, (hereinafter referred to as the 'Higher Education Act') and is binding on the students and academics of the University.
2. The Study and Examination Rules of the University of Social and Administrative Affairs is an internal rule of the University.
3. The Study and Examination Rules provides for the course of studies at the University, course and assessment of study obligations and the completion of studies.

**Section Two**  
**Essential characteristics of the studies**

**Art. 2**

1. The studies at the University are organised in bachelor study programmes.
2. The studies in the study programmes are provided either as full-time or combined.
3. The course of studies within a study programme is governed by its study plan.
4. The study plan comprises subjects which are assigned to respective semesters. The subjects can be divided into:
  - a) compulsory,
  - b) compulsory-optional subjects,
  - c) optional.Students are required to select their optional and compulsory-optional subjects to fulfil the number of credits hours determined for each semester of studies within their study programme.



5. The studies at the University are credit-hour studies, which means that each subject amounts to a set number of credit hours that a student can receive upon successful completion.
6. The number of credit hours for each subject is determined in compliance with the European Credit Transfer System (hereinafter referred to as the 'ECTS').
7. The study plan establishes how each subject within a study programme is to be completed. It also determines the number of hours for the subject during a semester, and whether that subject is to be taught through lectures, seminars or the combination of both.
8. Based on the recommendation given by the centre CEMNAS, a student with an exceptional talent or special educational needs may ask the Rector for special, supportive, equalising or other measures.
9. The quality and development of a study programme carried out by the University is guaranteed by the academic who meets the conditions set by the standards for the accreditation of the study programme in compliance with Art. 44, Par. 6 of the Higher Education Act.
10. The guarantors of study programmes are appointed by the Rector of the University.
11. Each subject is covered by its expert guarantor who is an academic and meets the requirements set by standards for accrediting the study programme. A subject guarantor ensures compliance with technical contents of each subject and checks its topicality and correctness in regard to the development in the given subject and the status of scientific research.
12. The Rector establishes a subject guarantor by issuing a study plan and, where necessary, after a consultation with the programme guarantor and the head of the department which provides the tuition of the given subject.
13. The educational aims and objectives of the University within a given study programme are met by completing the study within the required semesters and by receiving the required credit hours.



### **Section Three Organisation of the academic year**

#### **Art. 3**

1. The academic year is divided into a winter and a summer semester and lasts 12 months.
2. Each semester includes a tuition and examination period and holidays.
3. The schedule of an academic year is established by the Rector of the University via a decree.

### **Section Four Initiation, course and completion of studies**

#### **Art. 4 Initiation of studies**

1. Studies at the University are initiated on the day of enrolment for the first semester of a study programme, according to the provisions of Art. 51, Par. 1 of the Higher Education Act.
2. If a student moves from another university or college, he enrolls for the respective semester into which he has been admitted by the Rector's decision.
3. When enrolling for studies, students receive their student cards and passwords for their email boxes and the information system of the University.
4. Students receive the plan of the study programme they are enrolled for as well as a list of subjects divided into compulsory, compulsory-optional and optional. Each subject has been allocated a prescribed number of credit hours as per ECTS.
5. The study plan also contains a set number of credit hours, which students need to obtain in every semester of their studies and during their entire studies.

#### **Art. 5 Course of studies**

1. The students who are enrolled for a study programme are obliged to register and enrol the subjects required for the given semester within the period established by the Rector's decree on the organisation of the academic year.
2. The registration and enrolment of subjects take place solely through the electronic information system.



3. Students are obliged to register and then enrol all the compulsory subjects prescribed by the study plan for a given semester and then the determined number of compulsory-optional and optional subjects in order to obtain the required number of credit hours.

4. Starting from the second semester, students are required to enrol themselves for the given semester, in addition to register and enrol the subjects. In order to enrol for a semester, the following conditions must be met:

- a) successfully complete all the repeated subjects enrolled in the immediately preceding semester,
- b) obtain no fewer than 22 credit hours for the subjects successfully completed in the immediately preceding semester,
- c) obtain no fewer than 52 credit hours for the subjects successfully completed in the immediately preceding two semesters.

#### **Art. 6**

#### **Evaluation in the course of studies**

1. Each subject registered and enrolled by a student in a given semester is completed either by credit or examination.

2. A credit is evaluated as:

- earned        Z,
- not earned    N.

3. An examination is evaluated as:

- excellent     A,
- very good    B,
- good         C,
- satisfactory   D,
- acceptable   E,
- failure        F.

4. If a student fails to appear for an exam and does not excuse his absence within five working days, he receives grade 'F'.

5. The evaluation of subject completion is entered into the information system of the University.

6. Together with the subject completion by credit or examination, students receive also the relevant number of credit hours in the information system.

7. If a student fails to successfully complete an exam or credit within a regular deadline, he may repeat it no more than twice.



8. If a student fails to successfully complete an exam or credit even on the second resit, he is obliged to re-enrol the subject in the earliest possible semester during which the subject is taught.

9. The evaluation of a subject is performed by the lecturer whose seminars the student attended, or the guarantor of the subject or the lecturer who is tasked with guaranteeing the subject.

### **Art. 7 Credit-hour system**

1. The credit-hour system is governed by the ECTS.
2. The credit hours which a student obtains in the course of studies in a programme add up.
3. The maximum number of credit hours is usually 30 per semester, 60 per academic year.
4. The set number of credit hours is directly proportional to the maximum study load in accordance with the ECTS rules.
5. The credit hours obtained by a student are recorded in the information system; after the studies have been duly completed, the number of credit hours for individual subjects is written in the Diploma Supplement.
6. Students can obtain credit hours either by completing a subject at the University or by completing a subject at another university or college if the content of the subject corresponds. For the subject to correspond, it is its content, not its name, which is determinative.
7. Based on the subject guarantor's recommendation, the Rector or the authorised Vice-Rector for Studies decides whether a subject completed at a different university or college is recognised or not.

### **Art. 8 Completion of studies**

1. The studies are completed:
  - a) duly – by fulfilling all the study obligations, writing the diploma and passing the diploma exam,
  - b) by proceeding in accordance with Art. 56 of the Higher Education Act.
2. If studies are completed in accordance with Art. 8, Par. 1, the day of the completion of studies is the day of passing the state exam prescribed at the end of the studies or at its final part.



## **Art. 9**

### **Diploma examination**

1. The diploma examination is carried out according to the provision of Art. 53 of the Higher Education Act, being a public and board examination.
2. The members of the board are appointed by the Rector of the University; professors, associate professors and other experts appointed by the Rector of the University may become its members.
3. The diploma examination may be sat only after obtaining the required number of credit hours for a given study programme and after submitting the diploma thesis.
4. The requirements for the diploma thesis are set in the Rector's decree.
5. The diploma examination is composed of separately classified parts as follows:
  - a) thesis defence,
  - b) oral examination for the subjects listed in the study plan as the subjects of the diploma examination.
6. Evaluation of the diploma examination:
  - a) students are evaluated with a grading system designated for exam evaluation,
  - b) no student may be graded with an 'F' in any of the graded parts,
  - c) if a student is graded with an 'F' in any of the graded parts, the overall result of diploma examination is graded as 'failure',
  - d) a student may resit the diploma examination once by resitting those parts of the diploma examinations in which he failed.
7. A record on the diploma examination is made, containing the evaluation and votes of the examining board members.
8. The examining board informs students about their diploma examination results on the day the exam takes place.

## **Art. 10**

### **Overall evaluation of the diploma examination**

The diploma examination is evaluated as:

- a) passed,
- b) failed.



### **Art. 11**

#### **Overall evaluation of studies at the University**

1. Students are evaluated depending on the received grading for partial exams and the result of the diploma examination as follows:

- a) passed with honours,
- b) passed.

2. The conditions for being graded as 'passed with honours' are as follows:

- total study average for the whole period of studies is within the value of 1.5,
- overall evaluation of the diploma examination is graded with an 'A'.

3. Students who do not meet some of the criteria for 'passed with honours' are graded with 'passed'.

### **Section Five Information system**

#### **Art. 12**

1. The electronic information system of the University is used by the students and academics of the University for recording all received grades and other marks in the course of studies, including the evaluation of the diploma examination.

2. The electronic information system is also used by the students for registering and enrolling their subjects and for enrolling in individual semesters.

3. Students are required to register and enrol their subjects as well as enrol for a semester according to the instructions stated in the Rector's decree on the organisation of the academic year and within the deadlines stated in the decree.

4. In order to access the information system, each student receives his unique login and password, which are granted during the enrolment for studies. Students are required to protect this login information as confidential in order to avoid potential abuse.

5. The electronic information system is an archive of the diploma theses which enables plagiarism checking.



## **Section Six Final provisions**

### **Art. 13**

1. This Study and Examination Rules has been approved by the Board of Directors in accordance with the Statutes of the University of Social and Administrative Affairs.
2. This Study and Examination Rules supersedes the Study and Examination Rules of the University of Social and Administrative Affairs, Institute of Lifelong Learning in Havířov, registered by the Ministry of Education, Youth and Sports on 15 April 2016 under ref. MSMT-13168/2016-1.
3. In compliance with Art. 36, Par. 4 and Art. 41, Par. 2 of the Higher Education Act, this Study and Examination Rules comes into force and effect on the day of registration by the Ministry of Education, Youth and Sports.

On behalf of the Board of Directors on 21 August 2017

Ing. Linda Foltýnová