

The Ministry of Education, Youth and Sports registered as per Article 36, paragraph 2 of the Law no. 111/1998 Coll. on universities and on amendments and supplementation of other laws (law on universities) the Study and Examination Regulation of the Credit System of the University of Veterinary and Pharmaceutical Sciences Brno on December 10, 2007 under the reference no. 28 807/2007-30.

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doc. Ing. V. Vinš, CSc.

Universities Department Director

Study and Examination Regulation of the Credit System of Study at the University of Veterinary and Pharmaceutical Sciences Brno of December 10, 2007

Article 1

Opening Provisions

(1) This Study and Examination Regulation of the Credit System of Study at the University of Veterinary and Pharmaceutical Science Brno (hereinafter referred to as "Study and Examination Regulation") is an internal regulation of the University of Veterinary and Pharmaceutical Sciences Brno (hereinafter referred to as "UVPS Brno"). It regulates the study in Master's Degree and Bachelor's Degree study programmes effected pursuant to Law no. 11/1998 Coll. on universities and on the amendment and supplementation of other laws (law on universities) as subsequently regulated (hereinafter referred to as "the Law") at the UVPS Brno.

(2) Upon the statement of the Academic Senate of the relevant faculty, the Dean may specify more detailed rules for the academic year, pertaining to the course of study in study programmes practiced at the faculty. The rules must be in line with this study and examination regulation.

Article 2

Study Programme and Study Plan

(1) The study programme is proposed by the Dean who submits it upon the statement of the Academic Senate of the faculty for the approval of the Scientific Council of the faculty.

(2) As the basis for elaborating study plans of the students, the faculty publishes a recommended study plan for the relevant study programme.

(3) The recommended study plan is comprised of a complete body of study subjects and disciplines (hereinafter referred to as "subject") for each semester, academic year or block of standard study period in their time and content sequence. For each subject, the recommended study plan presents the number of hours of individual forms of training, the prescribed manner of completing the subject, and its credit value.

Article 3

Credit System

(1) The Credit System is based upon the principles of the European Credit Transfer System (hereinafter referred to as "ECTS") and is the quantification criteria of the study supervision, with each subject of the study programme evaluated by a certain number of credits.

(2) One credit is defined as 1/60 of the mean yearly study load of a student studying in the study programme in the standard study period. It is a numerical figure allotted to the training unit that characterizes the amount of the work load a student must exert in order to complete it (lectures, practical and laboratory training, seminars, consultations, work outside the department or clinic, independent study, examinations and other activities associated with the evaluation of the student).

(3) Each subject presented in the study programme is evaluated by a certain number of credits expressing the quantitative measure of the student's load during the study of a particular subject, not the quality of his or her work. The credit evaluation of a subject or its semestrial part is approved by the Scientific Council of the faculty.

(4) The student gains credits by the successful completion of a subject or its semestrial part; in subjects concluded with examination, only upon the passing of such examination by "Sufficient E" (3; E).

(5) For a particular subject, credits may be gained only once during the study.

Article 4 Admission to Study

(1) Candidates for study complying with the conditions of Article 48, paragraph 1 of the Law submit applications to study in the prescribed manner to the Study Department of the faculty before the deadline determined by the Dean. In the case of an incomplete application or its formal flaws the Study Department of the faculty invites the candidate to complete the application within an adequate time limit. If he or she fails to do so within the appointed time limit, he or she has failed to meet a basic prerequisite for admission to study.

(2) Candidates' eligibility to study is verified by admission proceedings. Its content, extent, forms and number of admitted candidates is approved upon the Dean's proposal by the Academic Senate of the faculty.

(3) The Dean announces the time and place of the admission examination to the candidate four weeks at the latest before the examination.

(4) The Dean nominates from among the academic workers of the faculty the required number of boards for the effecting of admission proceedings. The evaluation of the written examinations that are part of the admission proceedings is always anonymous.

(5) If the candidate cannot attend the admission examination for serious, plausibly substantiated reasons, especially health-related, the Dean may based upon a written application allow the effecting of the admission examination at an alternative time. The application must be submitted together with the documents of the reasons for non-attendance within three work days at the latest from the day of the admission examination. Unexcused non-attendance at the admission examination is considered as failure to meet the prerequisites for admission to study.

(6) The Dean decides on the admission to study based on the admission proceedings' results. The candidate may request a revision of the decision as per Article 50, paragraph 7 of the Law.

Article 5 Foreign Students

(1) Foreign candidates for study pursue the admission proceedings as per Article 4 in Czech, with the exception of study programmes practiced in English.

(2) Foreign students are subject to this Study and Examination Regulation as well as other internal regulations of the UVPS Brno and the relevant faculty.

Article 6 Matriculation

(1) Matriculation takes place in the first semester of study, ceremonially accepting the student as member of the Academic Community of the UVPS Brno in the spirit of academic traditions. Before accepting the matriculation sheet the students promise in a symbolic act to respect the regulations and customs of the Academic Community of the UVPS Brno and to duly represent the Academic Community of the UVPS Brno in their study and personal lives.

(2) Matriculation and promise are effected also by a student admitted to study in the study programmes pursued at the UVPS Brno by means of transfer from another university.

Article 7 Academic Year Organisation

The academic year lasts for 12 calendar months; its beginning is determined by the Rector. It is divided into the winter and summer semesters, or blocks. The duration of training in individual semesters and blocks is determined and published by the Dean before enrolment.

Article 8

Enrolment to Study and to another Academic Year of Study

(1) A candidate who fulfilled all the prerequisites of the admission proceedings and enrolled to study becomes on the day of enrolment student of the UVPS Brno and gains the rights and duties pursuant to the Law.

(2) Enrolment to study or to another year of study is done on dates appointed by the Dean. Workers of the Study Department of the faculty confirm the validity of enrolment in the student's record book (hereinafter referred to as "student's book"). The study of a student who fails to enrol to study at the appointed time without a written excuse within 8 days for serious reasons, especially health-related, or whose excuse is not recognised, is terminated as per Article 56, paragraph 1, letter b) of the Law. The decision making in this matter is subject to Article 68 of the Law.

(3) By enrolling to subjects while keeping their conditional sequence determined by the study programme, the student creates his or her own study plan for the relevant academic year.

(4) The student is entitled to enrol in obligatory subjects listed in the recommended study plan for the relevant year of study. The student is obligated to enrol in obligatory subjects from the past year of study that he or she did not enrol in in the previous year, and in those obligatory subjects he or she did enrol in but for which he or she failed to receive credits.

(5) In each year of study the student is obligated to enrol in the subjects as per the recommended study plan in order to receive upon their successful completion minimally the number of credits required for advancing to another year of study.

(6) The student enrolls in compulsory optional subjects and optional subjects listed in the recommended study plan. While enrolling in the compulsory optional subject, the student must respect the choice from a group of these subjects following from the study programme. With the consent of the subject guarantor, it is possible to cancel or newly enrol in a compulsory optional subject and an optional subject in the course of the first 14 days of the semester. The student is obligated to announce this fact to the Study Department of the relevant faculty. If the number of students fails to reach or falls below the number determined by the Dean, the subject guarantor may cancel the opening of the subject for the relevant semester.

(7) In enrolling in subjects with a limited capacity, the order of the claim of the students is decided by the order of registration, or by other conditions determined by the subject guarantor.

(8) Enrolment in a compulsory subject may not be conditioned by the completion of a compulsory optional subject.

(9) A student is obligated to enrol again in the enrolled compulsory subject, which he or she failed to complete in the prescribed manner, on the earliest possible date in which the subject is opened again. He or she is not obligated to complete that part of the subject, for which he or she received a credit.

(10) For a successful advance to another year of study, the student must meet the following requirements:

- a) For the advance to the 2nd year of study he or she must receive a total of at least 45 credits,
- b) For the advance to the 3rd year of study he or she must receive a total of at least 100 credits,
- c) For the advance to the 4th year of study he or she must receive a total of at least 150 credits,
- d) For the advance to the 5th year of study he or she must receive a total of at least 200 credits,
- e) For the advance to the 6th year of study he or she must receive a total of at least 250 credits.

The Dean may regulate these requirements in line with Article 1, paragraph 2.

(11) If a student fails to obtain the required number of credits or fails to complete a compulsory or a compulsory optional subject in which he or she enrolled a second time, such student has failed to meet the requirements resulting from the study programme as per this study and examination regulation and his or her study is terminated pursuant to Article 56, paragraph 1, letter b) of the Law. The procedure of decision making in the matter is subject to Article 68 of the Law.

Article 9
Training and Supervision of Study

(1) Training is done by way of lectures, practical training, professional practice, fellowships, consultations, or other forms of training. It is the duty of the head of the department or clinic to secure the training of students in the extent and form determined by the study programme.

(2) The content and quality of training is the responsibility of the guarantor of the subject appointed by the Dean.

(3) Participation of professionals from a workplace outside the UVPS in the training is approved by the Dean upon the proposal of the head of the department or clinic.

(4) Departments and clinics publish on the dates and in the manner determined by the Dean information on each subject taught in the following academic year (especially requirements for enrolment in the subject, extent of classes and forms of training, names of teachers, annotation of the subject, syllabi, recommended study literature, ways of continuous study supervision, requirements for achieving the credit).

(5) Attendance at all forms of training is obligatory, with the exception of lectures and consultations. For study in the Bachelor's Degree study programmes the Dean may also establish compulsory consultations. The lecturer may determine an alternative way of training for a student in the case of his or her non-attendance in class.

(6) The class lasts 45 minutes.

(7) The tutor may, with regard to the character of the particular subject, continuously supervise the study.

Article 10
Credits

(1) Training in each subject or its semestrial part is concluded according to the study programme at the end of the semester by a credit, or a credit and examination, or by an examination only.

(2) In subjects, where the study programme prescribes a credit and an examination, the obtaining of the credit is a prerequisite for the execution of examination.

(3) The credit is granted to the student by the tutor, or, upon the subject guarantor's proposal, another teacher appointed by the head of the department of clinic, upon the fulfilment of the requirements established for the subject in question. The requirements for obtaining the credit are published by the subject guarantor at the beginning of each semester. The credit is recorded by the tutor in a manner determined by the Dean.

(4) A credit week is announced in each semester for the granting of credits. The subject guarantor may determine that upon the fulfilment of all the prescribed requirements for granting the credit, a student may obtain the credit before as well as after the credit week. If a student meets all the requirements for achieving the credit, he or she is entitled to obtain a date for the credit during the credit week. If the student fails to report at the granting of the credit during this week without a proper excuse, he or she loses the right to request another date.

(5) If the prescribed conclusion of a subject is credit only, the number of dates for its obtaining is identical, as if it was concluded by an examination.

Article 11
Examinations

(1) Examinations conclude the teaching cycle of a subject. Their purpose is to verify whether the student has mastered theoretical and practical knowledge in the extent and form established by the study programme. With regard to the results of continuous supervision of the study, the subject guarantor may allow a student upon obtaining the credit to take the examination even before the conclusion of training in the teaching of a subject.

(2) The examination of an enrolled subject may be taken up to three times. It is distinguished as a regular examination, the first reparatory examination, and the second reparatory examination. Examinations are open to members of the academic community.

(3) The students take their examinations with the guarantors of the subject in question or with other professionals appointed by the Dean. Upon the request of the student or the examiner, the examination takes

place before a board. The Dean is entitled to order the execution of examination before a board also by his or her decision.

(4) One month before the beginning of the examination period the examiners make accessible in the Study Agenda (STAG) the dates of regular examinations in a number corresponding to at least 1.4 times the number of students enrolled in the subject. They also state maximum numbers of students for individual dates. The dates of examinations must be evenly distributed throughout the whole examination period. The examiner is obligated to announce other dates of reparatory examinations especially in the week appointed for reparatory examinations, with regard to the number of students who failed to pass the examination on the regular date. The examiner is not obligated to announce examination dates during the holidays.

(5) The student is entitled to choose the examiner, if the subject is examined parallelly by more than one academic worker, within the established numerical limit for each examiner.

(6) The subject guarantor ensures the publication of the subject areas for examinations four weeks at the latest before the start of the examination period.

(7) The student may be registered for one examination date only. If he or she registers for more dates, only the first one of them is valid.

(8) The student is entitled to deregister from the examination without stating the reason three days before the examination at the latest, unless the examiner determines a shorter time.

(9) The student may excuse his or her absence at the examination for serious, mainly health-related reasons within three work days after the arranged date. In such case he or she is entitled to settle a new examination date. If the student fails to report at the examination and does not excuse him/herself within the mentioned time limit with an attached written document of the cause of absence, he or she is marked by the grade "Fail F" (4; F).

(10) If the student fails to register in the examination period for a prescribed examination or credit without an excuse, he or she is marked by the grade "Fail F" (4; F).

(11) The examination may be oral, written, practical, or a combination of any of these. As written test, also a test performed with the help of information technologies is understood. The form of examination is determined by the guarantor.

(12) Oral examining shall not exceed 30 minutes. After the assignment of questions the examined student is entitled to 15 minutes of preparation.

(13) The result of the examination is marked in accordance with the ECTS principles in this manner:

In words	ECTS mark	Numerical value	Definition of evaluation	English equivalent
Výborně A	A	1	Excellent, almost perfect knowledge	Excellent
Výborně B	B	1,5	Excellent performance with sporadic mistakes	Very good
Velmi dobře C	C	2	Good knowledge with a higher number of mistakes	Good
Velmi dobře D	D	2,5	Acceptable knowledge with some flaws	Satisfactory
Dobře E	E	3	Knowledge demonstrating minimum criterion of successfulness	Sufficient
Neprospěl/a FX	FX	4	Before the awarding of credit additional study is necessary	Fail
Neprospěl/a F	F	4	The passing of the examination requires additional thorough study	Fail

Withdrawing from an examination during its course is marked as "Fail F" (4; F).

(14) The examiner records the result of a successfully passed examination in the student's book. The result is written in words (or as a mark); the result is accompanied by the examination date and the examiner's signature. The mark "Fail" (4; FX; F) is not recorded in the book.

(15) The examiner announces the result of the examination, including every mark "Fail" (4; FX; F) by the prescribed manner to the Study Department of the faculty.

(16) The examiner recommends the student who was marked by grade "Fail" (4; FX; F) the nearest possible date of a reparatory examination.

(17) Upon an agreement of the student with the examiner, reparatory examinations may take place even outside the examination period.

Article 12 Interruption of Study

(1) The Dean may allow the student upon his or her request to interrupt the studies, while establishing the beginning and end of such interruption. The total interruption period during the study should not exceed the period of three years; individual partial interruptions are added up. In exceptional cases the Dean may allow an interruption of the study even during the course of a semester.

(2) During the interruption of study the person is not a student.

(3) The interruption of study is recorded in the student's book and in the survey of performed examinations at the Study Department of the faculty.

(4) Upon the student's request the Dean may shorten or extend the period of study interruption.

(5) After the lapse of study interruption the person whose study was interrupted is entitled to enrol in further study. If the person fails to report at the enrolment within eight days from the lapse of study interruption and does not request within this time limit another enrolment date, such person is considered not having met the requirements resulting from the study programme and his or her study is terminated pursuant to Article 56, paragraph 1, letter b) of the Law. The decision on the termination of study is subject to Article 68 of the Law.

Article 13 Transfer, Parallel and Individual Study

(1) Upon the student's request, the Dean may allow the transfer of the student to study at the faculty from another study programme providing university education.

(2) As parallel study, concurrent studies in more study programmes or fields of study are understood. In parallel study the student takes credits and examinations in the study programme or field of study, in which he or she completed training. The credits and examinations may be recognized in another study programme or field of study.

(3) For reasons worthy of a special regard (especially serious study, social, health and family-related reasons) of long-term study at universities abroad the Dean may upon the student's request allow individual study, in the framework of which the Dean establishes for the student in question conditions of further study and the minimum number of credits for advancing to other years of study.

Article 14 Recognition of Examinations and Inclusion of Credits

(1) The Dean upon the considering of the subject's content by its guarantor and with regard to the time that has lapsed since its completion, decides on the inclusion of credits for subjects completed at another faculty or university.

(2) The completed subjects and credits related to them may be included in the student's record if no more than five years have lapsed since the successful completion of the subject. Exception may be granted by the Dean in cases worthy of special regard.

(3) The credit value belonging to the subject in the study programme to which the student was admitted is included in the student's record.

**Article 15
Scholarships**

Scholarship may be granted to a student as per the Scholarship Regulation of the UVPS Brno.

**Article 16
Fees Associated with the Study**

The UVPS Brno as a public university determines the fees associated with the study as per Article 58 of the Law.

**Article 17
Termination of Study**

(1) The study is properly concluded by completion of study in the study programme. It is prerequisite to obtain credits in the amount of sixty times the years of a standard study period and to successfully pass the examinations and credits in all compulsory subjects in the relevant study programme. The day of proper completion of study is the day on which the last part of the state examination prescribed by the study programme was effected.

(2) Furthermore, the study is terminated pursuant to Article 56, paragraph 1 of the Law.

**Article 18
State Examination**

(1) The student takes the state examination before an examination board consisting of at least three members. Only professors, associate professors and specialists approved by the Scientific Council of the faculty are entitled to examine at the state examination.

(2) The president and members of the examination board are nominated by the Dean from among the academic workers teaching the relevant subjects, scientific workers or prominent specialists approved by the Scientific Council. Other members of the examination board may be appointed by the Ministry of Education, Youth and Sports (hereinafter referred to as "Ministry").

(3) More examination boards may be established for the state examination.

(4) According to the study programme, the state examination may be divided into parts of the state examination. Part of the state examination, or of the part of the state examination, may also be a practical part, which must be successfully completed before attending the theoretical part.

(5) It is prerequisite for attending the state examination to

- a) successfully complete all compulsory subjects
- b) obtain a sufficient number of credits (in Master's Degree study programmes at least 300 credits; in Bachelor's Degree and Master's Degree study programmes following Bachelor's Degree study programmes, the minimum number of credits is determined by the Dean in accordance with Article 1, paragraph 2)

(6) State examinations, or parts of the state examination, take place on the dates determined by the Dean. The student, who has fulfilled the prerequisites for attending this examination, is obligated to attend it on the earliest announced date. The Dean may allow an exception in well-founded cases.

(7) If a student cannot for serious reasons (especially health-related) attend the state examination, or parts of the state examination, on the determined date, he or she is obligated to excuse him/herself to the examination board president. If the student fails to report at the examination and does not plausibly document the reasons for his or her absence, he or she loses entitlement to this examination date and is marked "Fail F" (4; F).

(8) The examination board provides the student with approximately 30 minutes for the preparation of the assigned questions.

(9) The decision of the examination board is announced by the president on the day of examination. This decision is final. The course of examination and announcement of the results are public. The course and result of the state examination, or a part of the state examination, are recorded by the examination board president in a manner determined by the Dean.

(10) The result of a part of the state examination is marked as per Article 11, paragraph 13. The overall result of the state examination is evaluated as the arithmetic mean of the parts of the state examination: 1.0 to 1.30 "Excellent A"; 1.31 to 1.50 "Very good B"; 1.51 to 2.30 "Good C"; 2.31 to 2.50 "Satisfactory D"; 2.51 to 3.00 "Sufficient E". In the case of executing a reparatory part of the state examination, only the successful result of the reparatory part of the state examination is included in the overall results.

(11) If a student fails the state examination, or a part of the state examination on the regular date, the Dean appoints upon his or her written request and upon an agreement with the examination board president a date for the first reparatory examination. If the student fails even the first reparatory examination, the Dean appoints a date for a second reparatory examination. Third and other reparatory state examinations, or relevant parts of the state examination, may not be allowed.

(12) If a student fails to successfully pass all the parts of the state examination within 24 months from the day of performing the first part of the state examination, his or her study is terminated pursuant to Article 56, paragraph 1, letter b) of the Law. The proceeding in the decision on this matter is subject to Article 68 of the Law.

(13) A student who failed even the reparatory part of the state examination and who requests the issuing of a record of the course of study, is recorded the result "Fail F" (4; F)

Article 19

Theses

(1) The study programme may prescribe or allow as part of the state examination a written Bachelor, diploma, rigorous or professional thesis (further referred to as "thesis"). By composing and defending the thesis the student demonstrates his or her ability of independent professional creative activity.

(2) The thesis topics are announced by heads of departments and clinics according to the Dean's instructions. The topic may also be suggested by the students.

(3) The theses must be guaranteed by a teacher from a department or clinic within the UVPS Brno. Further details on the assignment of the thesis are determined by the Dean.

(4) The Dean determines the principles of composing and formal arrangement of the thesis and the deadline by which the students are obligated to submit it.

(5) The Dean determines other rules for the thesis defence, especially the manner of nominating and work of the opponent. The student is entitled to acquaint him/herself with the opponent's evaluation five days at the latest before the thesis defence.

(6) The thesis defence boards are nominated by the Dean. The defence usually takes place in the presence of the supervisor and the opponent of the thesis.

(7) The thesis defence is evaluated by the thesis defence board with regard to the evaluation of the supervisor and the opponent of the thesis and to the course of the defence in the manner presented in Article 11, paragraph 13.

(8) The thesis defence may be repeated twice at the most. In other matters the proceeding is similar as in effecting parts of the state examination as per Article 18.

Article 20

Result of Study

(1) The overall result of the study is evaluated according to the results of examinations and the state examination by the scale "Passed with Honours" and "Passed".

(2) A student graduates with honours, when he or she passed the state examination on the regular date with an overall result of "Excellent A" or "Very good B", and during the whole study achieved the mean result in all subjects within 1.50, and was not marked by the grade "Sufficient E" in any subject, and did not take any reparatory examination.

(3) The Dean may upon the student's request who achieved the number of credits necessary for attending the state examination, exceptionally allow repeated examination of two subjects at most, in which he or she was marked during regular examination by the grade "Sufficient E". Only the result of the repeated examination is then included in the mean result, if the student passed it successfully.

Article 21
Abandonment of Study

(1) A student who decides to abandon his or her studies notifies the Dean of this fact in written.

(2) A student who has announced his or her abandonment of the study is issued by the Dean a certification of the obtained credits and successfully completed examinations. The certification states that the student abandoned the study.

Article 22
Expulsion from Study

A student's study may be terminated by expulsion as per Article 56, paragraph 1, letter e) of the Law. The procedure of decision making in this matter is subject to Article 68 of the Law.

Article 23
Study Certificates

(1) Study certificates are defined by Article 57 of the Law.

(2) Graduates who properly completed their study in the study programme by the state examination are issued by the UVPS:

- a) University Diploma with the record of the study programme, field of study and academic degree,
- b) Diploma Supplement.

University Diploma is marked with the date of proper study completion.

Article 24
Common and Concluding Provisions

(1) The study and examination regulation of the UVPS Brno registered by the Ministry on July 12, 2005 under the reference no. 22 370/2005-30 is avoided.

(2) This study and examination regulation applies to study in the study programmes effected by the UVPS Brno in the implementation of the credit system of study. Study in the study programmes effected at the Faculty of Veterinary Medicine and the Faculty of Veterinary Hygiene and Ecology before the academic year 2004/2005 is subject to the existing study and examination regulations of the faculties.

(3) This study and examination regulation was adopted as per Article 9, paragraph 1, letter b) of the Law by the Academic Senate of the UVPS Brno on November 28, 2007

(4) This study and examination regulation comes into force as per Article 36, paragraph 4 of the Law on the day of its registration by the Ministry.

(5) This study and examination regulation becomes effective on the day of its registration by the Ministry.

Prof. MVDr. Vladimír Večerek, CSc., m.p.

Rector