

*Pursuant to § 36, para. 2 of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (Higher Education Act), the Ministry of Education, Youth and Sports registered the Study and Examination Regulations in the Bachelor's and Master's Degree Programmes of the University of Veterinary and Pharmaceutical Sciences Brno on 5 June 2017, file reference MSMT-16249/2017.*

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**STUDY AND EXAMINATION REGULATIONS IN THE  
BACHELOR'S AND MASTER'S DEGREE PROGRAMMES  
OF THE UNIVERSITY OF VETERINARY AND  
PHARMACEUTICAL SCIENCES BRNO**

**Dated 5 June 2017**

**Article 1**

**Introductory Provisions**

- (1) The Study and Examination Regulations in the Bachelor's and Master's Degree Programmes of the University of Veterinary and Pharmaceutical Sciences Brno (hereinafter only as the "Study and Examination Regulations") shall be issued pursuant to § 17, para. 1, letter g) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (Higher Education Act), as amended (hereinafter only as the "Act") and in accordance with the Statute of the University of Veterinary and Pharmaceutical Sciences Brno.
- (2) The Study and Examination Regulations shall determine the rules of study in the Bachelor's and Master's degree programmes carried out pursuant to the Act at the University of Veterinary and Pharmaceutical Sciences Brno (hereinafter only as the "UVPS Brno") and the rules for the Advance Master's state examinations of graduates of Master's degree programmes who were awarded the Master's degree in the field of pharmacy.

**Article 2**

**Study Organisation**

- (1) The academic year lasts 12 calendar months; its beginning and end shall be determined by the Rector. The academic year is divided into the winter and summer semester. The timetable of the academic year shall be provided by the UVPS Brno schedule, which, shall be published by the Rector, in cooperation with the Deans, prior to the enrolment in the academic year. The timetables of the individual faculties of the UVPS Brno, information on the enrolment in the study, the schedule of the individual study courses (hereinafter only as the "course"), practical training, and block training shall be published by the Dean in the public section of the UVPS Brno website, in the section of the relevant faculty, and possibly in the study agenda of the electronic information system of the UVPS Brno (hereinafter only as the "STAG electronic information system").
- (2) The Dean shall be responsible for the organisation, administration, and management of the studies in the degree programmes of the faculty. The Deans may delegate their authority or its part onto the relevant Vice-Deans.

### **Article 3**

#### **Study Programme, Study Programme Guarantor, Study Plan and Courses**

- (1) Education shall take place in accredited study programmes carried out by the faculties under the study plan in the full-time, part-time or distance form of study. The study programme shall be drawn up in accordance with the content of the respective field of education, mission and strategic plan of educational and scientific, research, development and innovation, artistic or other creative activities of the UVPS Brno and its annual implementation plan in order to comply with the accreditation standards for the study programme of the specific type and the graduate profile pursuant to § 78a, para. 2, letter b) of the Act. Within the scope of § 44, para. 2 of the Act, the study programme shall be drafted by the programme guarantor and the Dean shall submit it, after the statement issued by the Academic Senate of the Faculty, for approval to the Scientific Board of the Faculty.
- (2) The content of the study programme shall include, in particular:
  - a) The name of the study programme;
  - b) The area of education in which the study programme is carried out;
  - c) The type (Bachelor's or Master's) of the study programme;
  - d) The form (full-time, part-time or distance) of the study programme;
  - e) The objectives of the study programme;
  - f) The standard length of study at the average load expressed in academic years;
  - g) The profile of the study programme (professional or academic);
  - h) The profile of the study programme's graduate (relevant to the specific field of education);
  - i) The description of courses;
  - j) The length of practical training;
  - k) The conditions of studies for the proper completion of studies;
  - l) The content of the state examinations;
  - m) The academic degree awarded.
- (3) For the purposes of the study programmes at the UVPS Brno, the study programme guarantors shall be appointed from among associate professors, professors or extraordinary professors who are academic staff members of the UVPS Brno. The study programme guarantors are appointed and dismissed by the Dean. In particular, study programme guarantors shall coordinate the content preparation of the study programme, supervises the quality of its implementation, evaluates the study programme and develops it.
- (4) The study programme shall be draw up in accordance with the content of the relevant area of education and with respect to the profile of the graduate so that obtaining the qualification should correspond to the assumed general careers and professions of graduates. The study programme shall structured into individual courses or groups of lectures and, where appropriate, practical training, the content of which corresponds to the individual directions of education within the relevant graduate's profile. The content and time continuity shall have a logical structure and shall correspond to the education strategy of the study programme.
- (5) The study programme shall include the rudiments courses and essential theoretical courses of the rudiments. The rudiments course of the study programme shall mean the course the completion of which shall provide the student with the knowledge or skills which are essential for obtaining the professional knowledge or skills specified in the graduate's profile and which correspond, are related to or condition the knowledge or skills taken from the essential thematic areas verified by the state examination.
- (6) The essential theoretical course of the rudiments of the study programme shall mean a theoretical course related to the theoretical and methodological elements of the respective field of education, the completion of which shall provide the student with key knowledge which is essential for acquiring the professional knowledge specified in the graduate's

profile and which corresponds, is related to or conditions the knowledge of essential thematic areas verified by the state examination. The essential theoretical course of the rudiments of the study programme shall belong among the rudiments courses of the study programme.

- (7) The standard length of study corresponds to the average study load, the content and objectives of the study and the graduate's profile. The standard length of study in a Bachelor's degree programme is three years. The standard length of study in a Master's degree programme following the Bachelor's degree programme is two years. The standard length of study in a Master's degree programme not following the Bachelor's degree programme is five years. The standard length of study in a Master's degree programme not following the Bachelor's degree programme in the field of education Veterinary Medicine and Veterinary Hygiene is six years.
- (8) The study plan shall determine the binding time and content sequence of courses, the form of their study and the manner of verifying the study results. For each course, the study plan shall specify the number of hours of individual forms of teaching, the prescribed manner of completing the course and its credit value, including the practical training realised within the study plan.
- (9) The courses shall be classified as mandatory, mandatorily optional and optional. The mandatory courses shall mean the courses the completion of which shall be binding with respect to the study, including the prescribed manner of completion. The mandatorily optional course shall mean a course which forms part of a mandatory block out of which the student may choose. With respect to the study, other courses are optional.
- (10) The course is characterised by its syllabus. It further specifies the objectives of the course, the course content, the teaching and evaluation methods, the conditions for the completion of the course, and the recommended study literature. The course shall be completed by a credit or examination. A credit prior to sitting the examination may be required for the successful completion of the course with an examination.

#### **Article 4**

##### **Course Guarantor**

- (1) The course guarantor shall be responsible for the content, level and development of the specific course. They process the course description, the content and forms of teaching and the list of literature recommended for study and formulate the so-called learning outcomes for the course.
- (2) In cooperation with the guarantor of the relevant study programme, the course guarantor shall coordinate the course development with regard to the continuity with other courses and the quality enhancement of the teaching process. They propose to the programme guarantor the scope and teaching within the specific course, the number of credits and the manner of completing the course, and the requirements for completing the course.
- (3) In cooperation with the head of the institute or the head of the clinic, the course guarantor shall be responsible for arranging for the teaching in the course. They shall propose to the head of the institute or clinic the share of individual teachers in the teaching and in cooperation with other teachers, they shall prepare the study materials for students.
- (4) The course guarantor shall be responsible for the correctness and completeness of all entries in the information system for the specific course according to the requirements in the STAG electronic information system.
- (5) The course guarantor shall arrange for opening the necessary number of examination terms and the share of individual teachers in examining the specific course. They shall also be responsible for recording the grades, credits and pre-examination credits into the STAG electronic information system.
- (6) The course guarantor shall provide the opinion on the student's application for recognising a credit or examination obtained within the previous study at the UVPS Brno or another faculty, university or college.

- (7) The course guarantor may determine the manner of substitute education in the case of the student's absence in the classes.
- (8) The course guarantor and individual teachers shall follow the instructions for study published by the Dean at a designated place, in particular on the website of the faculty or UVPS Brno and in the STAG electronic information system, and shall communicate via the electronic mail of the UVPS a Brno.
- (9) The course guarantor shall be appointed and dismissed by the Dean.

### **Article 5**

#### **Credit System**

- (1) A Credit Study System is applied at the UVPS Brno following the principles of the credit system based on the European Credit Transfer System (hereinafter only as the "ECTS"), which is the quantification criterion for the study management. Each course of the study plan shall be rated with a specific number of credits. The credit assessment of the course or its semester part shall be approved by the Scientific Board of the Faculty.
- (2) One credit shall be defined as 1/60 of the average annual study load of a student enrolled in a study programme during the standard length of study. It is a numerical value assigned to the unit of teaching which characterises the amount of workload which the student has to expend on completing it (lectures, practical and laboratory training, seminars, consultations, work outside the institute or clinic, self-study, examination, and other activities related to the student assessment).
- (3) The student obtains credits by successfully completing the course or its semester part in the prescribed manner; in the case of courses completed with the credit, by means of granting the credit, and in the case of courses completed with an examination, only after completing this examination with the classification of at least "Good E" (3; E).
- (4) In each study, the credits for the same course may be obtained only once.

### **Article 6**

#### **Admissions**

- (1) Applicants for study shall submit their applications in the prescribed manner to the Faculty's Office of Studies within the term specified by the Dean. In the event of incompleteness of the application or its formal inaccuracies, the Office of Studies of the Faculty shall invite the applicant to complete the application within a reasonable time. If the applicant fails to do so within the time limit, they have not complied with one of the conditions for admission to study.
- (2) The eligibility of applicants for study shall be verified by the admission procedure. Its content, scope, forms and number of admitted applicants shall be approved by the Academic Senate of the Faculty upon the proposal of the Dean. The conditions of the admission procedure in accredited study programmes, approved by the Academic Senate of the relevant Faculty, shall be published in the public section of the faculty's website at least four months prior to the deadline for submitting applications for study. In accordance with the Statute of the UVPS Brno, the faculty may determine a fee for the acts related to the assessment of the compliance with conditions for admission to study.
- (3) In order to be admitted to study in a Bachelor's or Master's degree programme, the completed secondary education with a GCSE examination is required. In order to be admitted to study in a Master's degree programme following a Bachelor's degree programme, completing the study in any type of the study programmes shall also be required.
- (4) If required by the nature of the study programme, the medical fitness of the applicant may also be required in order to be admitted to study pursuant to § 49 of the Act.
- (5) The place and time of the admission examination shall be notified to the applicant by the Dean at the latest four weeks prior to the examination date by means of the STAG electronic information system or in any other demonstrable manner.

- (6) The Dean shall appoint the necessary number of admission boards out of the academic staff members of the faculty to carry out the examination procedure. Drafting and assessing the tests and examinations which are part of the admission procedure shall always be anonymous.
- (7) The applicants for study shall undergo the admission procedure in the language of the relevant study programme.
- (8) If the applicant cannot attend the admission examination for serious, especially health and well-documented reasons, upon written request, the Dean may allow them to take the admission examination on an alternative date. The request shall be served, together with the documents establishing the reasons for the absence, no later than five working days from the date of the regular admission examination to the Dean through the Office of Studies. Unexcused absence at the admission examination shall be assessed as failure to comply with the conditions for admission to study.
- (9) The Dean shall decide on the admission of the applicant for study on the basis of the results of the admission procedure. The decision shall be issued within 30 days upon the verification of the conditions for admission to study pursuant to § 50, para. 4 of the Act.
- (10) Prior to issuing the decision on the matter, the UVPS Brno is not obliged to notify the applicant on the possibility to express an opinion concerning the documents for the decision. The applicant has the right to consult the file only after notifying the decision.
- (11) Within the admission procedure, the UVPS Brno shall serve the documents to applicants for study either on its own or through a postal service provider. In the event the applicant is admitted, the decision may be served through the STAG electronic information system on condition that the applicant consented to the manner of service in advance in the application form. In such a case, the date of service and notification of the decision shall be deemed the first day after making the decision available to the applicant.
- (12) The candidate may appeal the decision within 30 days from the date of its notification. The appeal shall be submitted to the Dean in the manner specified in the instruction. The Dean shall assess the appeal and if he concludes that the decision was issued in violation of the legal regulations, internal regulations of the UVPS Brno or the conditions set forth for the specific admission procedure, he shall allow the appeal and change the decision. Unless the Dean finds the reason for changing the decision, he shall refer the appeal to the Rector.
- (13) The Rector shall assess the appeal and if he concludes that the decision was issued in violation of the legal regulations, internal regulations of the UVPS Brno or the conditions set forth for the specific admission procedure, he shall allow the appeal and change the decision of the Dean. In another case, he shall uphold the original decision.

## **Article 7**

### **Academic Records**

- (1) The course of study of each student shall be recorded in the STAF electronic information system. The student's academic records of each study shall be maintained separately.
- (2) The academic documents and records issued by the UVPS Brno shall be as follows:
  - a) The student's card;
  - b) The transcript of academic records;
  - c) The University Diploma;
  - d) The certificate of completed examinations;
  - e) The certificate of studies;
  - f) The Diploma Supplement.

## **Article 8**

### **Course of Study**

- (1) The course of study shall be provided by the academic staff or other specialists who meet the requirement of appropriate education and have experience in educational and related

scientific and research, development and innovation, artistic or other creative activities (hereinafter only as the “creative activity”) and in scientific publishing.

- (2) Study materials shall be made available to students depending on the content of the selected study programme and in the extent required in the course of verifying the learning outcomes. The study programmes carried out in the part-time or distance form of study shall be provided through a set of information which will replace the full-time form of classes to the student.
- (3) Students have the possibility to use the library, teaching and study spaces, classroom and laboratory equipment with devices and aids, and information technology under the conditions set by the UVPS Brno.

### **Article 9**

#### **Enrolment in the Study and the Next Academic Year of the Study**

- (1) The notification of the admission to study shall provide the candidate with the right to enrol in the study. The candidates shall enrol in the studies within the terms prescribed by the UVPS Brno or its constituent parts.
- (2) The candidate who has fulfilled the conditions of the admission procedure and enrolled in the study becomes a student of the UVPS Brno and obtains the rights and obligations of the student pursuant to the Act.
- (3) Enrolment in the study or the next year of study shall take place within the terms specified by the Dean. The Office of Studies of the Faculty shall confirm the validity of the enrolment in the student’s academic records. The rules for electronic enrolment shall be specified by the Dean. Students who do not enrol in the study within a prescribed term and who fail to submit an written excuse specifying the serious, especially health reasons within 5 working days or to whom the excuse has not been recognised, shall have the study terminated in accordance with § 56, para. 1, letter b) of the Act.
- (4) In order to be enrolled in the next academic year of study, the student shall fulfil the following conditions:
  - a) To be enrolled in the 2<sup>nd</sup> year of study, they shall obtain a total of at least 50 credits;
  - b) To be enrolled in the 3<sup>rd</sup> year of study, they shall obtain a total of at least 100 credits;
  - c) To be enrolled in the 4<sup>th</sup> year of study, they shall obtain a total of at least 150 credits;
  - d) To be enrolled in the 5<sup>th</sup> year of study, they shall obtain a total of at least 200 credits;
  - e) To be enrolled in the 6<sup>th</sup> year of study, they shall obtain a total of at least 250 credits.
- (5) Unless the student obtains the required number of credits or completes a mandatory or mandatorily optional course enrolled in the prescribed manner for the second time, they have not complied with the requirements arising from the study programme under these Study and Examination Regulations and the study shall be terminated pursuant to § 56, para. 1, letter b) of the Act.

### **Article 10**

#### **Registration of Courses**

- (1) For the respective academic year, the student shall create their own individual study plan, observing the time and content continuity of the courses specified in the study programme. The student’s own study plan for the respective academic year is compiled by the registration of mandatory, mandatorily optional and optional courses according to the recommended study plan, so that the successful completion of the course will provide them with at least the number of credits required for the enrolment in the next year of study.
- (2) When enrolling mandatorily optional courses with limited capacity, the order of the students in the electronic registration in the STAG electronic information system, or any other conditions stipulated by the course guarantor, shall determine the order of students. In the event that the number of students enrolled in the course does not reach the minimum number stipulated by the Dean, the course guarantor may cancel the opening of

the course within 14 days after the beginning of the semester.

- (3) The student may cancel the enrolment in the mandatorily optional and optional courses within the first week of the semester; in such a case, they may enrol in another course.
- (4) The student shall re-enrol the mandatory or mandatorily optional course which they were not able to complete in the prescribed manner as soon as possible when the course is opened again. In case the unsuccessfully completed mandatorily optional is not offered in the next academic year, the student shall enrol another mandatorily optional course. The student is not required to retake the part of the course for which they obtained a credit.
- (5) Enrolment in a mandatory course may be conditional upon the completion of a mandatorily optional course.

### **Article 11**

#### **Tuition and Study Management**

- (1) Tuition shall take place in the form of lectures, practical seminars, practical training, internships, tutorials and other forms of tuition. The heads of institutes and clinics shall provide teaching for students in the range and forms determined by the study programme.
- (2) Participation in all forms of tuition, with the exception of lectures and tutorials, is compulsory.
- (3) A lesson lasts 45 minutes.
- (4) The course guarantor shall coordinate the teaching in cooperation with the head of the institute or clinic.
- (5) The participation of experts from another workplace than the UVPS Brno in the tuition shall be approved by the Dean at the request of the head of the institute or clinic.
- (6) The institutes and clinics shall publish, in the terms and in the manner specified by the Dean, information on each course taught in the upcoming academic year (in particular the conditions of enrolment of the course, the range of hours and forms of teaching, credit value, names of teachers, course abstract, syllabi, recommended study literature, continuous study checks, and conditions for awarding the credit).

### **Article 12**

#### **Credits**

- (1) The credit and pre-examination credit may be taken no more than three times. It shall be distinguished between one regular term and two resits. In the case of the courses in which the study plan prescribes the credit and examination, obtaining the credit shall mean a prerequisite for taking the examination. Credits shall be publicly accessible to the members of the academic community.
- (2) For the purposes of awarding credits, a credit week shall be announced in each semester. The course guarantor may determine that upon fulfilling the prescribed requirements for awarding the credit, the student may also obtain the credit before or after the credit week. In the case that the student has fulfilled the conditions for awarding the credit, he shall be entitled to be provided with a credit term in the course of the credit week.
- (3) The credit shall be awarded to the student by the teacher or, upon the proposal of the course guarantor, by another teacher appointed by the head of the institute or clinic, subject to fulfilling the requirements prescribed for the course. The requirements for obtaining the credit shall be published by the course guarantor at the beginning of each semester.
- (4) The credit (in the form of “fulfilled” / “not fulfilled”) shall be recorded by the teacher or course guarantor in the STAG electronic information system and the student’s academic records without delay, yet within 5 working days after the end of the regular examination period.
- (5) The pre-examination credit (in the form of “fulfilled” / “not fulfilled”) shall be recorded by the teacher or course guarantor in the STAG electronic information system and the student’s academic records without delay, yet within 3 working days after taking the

credit.

### **Article 13 Examinations**

- (1) The examination closes the teaching cycle of the course. Its purpose is to verify whether the student has mastered the theoretical and practical knowledge in the scope and form set out in the study plan. Taking into account the results of the continuous examinations, the course guarantor may allow the student, after obtaining the credit, to take the examination even prior to completing the classes in the course.
- (2) An examination in an enrolled course may be taken no more than three times. It shall be distinguished between one proper examination term, the first resit and the second resit. This regulation does not enable allowing an extraordinary examination term. Examinations shall be publicly accessible to the members of the academic community.
- (3) Students take examinations with the guarantors of the specific course or with other examiners authorised by the Dean. Upon the request of the student or the examiner, the examination shall be held before the board appointed by the Dean. The Dean may also decide to order taking the examination before the board.
- (4) At least four weeks before the start of the examination period, the examiners shall publish the examination dates in the STAG electronic information system corresponding to at least 1.4 times the number of students enrolled in the course. They shall also indicate the maximum number of students per term. The examination dates shall be evenly distributed over the entire examination period. The examiner shall open resit dates even outside the examination period, taking into account the number of students who did not pass the exam in due time. Following an agreement between the examiner and the student, the regular examinations and resits may be held even outside of the examination period, yet no later than 3 days before the enrolment of the student to the next academic year. The examiner is not obliged to open examination dates during holidays.
- (5) The student has the right to choose the examiner if the course is examined in parallel by more than one academic staff member.
- (6) The course guarantor shall publish the thematic areas for the examinations no later than four weeks before the beginning of the examination period.
- (7) The student may be subscribed to in one examination term only.
- (8) The student may unsubscribe from the examination without specifying any reason at least three working days prior to the examinations, unless the examiner determines a shorter notice.
- (9) If the student cannot attend the examination for serious, especially health and well-justified reasons, the course guarantor may, upon a written request, allow the student to subscribe to another term. The application shall be delivered together with the documents justifying the reason for non-participation within 3 working days from the date of the examination to the course guarantor. If a student fails to attend the exam and fails to provide an excuse of their absence in the specified term, they shall be classified as "Failed F" (4; F).
- (10) If the student fails to subscribe to a prescribed examination or credit in the examination period, they shall be classified as "Failed F" (4; F). The examiner or course guarantor shall record this fact in the STAG electronic information system without delay, yet within 5 working days after the end of the regular examination period.
- (11) The examination may be oral, written, practical or combining these forms. The written examination shall also mean a computer-assisted examination. The course guarantor shall determine the form of the examination.

(12) According to the ECTS principles, the examination results shall be classified as follows:

<b>Verbal assessment</b>	<b>ECTS label</b>	<b>Numerical value</b>	<b>Evaluation definition</b>	<b>English equivalent</b>
Excellent A	A	1	Excellent, almost flawless knowledge	Excellent
Excellent B	B	1.5	Excellent performance with a few mistakes	Very good
Very good C	C	2	Good knowledge with a higher number of mistakes	Good
Very good D	D	2.5	Satisfactory knowledge with some shortcomings	Satisfactory
Good E	E	3	Knowledge showing the minimum success criterion	Sufficient
Failed	F	4	Passing the examination requires further study	Fail

(13) Withdrawing from an examination in its course shall be classified as “Failed F” (4; F).

(14) The result of the successfully passed examination shall be recorded to the student’s academic records. The result shall be recorded using the verbal evaluation (possibly even with a grade). The examination date and the examiner’s signature shall be attached to the result.

(15) The examiner or the course guarantor shall record the examination results, including every grade “Failed” (4; F), in the STAG electronic information system:

- a) In the case of an oral examination, within two working days after the oral examination;
- b) In the case of a combined practical and oral examination, within three working days after the last part of the examination;
- c) In the case of a written examination, within five working days after the last part of the examination.

(16) The student shall continuously check their study results in the STAG electronic information system and their compliance with the academic records if they are introduced at the faculty and immediately notify the examiner or course guarantor of any discrepancies.

(17) In the case of discrepancies in the information specified in paragraph 16, the information contained in the STAG electronic information system shall apply.

#### **Article 14**

##### **Recognising Courses and Credits**

(1) After assessing the content of the course by the course guarantor and taking into account the time elapsed after completing it, the Dean shall decide on recognising the credits for the courses completed within the study at another university or college.

(2) The completed courses and the related credits may be recognised to the student if they successfully completed the course not more than five years before and provided that the course was classified with a grade not worse than “Very good C”.

(3) Parts or individual examinations of the state examination shall not be recognised.

(4) The credit value of a recognised course shall be calculated in the extent belonging to the relevant course in the student’s degree programme.

(5) Successfully completed courses obtained during a foreign study stay shall be recognised within the study at the UVPS Brno are in accordance with the mobility agreement. The recognised courses shall be provided with a credit value in accordance with the mobility agreement.

(6) The Dean shall decide on recognising examination and credits.

**Article 15**  
**Interruption of Studies**

- (1) Upon the request of the student, the Dean may allow them to interrupt their studies, while determining the beginning and end dates of the interruption. In the course of the studies, the total length of interruption shall not exceed three years; individual partial interruptions shall be added together.
- (2) The student has the right to interrupt the studies:
  - a) Prior to enrolment in the academic year, if they fulfil the conditions for enrolling in the next year of study;
  - b) In the course of the academic year for serious, especially health reasons;
  - c) Always in connection with pregnancy, childbirth or parenthood, for the entire period of parenthood. The right to interrupt the studies shall also be granted to a student during this period in connection with receiving the child into care replacing parental care, based on the decision of the competent authority under the Civil Code or the legal regulations regulating the state social support. The period of interruption of studies after a recognised parental period shall not be counted towards the total period of interruption of studies referred to in paragraph 1 or the maximum period of study.
- (3) During the interruption of studies, the person does not have the status of a student.
- (4) The study officer shall record the interruption of studies into the student's academic records and the STAG electronic information system.
- (5) Upon the request of the student, the Dean may extend or shorten the allowed period of interruption of studies.
- (6) Upon the expiry of the period of interruption of studies, the person whose studies have been interrupted is entitled to enrol in further studies. If they fail to attend the enrolment within 5 working days after the expiry of the period of interruption of studies or if they fail to request another enrolment term within this time limit, they shall be considered as failing to meet the requirements of the Study and Examination Regulations and pursuant to § 56, para. 1, letter b) of the Act, their studies shall be terminated.

**Article 16**  
**Parallel and Individual Studies**

- (1) Parallel study shall mean the simultaneous study of several degree programmes. Within parallel studies, the student shall pass the credits and examinations in the degree programme in which they completed the courses. The credits and examinations may be recognised within another degree programme. The student shall submit an application for recognition of credits and examinations in writing to the Dean through the Office of Studies.
- (2) For reasons worthy of special consideration (in particular, recognised parenthood, serious study, social, health and family reasons, specific needs of the student, the Czech Republic's representation in the sports sector and long-term study at universities abroad), the Dean may, upon the request of the student, allow an individual study plan within which the Dean shall provide the student with the conditions for further study and the lowest number of credits for the enrolment in the next academic year.
- (3) The student may submit an application for an individual study plan to the Dean through the Office of Studies no later than the beginning of the relevant semester. An application may be submitted later only if the reasons specified in paragraph 2 occurred during the semester.
- (4) Individual study plan cannot be applied for retrospectively. The Dean shall not allow the individual study plan in the case where there are reasons for terminating the studies.

## **Article 17**

### **Final State Examination**

- (1) Bachelor's, Master's and follow-up Master's degree programmes shall be completed by the final state examination.
- (2) The study in the Master's degree programme in the field of veterinary medicine and veterinary hygiene shall be completed with the advanced Master's state examination. The provisions concerning the final state examination shall apply to the advanced Master's state examination in the field of veterinary medicine and veterinary hygiene by analogy.
- (3) The student shall take the final state examination before the examination board which has at least three members. Only professors, associate professors and experts approved by the Scientific Board of the Faculty may sit in the examination board. Only the associate professor, professor or extraordinary professor may serve as the chairperson of the examination board.
- (4) The chairperson and members of the examination board shall be appointed by the Dean from the academic staff members, teachers in the relevant courses, scientists, or experts approved by the Scientific Board of the Faculty. Other members of the examination board may be appointed by the Ministry of Education, Youth and Sports.
- (5) Multiple examination boards may be appointed for the final state examination.
- (6) According to the study programme, the final state examination may consist of individual examinations. The practical examination may also serve as an individual examination of the final state examination. The practical examination shall be completed prior to the student's participation in the theoretical part of the examination.
- (7) The condition for taking the final state examination shall consist in successful completion of all mandatory and enrolled mandatorily optional courses (with the exception under Art. 10, para. 4, sentence three) and obtaining the sufficient number of credits (in Master's degree programmes, at least 300 credits, in Bachelor's degree programmes, at least 150 credits, and in follow-up Master's degree programmes, at least 90 credits).
- (8) The final state examinations or the individual examination of the final state examination shall take place on the dates specified by the Dean. The student who has fulfilled the conditions for taking the examination shall take the examination on the nearest published date.
- (9) If, for serious reasons, the student cannot attend the final state examination or an individual examination of the state final examination on the set date, they shall apologise to the chairperson of the examination board and communicate this fact to the Office of Studies in writing or electronically via the STAG electronic information system. In the event that the student fails to attend the final state examination and does not reliably explain the reasons for their absence within three working days, they will lose the right to take the final state examination and be classified as "Failed F" (4; F).
- (10) The decision of the examination board on the outcome of the state final examination shall be announced by the chairperson on the day of the state final examination. This decision is final. The state final examination and the announcement of the outcome shall be public. The course and outcome of the final state examination, or an individual examination of the final state examination, shall be recorded by the chairperson of the examination board in the protocol entitled "Record of the Final State Examination" and shall arrange for recording the outcomes of the final state examination of the student in the STAG electronic information system.
- (11) The result of the individual examination of the final state examination shall be classified under Art. 13, para. 12. The overall result of the final state examination shall be graded as the arithmetic mean of the individual examinations of the final state examination: 1.0 to 1.25 "Excellent A", 1.26 to 1.50 "Excellent B", 1.51 to 2.00 "Very good C", 2.01 to 2.50 "Very good D", and 2.51 to 3.00 "Good E".
- (12) In the case of resitting an individual examination, the overall grade shall include only the successful result of resitting the individual examination of the final state examination.

- (13) If the student fails to pass the final state examination, or the individual examination of the final state examination when taking it on a regular date, they shall subscribe to the nearest published date of the final state examination to resit it. If a student fails to pass the final state examination at the first resit, they shall subscribe to the nearest published date of the final state examination to take the second resit. Resitting the final state examination or the individual examination of the final state examination for the third and any other time cannot be allowed. Failing the final state examination at the second resit shall be considered as failure to fulfil the requirements pursuant to § 56, para. 1, letter b) of the Act, representing the reason for terminating the studies.
- (14) The student is required to complete all the individual examinations of the final state examination, including any resits, within 24 months from the date of the first individual examination of the final state examination. Failure to comply with the time limit shall be considered as failure to fulfil the requirements pursuant to § 56, para. 1, letter b) of the Act, representing the reason for terminating the studies. This period shall not include the period of interrupting the studies pursuant to the provisions of Art. 15, para. 2, letters b) and c).

## **Article 18**

### **Final Theses**

- (1) A study programme may prescribe or allow the defence of the final thesis as part of the final state examination. The final thesis shall include mainly the Bachelor's, Master's, advanced Master's or professional thesis. By writing and defending the thesis, the student demonstrates the capacity of independent professional creative activity. The final thesis shall contain the original results or the original processing of a coherent part of the subject matter at the level corresponding to the publishing standard of the field of study.
- (2) The defence of the final thesis is part of the final state examination and is considered as an individual final examination.
- (3) The topics of the final thesis approved by the study programme guarantor shall be announced by the Dean or by the heads of the institutes and clinics according to the instructions of the Dean. Topics for the final thesis may also be proposed by the students.
- (4) The final theses shall be supervised by the supervisor who is a graduate of at least a Master's degree programme and with the experience of the academic staff member in the field for at least 6 months.
- (5) The Dean shall determine the principles for the elaboration and formalities of the final thesis and the deadline for the students to submit it. The final thesis shall be written in the language in which the study programme is carried out, or in another language, if authorised by the Dean upon the student's written request.
- (6) The author of the final thesis shall take due care in order not to violate Act No. 121/2000 Coll., on Copyright and Rights Related to Copyright and on Amendment to Certain Acts (Copyright Act), as amended, in particular the unauthorized use of the work pursuant to § 47c, para. 2, letter b) of the Act.
- (7) The supervisor shall provide the student with consultations and guides the student in drafting the final thesis in order to respect the principles of intellectual property protection and the formal and content requirements of the final thesis prescribed by the Dean.
- (8) The text of the submitted final thesis shall be subject to comparison with the texts of the final theses stored in the university or inter-university database of the final theses and, where appropriate, with the texts of other publications. The results of the comparison shall always be made available to the student and the supervisor. The result of the comparison shall be assessed by the supervisor and if the supervisor concludes that there is a reasoned suspicion that the thesis shows the signs of unauthorised use of the work, the supervisor shall immediately communicate this fact to the Dean.
- (9) The final thesis shall be printed or otherwise reproduced and bound in a manner suitable for archiving. The electronic version of the thesis shall be uploaded to the database for the

publication of the final theses. The conformity of an electronic and paper version shall be confirmed by the student's signature. By submitting the final thesis, the author grants their consent to its publication, regardless of the result of the defence pursuant to § 47b of the Act.

- (10) The final theses shall be published pursuant to the provisions of § 47b of the Act. Publishing the final theses shall take place by means of the database of the final theses located in the public section of the UVPS Brno website and through the Central Library of the UVPS Brno.
- (11) The Dean shall determine further rules for the defence of the final thesis, especially the manner of appointment and work of the opponent.
- (12) The supervisor and the opponent shall write an opinion of the submitted thesis.
- (13) The student has the right to acquaint themselves with the opinion of their final thesis from the supervisor and the opponent no later than five calendar days before the date of defence of the thesis.
- (14) The final thesis defence board shall have at least three members. The board members shall be appointed by the Dean. The defence of the final thesis shall take place usually under the presence of the supervisor and the opponent of the final thesis.
- (15) The final thesis defence shall be assessed by the final thesis defence board, taking into account the opinions of the supervisor and the opponent of the final thesis and the course of the defence.
- (16) The outcome of the defence shall be published no later than three weeks after the date of the defence.

### **Article 19 Study Result**

- (1) The overall result of the studies shall be evaluated according to the results of the examination and the final state examination on the scale of "passed with honours" and "passed".
- (2) The degree with honours shall be awarded to the student who passed the final state examination in a regular term with the overall result of "Excellent A" or "Excellent B" and in the course of the studies, they obtained the average results up to 1.50 from all the courses, while they were not classified with the grade "Good E" in any of the courses, did not take any resit of an examination or credit, and did not re-enrol in any mandatory or mandatorily optional course.
- (3) Upon the request of the student who obtained the number of credits necessary to participate in the final state examination, the Dean may exceptionally allow them to resit the examination of no more than two courses in which they were classified with the grade "Good E" when taking the examination in the regular term. The average results shall then include the result of the resit if the student passed it successfully.
- (4) The student who failed even the resit of the individual examination of the final state examination and who requests a certificate of studies, shall have the grade "Failed F" recorded.

### **Article 20 Completing the Studies**

- (1) The study shall be properly completed by completing the study in the degree programme. This requires obtaining credits of at least sixty times the number of years of standard length of study and the successful completion of examinations and credits from all mandatory courses and enrolled mandatorily optional courses in the relevant study programme. The day of completing the studies shall be the day of completing the final state examination or the last part of the final state examination or the advanced Master's state examination or its final part.

- (2) The UVPS Brno shall issue to graduates who have successfully completed the study in the degree programme with the final state examination or advanced Master's state examination the following certificates of completing the studies:
  - a) A university diploma specifying the degree programme and the academic degree with the date of completing the studies;
  - b) A diploma supplement.
- (3) The student may terminate their studies at their own discretion. They shall notify accordingly the Dean in writing through the Office of Studies. The student who submitted the notification of terminating their studies shall be provided with a certificate of obtained credits and successfully completed examinations. The certificate shall state that the student terminated the study at their own request. The day of terminating the studies shall be the date when the UVPS Brno or the faculty where the student is enrolled is served their written declaration of terminating the studies in accordance with § 56, para. 1, letter a) of the Act.
- (4) The student who failed to meet the requirements of the study programme pursuant to the Study and Examination Regulations shall have the study terminated pursuant to § 56, para. 1, letter b) of the Act. The date of terminating the study shall be the date on which the decision to terminate the studies shall come into effect.
- (5) The study may also be terminated by expelling the student pursuant to § 56, para. 1, letter g) of the Act. The student may also be expelled pursuant to § 65, para. 1, letter c) or pursuant to § 67 of the Act.

## **Article 21**

### **Advanced Master's Procedure**

- (1) A graduate of the Master's degree programme in the field of pharmacy who has obtained the Master's degree may take an advanced Master's state examination in the same field of study. After completing it, the graduate shall be awarded the academic degree of "Doctor of Pharmacy" (abbreviated as "PharmDr.").
- (2) The advanced Master's procedure shall be initiated by the Dean upon his decision on the basis of the submitted application for the advanced Master's state examination.
- (3) The advanced Master's procedure board shall be responsible for the quality, the concept of the advanced Master's procedure and proposals of chairpersons of the advanced Master's state examination boards. The board shall be appointed by the Dean upon the statement of the Scientific Board of the Faculty.
- (4) Pursuant to § 46, para. 5 of the Act, the candidate with whom the advanced Master's procedure was initiated has the right to use, in return for a fee, the facilities and information technologies of the UVPS Brno when preparing for the advanced Master's state examination, under the terms and conditions stipulated by the Dean.
- (5) The candidate has the right to select a supervisor from the group of supervisors. The members of the group of supervisors shall be appointed by the Dean with their consent.
- (6) The candidate shall take the advanced Master's state examination before the advanced Master's examination board.
- (7) The advanced Master's state examination shall be held in the language of the relevant degree programme. Upon the request of the candidate, the examination may also be held in another language common in the relevant scientific discipline if the Dean allows this application.
- (8) The advanced Master's state examination shall consist of the defence of the advanced Master's thesis and the oral examination taken from the courses determined for the relevant discipline in the extent of the degree programme. The successful defence of the advanced Master's thesis is a prerequisite for the candidate to proceed to another part of the advanced Master's state examination.
- (9) The provisions of Art. 18 on final theses shall apply by analogy to the advanced Master's thesis and its defence.

- (10) The result of the advanced Master's state examination shall be assessed with the grades "passed" or "failed".
- (11) The advanced Master's state examination and the result announcement shall be public.
- (12) The advanced Master's procedure shall be terminated by:
  - a) Successful completion of the advanced Master's state examination (with the assessment "passed") and awarding the corresponding academic degree; or
  - b) Unsuccessful completion of the advanced Master's state examination (with the assessment "failed"); or
  - c) On the grounds of a written notice of the candidate.
- (13) The provisions of Art. 25 and 26 shall apply, by analogy, to decision-making on rights and duties and service of documents in the advanced Master's procedure.
- (14) The Advanced Master's Regulation of the Faculty shall specify the detailed conditions of the advanced Master's procedure.

## **Article 22**

### **Admission of Conditions of Study of Foreign Nationals**

- (1) Foreign nationals shall be admitted to study carried out in the Czech language under the same conditions as nationals of the Czech Republic.
- (2) The conditions for the admission of foreign nationals shall allow the fulfilment of the obligations arising from the international treaties binding on the Czech Republic.
- (3) The conditions of admission and study of students arriving to the Czech Republic within the framework of international programmes shall be governed by these treaties or programme conditions.
- (4) Foreign nationals enrolled in study programmes conducted in a foreign language shall be admitted after the fulfilment of the conditions of the admission procedure determined by the Dean. After concluding the contract, students are required to observe the terms contained in the contract.
- (5) The student has the right to study and discuss the matters concerning the study management in the language of their study programme.
- (6) Specific conditions for the study of foreign nationals shall be determined by the Dean of the faculty at which the study programme is carried out, while respecting the undertaken commitments.

## **Article 23**

### **Academic Ceremonies**

- (1) The matriculation ceremony shall take place in the first semester of the study, in which the student is solemnly admitted as a member of the UVPS Brno academic community in the spirit of academic traditions. Prior to receiving the matriculation certificate, the student shall take a symbolic promise to respect the regulations and practices of the UVPS Brno academic community and duly represent the UVPS Brno academic community in their study and personal life.
- (2) Upon successful completion of studies in a study programme or advanced Master's procedure, the graduate participates in the graduation ceremony. The graduation ceremony is a ceremonial act in which graduates receive the university diploma with the academic degree and the diploma supplement. The graduation ceremony shall also include the graduation promise.

## **Article 24**

### **Rights and Duties of Students**

- (1) The rights and obligations of a student shall be defined by the Act. The student shall follow the internal regulations of the UVPS Brno and its constituent parts.
- (2) Pursuant to § 62 of the Act, the student has the right:
  - a) To study within one or more study programmes;

- b) To select the courses and create the study plan according to the rules of the study plan;
  - c) To select a teacher of a certain course taught by several teachers;
  - d) To take examinations under the conditions laid down in the study programme;
  - e) To enrol in another part of the study programme;
  - f) To propose the topic of their Bachelor's, Master's or advanced Master's final thesis;
  - g) To a scholarship from the UVPS Brno funds if they fulfil the conditions for awarding the scholarship specified in the Scholarship Regulation of the UVPS Brno;
  - h) To use the equipment and information technology needed for study at the UVPS Brno;
  - i) To vote and to be elected to the Academic Senate.
- (3) Pursuant to § 63 of the Act, the student shall fulfil the duties arising from the study programme and these Study and Examination Regulations of the UVPS Brno, as follows:
- a) To pay the fees related to the study stipulated in the Statute of the UVPS Brno and state the facts decisive for their amount;
  - b) To communicate the address of service or the address of their data box to the UVPS Brno or its constituent part at which they are enrolled;
  - c) To report to the UVPS Brno the loss of medical fitness if this fitness was a condition for the admission to study pursuant to § 49, para. 1 of the Act;
  - d) Upon the invitation of the Rector, Dean or an authorised staff member of the UVPS Brno, to attend the hearing of the matters concerning the course of studies of terminating studies.
- (4) Failure to fulfil the duties specified in paragraph 3 attributable to the student shall result in the student's duty to compensate the expenses of the UVPS Brno caused by their action or omission.
- (5) Students shall follow the instructions for study published by the faculties in the designated place, especially on the website of the faculty and the UVPS Brno, in the STAG electronic information system, and communicate within the UVPS Brno via the electronic mail of the UVPS Brno.
- (6) The provisions of Act No. 500/2004 Coll., Administrative Code, as amended, shall apply, by analogy, to the procedure of handling complaints.

## **Article 25**

### **Decision-Making on Rights and Duties of Students**

- (1) The UVPS Brno decides on the rights and duties of students. Decisions on students' rights and duties shall be issued by the Dean.
- (2) The student is the only party to the procedure on the rights and duties of the student.
- (3) A file shall be kept for each procedure. For students enrolled in degree programmes conducted in a foreign language, the procedure on study matters shall be held in the language in which the relevant degree programme is carried out.
- (4) In the cases in which the procedure concerns failure to fulfil the requirements arising from the study programme pursuant to these Study and Examination Regulations, the student may, prior to issuing the decision, express their opinion on the documents for the decision-making. The student shall be served a written invitation through the STAG information system.
- (5) The student may appeal the Dean's decision within 30 days upon its notification. The decision shall also contain instructions regarding the conditions for lodging an appeal. The Rector shall serve as the appellate administrative body.
- (6) The Rector shall examine the conformity of the contested decision and the procedure preceding the decision with the legal regulations and internal regulations of the UVPS Brno and those of the relevant faculty. The Rector may overturn, set aside or affirm the

original decision.

## **Article 26**

### **Service of Documents to Students**

- (1) Decisions on students' rights and obligations specified in the provisions of § 68, para. 1, letters a), b), and d) of the Act, granting the student's application shall be served on students through the STAG information system. The date of notification of the decision shall be deemed the first day after making the decision available to the student in the STAG information system.
- (2) Decisions on the matters stipulated in § 68, para. 1, except the cases stipulated in paragraphs 1 and in § 68, para. 1, letter e) of the Act, shall be served on the student solely to the addressee by the Office of Studies of the corresponding faculty or they shall be served through the postal service operator solely on the addressee to the address specified by the student as the address of service. The date of notification of the decision shall be deemed as the day when the student received the served document.
- (3) Service of decisions pursuant to the provisions of § 68, para. 1, letter e) is set out in the Scholarship Regulation of the UVPS Brno.
- (4) Decisions which could not be served on the student as solely to the addressee shall be served through a public notice published on the official board of the UVPS Brno.

## **Article 27**

### **Declaring the Invalidity of the Final State Examination and the Advanced Master's State Examination**

- (1) The decision to declare the invalidity of taking the final state examination or its individual examination or the advanced Master's state examination or its individual part shall be initiated ex officio. The procedure shall be initiated by the Rector.
- (2) The procedure shall follow the provisions of § 47c to 47e of the Act.
- (3) The rules for the composition and appointment of the members of the review board and the manner of its resolution shall be determined by the Statute of the UVPS Brno.
- (4) All documents and decisions concerning the party to the proceedings issued on the date of initiating the procedure shall be served in person or through the postal service provider solely to the addressee at the address of their domicile.
- (5) The decision of the Rector to declare the invalidity of the final state examination or its part cannot be appealed. The decision shall become effective on the first day following the expiry of 2 months from the date of notification of the above-mentioned decision. Filing an administrative action in the timely manner shall have the suspensory effect.

## **Article 28**

### **Temporary Provisions**

- (1) The procedures initiated pursuant to the existing Study and Examination Regulations shall be completed pursuant to the Study and Examination Regulations of the Credit Study System of the UVPS Brno.
- (2) The rights and duties of students who commenced their studies prior to the entry into force of these Regulations shall be governed by these Regulations, with the exception of the conditions for enrolment in the next academic year of study.
- (3) The existing division of study programmes into fields of study shall be maintained for the period of 3 years upon the entry into force of the Act or until obtaining the accreditation.

## **Article 29**

### **Final Provisions**

- (1) The Study and Examination Regulations of the Credit Study System of the UVPS Brno, registered by the Ministry of Education, Youth and Sports on 10 December 2007 under

file reference 28807/2007-30, shall be set aside.

- (2) These Study and Examination Regulations of the UVPS Brno were adopted pursuant to § 9, para. 1, letter b), point 3 of the Act by the Academic Senate of the UVPS Brno on 25 May 2017.
- (3) Pursuant to § 36, para. 4 of the Act, these Study and Examination Regulations of the UVPS Brno shall come into effect on the date of registration by the Ministry of Education, Youth and Sports.
- (4) These Study and Examination Regulations of the UVPS Brno shall enter into effect on 1 September 2017.

Prof. MVDr. Ing. Pavel Suchý, CSc.  
Rector