

The internal regulations of the Czech Technical University in Prague were registered in accordance with § 36 paragraph 2 of Act No. 111/1998 Coll., on Universities and on the changes and amendments of other related Acts (the Act on Universities) by the Ministry of Education, Youth and Sports on April 7th, 2009, under ref. No. 7085/2009-30 the Study and Examination Code for Students of the Czech Technical University in Prague, Head of the Department of Universities

**THE STUDY AND EXAMINATION CODE FOR STUDENTS
OF THE CZECH TECHNICAL UNIVERSITY IN PRAGUE
of April 7th, 2009**

**Part One
GENERAL PROVISIONS
Article 1**

1. The Study and Examination Code for Students of the Czech Technical University in Prague (hereafter "CTU") is issued in accordance with § 9 para. 1 letter f) of Act No. 111/1998 Coll., on Universities and on the changes and amendments of other related acts (the Act on Universities) (hereafter the "Act") as part of the internal regulations of CTU and in compliance with the Statutes of CTU. It contains regulations for study in Bachelor's, Master's and Doctoral degree study programs implemented at the faculties, at CTU and at the university institutes (hereafter the "faculties").
2. Part Two, Five, Six and Seven of this Code refer to students who study in accredited Bachelor's, Master's and Doctoral degree study programs implemented at faculties in all forms of study.
3. Part Three of this Code refers to students who study in Bachelor's and Master's degree study programs implemented at faculties in **general** forms of study.
4. Part Four of this Code refers to students who study in Doctoral degree study programs implemented at faculties in all forms of study.

**Part Two
BACHELOR'S, MASTER'S AND DOCTORAL DEGREE STUDY PROGRAMES
Article 2
Organization of the academic year**

1. In accordance with § 52 para. 2 of the Act, the Rector sets the beginning of the academic year, the beginning of organized education and, following discussion in the Rector's Advisory Board, announces the obligatory program of a CTU academic year.
2. The program of a CTU academic year sets primarily the beginning and the end of taught courses, examination sessions, vacation times, practical training and other academic activities.
3. The dean or director of an institute within the University (hereafter the "dean") announces the time schedule of the academic year for her/his respective faculty. In comparison with the program of the CTU academic year, the time schedule is more specific, including the times when final comprehensive examinations, entrance examinations and other academic activities specific for the faculty are held.
4. The academic year is subdivided into the winter semester, the spring semester, the examination session of the winter semester, the examination session of the spring semester, and the vacation times.

**Article 3
Study programs**

1. The CTU implements accredited study programs – Bachelor's degree programs in accordance with § 45 of the Act, Master's degree programs in accordance with § 46 of the Act and Doctoral degree

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programs in accordance with § 47 of the Act. The list of study programs accredited at CTU is published on the Official Notice Board of the CTU in Prague.

2. Study programs are implemented at one or more faculties.
3. The lists of study programs implemented at the faculty are published on the Official Notice Board of the faculty. The lists of study programs implemented at more than one faculty are published on the Official Notice Boards of all participating faculties.
4. The implemented forms of study within a study program are:
 - a) full-time study, in which instruction within a study program is carried out with the student's presence on the educational premises, or, in the case of a doctoral study program, in a training workplace,
 - b) part-time study, in which instruction within a study program is carried out mostly on the basis of the student's self-study,
 - c) combined study, in which instruction within a study program combines full-time and part-time forms of study. The period of time when the student is present must be provided for all courses in the study program (hereafter the "study courses").
5. A study program is usually subdivided into branches of study. A branch of study is a component part of a study program, consisting of systematically organized study courses.
6. The standard period of study is the period of study laid down by the study program, expressed in years or semesters, during which the student should complete her/his studies with an average study load.
7. The period of study is the time from the first enrolment for a study program until its completion in accordance with Art. 20 para. 1 and para. 5. The period of study also includes all interruptions of study. The maximum period of study in a Bachelor's and a Master's degree study programs and in Master's degree study programs following on from Bachelor's degree study programs, is twice the standard period of study in these programs. The maximum period of study in a Doctoral degree study program is 8 years.
8. The period of study cannot exceed the maximum limit prescribed in a particular study program.
9. In the event that a student does not regularly complete her/his studies within the maximum period of study, her/his study is terminated in accordance with § 56 para. 1 letter b) of Act and in accordance with Art. 20 para. 5 letter b). The decision-making procedure in this matter is regulated by § 68 of the Act.
10. A program under Art. 7 and Art. 30 has a curriculum. A curriculum sets the time and the succession of courses of study in the form of a recommended study plan with a breakdown into academic years and semesters. A recommended curriculum respects the standard period of study. The curriculum of a branch of study may be composed as a one-branch, a multi-branch or an interdisciplinary plan.
11. Study in a Bachelor's degree, Master's degree or Doctoral degree study program may also take place in co-operation with a foreign university implementing a study program of similar content. The conditions of co-operation shall be settled by an agreement between the participating universities.
12. An academic degree is granted to students in a study program implemented in the framework of co-operation with a foreign university pursuant to § 45 para. 4, § 46 para. 4 or § 47 para. 5 of the Act and, if applicable, also the academic degree of the foreign university according to legislation valid in the relevant country. The co-operating foreign university and, if applicable, the fact that the granted foreign academic degree is a joint degree granted simultaneously also by the foreign university shall be stated on the university diploma.

Article 4
Bachelor's degree study programs

Bachelor's degree study programs are implemented by individual faculties.

Article 5
Master's degree study programs

Master's degree study programs and Master's degree study programs following on from Bachelor's degree study programs are implemented by individual faculties.

Article 6
Doctoral degree study programs

1. Doctoral degree study programs are implemented at the faculties.
2. Studies in Doctoral degree study programs are carried out according to individual curricula under the guidance of a supervisor.

Part Three
STUDY IN BACHELOR'S AND MASTER'S DEGREE STUDY PROGRAMS

Article 7
Curricula

1. A curriculum forms part of a study program. It is updated and approved in discussion with the scientific council of the faculty, of or CTU, following a statement by the respective academic senate. The basic instruction module of a curriculum is a study course.
2. A course is characterized by the number of classes per one week. The form of instruction according to Art. 10, the manner of completing the course, according to Art. 9, and the number of credit units obtained on passing the course.
3. Before a study program opens, the faculty shall publish a curriculum, subdivided into branches of study, i.e., a list of courses that must be completed as a necessary condition for a regular completion of the study program. Curriculum may allow for interdisciplinary and multi-branch studies. The curriculum contains a recommended time plan of study, i.e. a recommended time succession for registering for courses which, if observed, will enable studies to be completed within the standard study period.
4. A curriculum is structured in the following way:
 - a) groups of individual courses categorized on the basis of eligibility into compulsory, required compulsory elective and optional courses,
 - b) it defines the succession of courses, if necessary,
 - c) it lays down the stages of study with obligatory verification (semester, academic year, block of study).
 - d) it sets the semester in which a course is usually offered.

Article 8
Credit system

1. In order to quantify the study load of individual courses, a unified credit system is applied, whose major denotations are as follows:
 - a) a number of credits is assigned to each individual course and it defines the relative measure of a student's load necessary for successful completion of the given course,
 - b) one credit represents one sixtieth of the average annual study load of a student under the standard period of study and recommended time plan of study
 - c) in a 14-week semester the standard study load is 30 credits,
 - d) in a 28-week academic year the standard study load is 60 credits,
 - e) the value of credits assigned to a course is a whole number,

- f) credits obtained within a study program are added up; the cumulative number of credits serves as a tool for study assessment.
2. The CTU credit system is compatible with ECTS (the European Credit Transfer System) thus facilitating the mobility of students within the framework of European educational programs.

Article 9
Manner of completing a course

1. Courses are completed by awarding credits, awarding a classified credit, passing an examination or by a combination of these. For courses where the curriculum specifies a “zapocet - assessment” and also an examination, the award of a “zapocet - assessment” is a prerequisite for the examination of relevant course.
2. By completing a course according to paragraph 1, the student has regularly completed a course and obtained the assigned number of credits for that course.
3. A student who has not successfully completed a course may register for the same course a second time. No course may be registered for more than twice.

Article 10
Offering and organizing educational activities

1. The study activities of students depend mainly on their own individual work, assigned and checked by their teachers.
2. The forms of organized instruction include, above all, lectures, seminars, studio work, design projects, various types of practical courses, laboratory work, guided consultations, professional practice and excursions.
3. The forms of organized instruction are characterized in the following way:
 - a) Lectures consist of an explanation of basic principles, the methodology of a given discipline, problems and model solutions of problems.
 - b) Seminars, studio work and design projects are forms of organized instruction focusing on the application of knowledge obtained from lectures, as well as students' own work in the presence of a professor. Important aspects of this form of instruction are, as a rule, presentation and discussion of the results of students' own work. The faculty creates conditions for these forms of instruction by providing the students with access to libraries, drawing studios, studios, laboratories, reading rooms and the computer network.
 - c) Practical courses encourage in particular practical mastery of the subject matter explained during lectures or assigned for self-study, with active student participation. The specific types of practical courses include experimental laboratory work, computer-based projects and fieldwork. The assessment and completion of a practical exercise course may involve checking the preparatory work assigned as homework.
 - d) Guided consultations are devoted particularly to consultation and evaluation tasks assigned for self-study. They may replace practical courses or other forms of instruction.
4. Organized instruction is supplemented by individual consultations based on students' requirements.
5. Attendance at lectures is recommended. Attendance at other forms of organized instruction is, as a rule, checked, and attendance requirements are set by the respective head of the department or institute (hereafter the "department").
6. Lectures are held, as a rule, by professors and associate professors. In justified cases another academic staff member or a respected expert may be authorized by the dean to hold lectures following nomination by a department head.

7. Instruction under paragraph 3 letter b) to d) may also be shared by students of Doctoral degree study programs and excellent students of Master's degree study programs with the approval of department head and professor responsible for the course.

Article 11 **Verification of study results**

1. Study results are verified by continuous assessment of a student's study and, when the course is completed, by means of a "zapocet - assessment" (z), a "graded assessment" (kz), an examination (zk), or a combination of these three. When the study results are verified, the student must provide the teacher, on request, with her/his student card.
2. Mastering the subject matter contained in a set of courses in a context and in an interdisciplinary relation is verified by means of a comprehensive examination, if required after a defined block of studies within the study program.
3. The final deadlines for earning assessments, graded assessments or credits for courses offered in a particular semester or academic year, and for taking examinations, are set by the dean.

Article 12 **Assessments and graded assessments**

1. An assessment confirms that the student has fulfilled the specified requirements stated at the beginning of instruction in a particular course as conditional for granting a credit.
2. A graded assessment is an assessment in which fulfillment of the requirements specified at the beginning of instruction and the level of their presentation are assessed and graded.
3. A student who has failed to earn an assessment or a graded assessment may ask for a review. The final decision on granting assessments or graded assessments is within the powers of the head of department. If a student is not awarded an assessment or a graded assessment for a registered course, he/she can register for the same course again. If the student also fails to be granted an assessment after the second registered course, her/his studies are terminated in accordance with § 56 para. 1 letter b) of the Act and Art. 20 para. 5 letter b). The decision-making procedure in this matter is regulated by § 68 of the Act.
4. An assessment or a graded assessment is marked in the student's record. The teacher confirms the granting of a credit by entering the word "započteno/assessed" and adding her/his signature with the date of the award of the assessment. The award of a graded assessment is confirmed by the entry an evaluation mark by the teacher, together with her/his signature and the date on which the assessment was awarded. The evaluation "fail" is not marked in the student's record.
5. Granting an assessment or a graded assessment evaluation mark is reported without delay to the information system of the faculty by the respective department. The manner of reporting is set by the dean. The department is required to keep its own written records of the results of assessments and graded assessments, independent of the information system, and file them for a period of ten years.

Article 13 **Examinations**

1. An examination measures the student's knowledge in the subject matter specified in the course documentation and presented during instruction at a level corresponding to the completed part of the study program, and the ability to apply the obtained knowledge in a creative way. The level of mastery of the given problems is evaluated by the teacher by means of an evaluation mark.
2. An examination may be written, oral or oral and written (combined). Examinations may also be held before a board of examiners.
3. The dates and location of examinations, as well as the manner of registering for examinations and the form of examinations must be published sufficiently in advance and in an appropriate manner.

The head of the department is responsible for the general organization of the examinations and for announcing how they will be regulated.

4. A student who receives a failing grade at the examination may re-take the examination on the first make-up date. If a failing grade is also received at her/his first make-up examination, he/she may take the examination on the second make-up date. A third make-up examination is not permissible.
5. If a student receives a failing grade after her/his first registration for the course, she/he may register for the course again. If the second registration for a compulsory or compulsory elective course again concludes with the student receiving a failing grade, the studies are terminated in accordance with § 56 para. 1 letter b) of the Act and Art. 20 para. 5 letter b). The decision-making procedure in this matter is regulated by § 68 of the Act. No other make-up examination is allowable.
6. Examination results are marked in the student's record. The examiner enters the evaluation mark in words, the date on which the examination was held, or the date when the final part of the examination was held in the student's record, adding her/his signature. The evaluation "fail" is not marked in the student's record.
7. Students are entitled not to accept the examination result. In such cases they are evaluated by the examiner as having failed.
8. The organization of examinations, and the justification of excuses in the event of non-participation in the examination, is within the decision-making authority of the head of the respective department. Should a student registered for the examination fail to participate in the examination without due excuse or should she/he fail to de-register from the examination in a timely manner, she/he shall be classified as "having failed".
9. A serious infringement of the examination regulations may be considered as a disciplinary offence.
10. If asked for by a student or by an examiner, make-up examinations are held before a three-member board, appointed by the head of the department. In the case of a written examination, the evaluation is done by a board. If the head of department acts as an examiner, the board is appointed by the dean.
11. The result of an examination is passed on to the information system of the faculty without undue delay. The manner of passing on the examination results is set by the dean. The department is required to keep its own written records of examination results, independent of the information system, and file them for a period of ten years.

Article 14 **Comprehensive examinations**

1. A comprehensive examination verifies mastery of interdisciplinary relations within a specified set of courses. Comprehensive examinations may be written, oral or in a combined form.
2. Requirements for comprehensive examinations are set by the study program. The organization, the regulations and the dates on which the examinations are held are set by the dean not later than in 3 months prior to the examination.
3. Oral comprehensive examinations are held before a board of examiners appointed by the dean. Written comprehensive examinations or parts of such examinations are evaluated by the board. The board must have a minimum of three members. The head of the board is a professor or an associate professor.
4. Comprehensive examinations may be repeated once. If a student fails to pass a comprehensive examination or the relevant make-up examination, or fails to attend the examination under paragraph 6, her/his study is terminated in accordance with § 56 para. 1 letter b) of the Act and Art. 20 para. 5 letter b). The procedure in this matter is regulated by § 68 of the Act.
5. If a student fails to attend a comprehensive examination or the relevant make-up examination, and does not submit a written excuse stating reasons within five days, or if the excuse is not accepted,

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the matter is considered as if the student failed the examination and is granted a failing mark. The excuse is submitted to the dean who decides on its acceptance or rejection.

6. In cases where a study program is offered in more than one faculty, the deans shall decide how the work of organizing and conducting the comprehensive examination is to be shared.

Article 15 Evaluation scale

1. In evaluating studies under Art. 12 to 14, 21 and 22, the following evaluation scale is obligatorily used according to ECTS scale:

Classification Scale ECTS	A	B	C	D	E	F
Point Evaluation	100-90	89-80	79-70	69-60	59-50	< 50
Numerical Classification	1	1.5	2	2.5	3	4
Czech	v ýborn ě	velmi do b ř e	do b ř e	uspoko jiv ě	dostate ěn ě	nedostate ěn ě
English	excellent	very good	good	satisfactory	sufficient	failed

Evaluation in words is used in entering the mark into the student's record, while the numerical evaluation is recorded in the information system.

2. In the need of continuation to past scale a valid transition scale is used:

Original Scale	Classification according to original scale	1	-	2	-	3	4	
	In words	excellent		very good		good		failed
	Points	100-86 (A)		85-70 (B,C)		69-50(D,E)		49-0 (F)
ECTS scale	Numerical evaluation	1	1.5	2	2.5	3	4	
	Classification	A	B	C	D	E	F	

Article 16 Average student's results

Average student's study results within a given stage of study (semester, academic year or another defined study block) are expressed by the weighted study average defined by the relation

$$VP = \frac{\sum K_p Z_p}{\sum K_p}$$

p

where

K_p ... is the number of credit units for a course p finished by passing an exam or a classified credit,

Z_p ... is the evaluation mark for a course p

and where p is the set of all courses completed by a student within a given stage of study, finished by passing an examination or receiving a classified credit.

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Article 17

Course of study

1. An applicant becomes a student on the day of enrollment for study in a study program. Registration is held at the faculty where the corresponding study program is implemented. Should the study program be implemented at more faculties, the student shall enroll for the entire period of his/her study program only at the faculty at which he/she passed the admission procedure. Registration is performed on the dates set by the dean.
2. Matriculation is the enrollment of students into the student register. Part of matriculation is the matriculation oath that is signed by the student. The wording of the matriculation oath is given in Appendix No. 5 to the Statutes of the CTU. The matriculation ceremony for students is organized by the faculty within 30 days after the beginning of an academic year.
3. Within the curriculum of the registered study program and branch of study and in accordance with this Code, students are entitled to participate in practical courses, seminars, courses, practice, laboratory work, excursions, consultations and other forms of instruction, earn credits and classified credits, and take examinations.
4. Curricula lay down which courses are compulsory, compulsory elective and optional for the respective study program and branch of study.
5. If a student fails to attend registration for the respective semester, academic year or block of study on the set date, and does not submit a written excuse stating the reason within five days from that date, this act is considered as non-fulfillment of the requirements of the study program, and the student's study is terminated in accordance with § 56 par. 1 letter b) of the Act and Art. 20 par. 5 letter b). The decision-making procedure in this matter is regulated by § 68 of the Act. If the student submits a written excuse within five days from the date of registration and the excuse is recognized by the dean, the student is assigned a substitute date for registration.
6. Study in a study program may be interrupted, even repeatedly. Interruption of study is allowed by the dean on the basis of a written request. The dean can initiate an interruption of one's study, if there is a threat with an imminent damage to the student and did not originate due to present study obligations. Study will not be interrupted if a student, within 10 days after receiving a written notice, submits a rebuttal. The dean can also initiate an interruption of one's study, if tuition and fees were not paid according to § 58 par 3 or 4 letter Act. The dean can also initiate an interruption of student's study by giving a make-up date for state final exams according to § 22 par 3 or a date for repetition of state final exams according to Art 22 par 3 only if Bachelor project or Masters thesis was evaluated by a different mark than F. The minimum period of interruption is one semester. During the period of interruption of study the applicant loses the status of a student. During the examination session, study may be interrupted only for extreme reasons. Study interruption also cannot be permitted in the case, when the student's study would have to be terminated per § 56 par. 1 letter b) of the Act and the Art. 20 par. 5 letter b) upon study recommencing. The dean's decision on the interruption of study is regulated by § 68 of the Act. The dean's decision is entered in the student's record and documentation kept.
7. Except for serious, namely health, reasons, study may be interrupted only after successful completion of the first academic year.
8. Once the period for which the study has been interrupted expires, the person whose study was interrupted is entitled to register for a study program again. If he/she fails to register on the given date and does not submit a written excuse within five days, this act is considered as non-fulfillment of duties and the student's study is terminated in accordance with § 56 par. 1 letter b) and Art. 20 par. 5 letter b). The decision-making procedure in this matter is regulated by § 68 of the Act. Missing the deadline in justified cases may be pardoned by the dean. If the reasons for interruption of study cease to exist, the dean may, upon written application submitted by the person whose study was interrupted, terminate the interruption of study even before the expiry of the granted period of interruption of study.

9. Based on a written application submitted by the student, the dean may allow the completion of one or more academic years according to an individual study plan, whose course and conditions are set by the dean as well. Other provisions of this Code, including the standard period of study and the maximum period of study are not affected by this in any way. Non-fulfillment of the obligations stipulated in the individual study plan may be considered a reason for study termination terminated in accordance with § 56 par. 1 letter b) and Art. 20 par. 5 letter b). The decision-making procedure in this matter is regulated by § 68 of the Act.
10. The student who has been admitted for study in a study program implemented by a faculty and who has already studied in the same study program implemented by this faculty in the past, or who has studied in a study program implemented by another faculty of the CTU or in a study program implemented by another university in the Czech Republic or abroad, may, upon written application, be granted completion (recognition) of a stage of study (semester, academic year or block) by the dean, if no more than five years have passed since its completion.
11. The student who is sent by the CTU to study at a university abroad is granted recognition of the courses and credit units earned at the school abroad if they correspond to the contents of the courses of his/her study program. Recognition is within the dean's authority.

Article 18

Study verification and conditions for the continuation of study

1. Study verification is carried out after the specified time periods given by the curriculum of the study program—semester, academic year, block of study.
2. The manner of verification is laid out in the documentation of the study program including conditions for successful completion, The student who has failed to earn the minimum amount of credit units under paragraph 4,a has his/her study terminated under § 56 par. 1 letter b) of the Act and Art. 20 par. 5 letter b). In this matter the decision making procedure is regulated by § 68 of Act .
3. The dates and organization of registration are set by the dean.
4. The minimum amount of credit units necessary for the continuation of study is:

Study period	Bc./Bachelor study program	Mgr. /Master study program
for the first semester of study	15	20
for the first academic year of study (2 semesters)	30	40
for any other academic year of study (2 semesters)	40	40
for any other academic year of study (2 semesters) if the student was not a CTU student for a part of the academic year (study interruption, transfer)	20	20

Another amount of credit units may be set by the dean in accordance with Art. 17 par. 9 to 11.

5. Credit units for the courses registered and recognized in accordance with Art. 17 par. 10 are not considered as credit units earned during this semester or academic year. They are only included in the overall sum of credit units earned by the student.
6. Verification of the amount of credit units earned is performed on the semester, academic year or block of study basis in agreement with the curriculum of a study program. The student who has failed to earn the minimum amount of credit units under paragraph 5, has his/her study terminated for non-fulfillment of the requirements under § 56 par. 1 letter b) of the Act and Art. 20 par. 5 letter b). The decision-making procedure in this matter is regulated by § 68 of Act.

Article 19 Transfers

1. In accordance with Art. 18 par. 5 a student may apply for a transfer to a study program implemented at any other faculty of the CTU only after successful completion of his/her first academic year of study. After successful completion of the first academic year of study, the transfer of a student from a different university within the Czech Republic or from a university abroad may also be granted. The terms of transfer and the decision regarding it are within the authority of the dean of the receiving faculty, which also holds true for the placement of the student in a corresponding stage of study according to the recommended time schedule of study in a study program implemented at the receiving faculty.
2. A student who has completed a study program or its part implemented at another faculty of the CTU, another university within the Czech Republic or abroad, may, upon application, be granted recognition of his/her completed stages of study (semester, academic year or block) or study courses by the dean, if no more than five years have passed since their completion. Upon application by a student, the dean may decide on the completion (recognition) of individual courses.
3. Recognition in accordance with paragraph 2 may be conditioned on passing qualifying examinations.
4. Transfer to another study branch within the same study program is decided by the dean, who also decides on transfers to another form of study within the same study program.
5. In the case of transfer of students in accordance with paragraph 4 the time from the first registration for the original study program implemented by a faculty of CTU is included in the respective period of study under Art. 3 par. 8.
6. In the case of transfer according to par. 1 including Art. 3 par.8 respective period of study corresponding to the recognized stages of study or recognized courses is applied.
7. The acknowledged period of study is determined by the dean in his decision on granting of transfer.

Article 20 Termination of study

1. Study is regularly terminated by completing one's study in a particular study program. The day of regular completion of study is the day on which the comprehensive final examination or its final part were passed.
2. Proof of regular termination of study and the obtaining of the corresponding academic degree is a university diploma, which is issued by the CTU to its graduates stating the respective study program and branch of study, together with an attachment of the diploma in Czech-English version.
3. Graduates of Bachelor's degree study programs are awarded the academic degree of Bachelor's (abbreviated to "Bc." and placed before one's name).
4. Graduates of Master's degree study programs are awarded the academic degree of Engineer (abbreviated to "Ing." and placed before one's name), the Faculty of Architecture are awarded an academic degree of Engineer Architect (abbreviated to "Ing.arch." and placed before one's name).
5. Study is further terminated by:
 - a) dropping out of university,
 - b) the non-fulfillment of the requirements of a study program in accordance with this Code,
 - c) the withdrawal of accreditation of a study program,
 - d) the termination of accreditation of a study program in accordance with § 80 par. 4 of the Act,
 - e) the expulsion from study in accordance with § 65 par. 1 letter c) or § 67 of the Act.

In the cases stated under letters c) and d) the CTU is obliged to provide a student with the possibility of continuing his/her study in the same or similar study program at the same or another university.

6. Graduates of a study program in accordance with paragraph 1 shall be issued by the dean, based on their request a document on completed examinations.
7. A student who terminated his/her study on the basis of reasons stated in paragraph 5 shall be issued by the dean on his/her request a document on completed examinations or a certificate of study.
8. The day of termination of study
 - a) under paragraph 5 letter a) is the day when the faculty where the student is registered received his/her written statement on withdrawal from study,
 - b) under paragraph 5 letter b) is the day when the decision on termination of study is delivered per the Art. 68 of the Act
 - c) under paragraph 5 letter c) is the day when the term set in the decision of the Ministry of Education, Youth and Sports (hereafter "Ministry") has elapsed,
 - d) under paragraph 5 letter d) is the day on which the CTU announced the abolishment of a study program would take effect,
 - e) under paragraph 5 letter e) is the day when the decision on expulsion from study came into force.
9. A student who has terminated his/her study in accordance with paragraph 1 and 5 is obliged to return his/her student's ID card and submit proof of settling all claims towards the CTU, including the payment of fees, without delay.

Article 21

Comprehensive final examinations

1. A comprehensive final examination is held in front of a board of examiners. The course of examination and declaration of results of a comprehensive final examination are public.
2. The chairperson, deputy chairperson and members of a board of examiners consisting of professors, associate professors and other experts approved by the scientific council of the faculty are appointed by the dean. The board members are also prominent experts in the given branch appointed by the Ministry. The proceedings of a comprehensive final examination is documented by a report which is signed by the chairperson and all present members of the board of examiners. More boards of examiners may be established for one study program (branch of study). The minimum number of board members, including the chairperson, is five.
3. Study in Bachelor's and Master's degree study programs is completed by a comprehensive final examination. It consists of several parts, each with a separate evaluation:
 - a) the defense of a Bachelor's project or diploma thesis,
 - b) oral examinations in technical courses or groups of topics,
 - c) potential other parts in accordance with paragraph 5.Individual parts of a comprehensive final examination may take place on various dates. The board of examiners assesses the result of the defense and oral examination at a non-public session.
4. The defense of a Bachelor's project is part of a comprehensive final examination in Bachelor's degree study programs, while the defense of a diploma thesis is part of the comprehensive final examination in a Master's degree study program. If a student did not turn in his/her Bachelor project or Masters thesis by a given deadline and gave a written excuse that was excepted by the dean. He/she will receive another deadline. However if a student did not follow proper procedures and/or excuse was not accepted by the dean, he/she can register second time. If a student, during a repetition of this process did not turn in Bachelor's project or Master's thesis by a given deadline, did not give a written excuse or the excuse was not accepted by the dean. Students study is terminated according to law § 68.

5. Component parts and individual courses or groups of topics of a comprehensive final examination are given by the respective study program, which also sets their order. Individual parts of a comprehensive final examination are not supposed to take longer than one hour.
6. Preconditions for admittance to a comprehensive final examination or its parts are given by the respective study program.
7. The dates for holding comprehensive final examinations or their parts are set by the dean.
8. If a student fails to attend a comprehensive final examination on a set date and does not submit a written excuse stating reasons within five days from that date, he/she is granted a failing mark. Non-observance of the five-day term may be waived by the dean for extreme reasons, namely health reasons.
9. A comprehensive final examination or its final part, including its potential make-up, must be completed by the student no later than 1 year from the day of fulfillment of all other requirements of a study program. This period is extended to 1.5 years (18 months) in the case where the study program, in accordance with paragraph 5, states that the student may register for the defense of his/her diploma thesis only after passing the prescribed parts of a comprehensive final examination under paragraph 3. Failing to pass the comprehensive final examination within this deadline is considered as non-fulfillment of the requirements of a study program in accordance with § 56 par. 1 letter b) of the Act and Art. 20 par. 5 letter b). The decision-making procedure in this matter is regulated by § 68 of the Act. The day of fulfillment of all other requirements resulting from a study program is considered the last day of the examination session of the last semester in which a student registered for courses.
10. A comprehensive final examination or its final part must be completed by the student no later than the end of the term given by the maximum period of study stated in Art. 3 par. 8. If a student fails to pass his/her comprehensive final examination in this way, his/her study is terminated in accordance with § 56 par. 1 letter b) of the Act and Art. 20 par. 5 letter b). The decision-making procedure in this matter is regulated by § 68 of the Act.
11. A board of examiners constitutes a quorum if a clear majority of its members is present, and among the present members there must always be the chairperson or deputy chairperson. In case of a tie, the vote of the chairperson is decisive.
12. The proceedings of a board of examiners are directed by its chairperson or deputy chairperson. The rules of procedure of boards of examiners are laid out by a directive of the dean.
13. The manner of registration of students for comprehensive final examinations, as well as the organization of comprehensive final examinations are laid out by a directive of the dean.

Article 22

Evaluation of comprehensive final examinations

1. Individual parts of a comprehensive final examination and the comprehensive final examination as a whole are evaluated by means of a scale in accordance with Art. 15 par. 1. Final state examination can be repeated ONLY once.
2. The resulting mark of a comprehensive final examination is set by the board of examiners with regards to the evaluation of its component parts, including the defense of a diploma thesis or Bachelor's project. If any component part of a comprehensive final examination was evaluated by a failing mark, the overall result of a comprehensive final examination is also evaluated by a failing mark.
3. The dean sets the student a substitute term for holding a comprehensive final examination if the student
 - a) failed to submit a Bachelor's project or diploma thesis on time, justified this fact by writing in advance, and the excuse was recognized by the dean,

- b) failed to attend the comprehensive final examination or its make-up on a set date, his/her non-attendance was properly excused in writing in accordance with Art. 21 par. 8, and the excuse was recognized by the dean.
4. The dean sets the student a make-up term for holding a comprehensive final examination if the student
- a) failed to submit a diploma thesis within a set term and did not excuse this fact properly, or the excuse was not recognized by the dean,
 - b) failed to attend a comprehensive final examination on a set date and his/her non-attendance was not properly excused in writing within five days, or the excuse was not recognized by the dean,
 - c) his/her defense of a Bachelor's project, diploma thesis or any other part of a comprehensive final examination were evaluated by a failing mark or all prescribed parts of a comprehensive final examination were evaluated by a failing mark.
5. A comprehensive final examination is re-taken only in the part(s) which was (were) evaluated by a failing mark. If the defense of a Bachelor's project or diploma thesis was evaluated by a failing mark, the requirements for re-taking the comprehensive final examination is the revision of a Bachelor's project or diploma thesis. The dean will decide revision's method and procedure.
6. A student who has failed to submit a Bachelor's project or diploma thesis within the set term during the make-up comprehensive final examination in accordance with par. 4, has failed to attend the comprehensive final examination without an excuse or whose defense of a Bachelor's project or diploma thesis or other part of the comprehensive final examination is evaluated by a failing mark, has his/her study terminated in accordance with § 56 par. 1 letter b) of the Act and Art. 20 par. 5 letter b). The decision-making procedure in this matter is regulated by § 68 of the Act.

Article 23

Overall study result

1. Overall study results are assessed by the following evaluation grades:
- a) "pass with honors"
 - b) "pass with merit"
 - c) "pass"
 - d) "fail"
2. The evaluation "pass with honors" for the whole study program is awarded to a student who has achieved an overall weighted study average under Art. 16 para. 1 of not more than 1.50 during her/his studies, who did not receive the grade "good" more than once during her/his studies, and who passed her/his comprehensive final examination with an overall result of "excellent".
3. The evaluation "pass with merit" for the whole study program is awarded to a student who has achieved an overall weighted study average under Art. 16 para. 1 of not more than 1.50 during her/his second and higher years of study with a standard period of study three and more years, who did not receive the mark "good" more than once during her/his second and higher years of study, and who passed her/his comprehensive final examination with an overall result of "excellent".

Part Four

STUDY IN DOCTORAL DEGREE STUDY PROGRAMS

Article 24

Doctoral degree study programs, their structure, forms and duration

1. Study in Doctoral degree study programs are offered at CTU, at its faculties, institutes within the University and at workplaces outside CTU engaged by contract (hereafter "external workplaces"). Doctoral degree study programs implemented at
- a) two or more faculties or

- b) at CTU and one or more faculties,
- c) a minimum of two faculties and an external workplace,
- d) in contractually based co-operation with a foreign university implementing a similar study program are regulated by Art. 3 para. 3.

The workplace (department, institute within the University, external workplace) where the professional part of a study program is implemented is the supervising workplace.

2. Study in Doctoral degree study programs is carried out according to individual curricula (hereafter "IC") in accordance with Art. 30 under the guidance of a supervisor. The professional bodies assessing the course of study are namely branch boards whose activity is regulated by Art. 25.
3. Study in Doctoral degree study programs is carried out in the forms that are given in Art. 3 para. 4. The maximum period of study in all forms, including all interruptions, is set in Art. 3 para. 8 and paragraph 8. The nominal period of study given by the IC depends on the study load and the student's presence at the workplace. The nominal period of study does not include the period of interruption of study.
4. The nominal time of the full-time form of doctoral degree study is equal to the standard period of study, at least three and at most of four years in length. Its length is given by the period approved for the individual accredited study programs and branches of study. For the three-year accreditation period the nominal time of a full-time form of study may be extended by up to one year.
5. The nominal time of the part-time form of Doctoral degree study is equal to the standard period of study and may be extended by up to the maximum study period.
6. The nominal time of the combined form of Doctoral degree study is equal to the standard period of study and may be extended by up to the maximum study period.
7. On the basis of the approved IC and in accordance with Art. 30, studies may also be completed in a shorter time.
8. A dissertation must be submitted no later than within 7 years from enrolment to study, and the studies must be completed within 8 years from enrolment for study in accordance with Art. 3 para. 7 and Art. 33. Extension over the maximum study time for reasons of extended proceedings for presenting the dissertation is granted by the dean in exceptional cases.

Article 25 **Branch boards**

1. A branch board for study in a Doctoral degree study program (hereafter the "BBP") constitutes a basic professional, monitoring and assessing body of a study program (§ 47 para. 6 of the Act). It is answerable for its activity to the respective scientific council.
2. If study in a Doctoral degree study program is split into branches, the BBP is subdivided into branch boards of individual branches (hereafter "BBB"), which provide professional assessments within the respective branches of study. The activity of the BBP and the BBB is regulated by paragraphs 6 to 9.
3. The BBP has a minimum of five members, at least two of whom must not be members of CTU; the chairpersons of the BBB are automatically members of the BBP. Each BBB has a minimum of five members, at least two of whom must not be members of CTU.
4. The members of the BBP and the BBB may be professors, associate professors and other prominent experts. The members of the BBP or the BBB of a Doctoral degree study program implemented at one faculty only are appointed and removed by the dean on approval by the scientific council of the faculty, based on nomination by members of the supervising workplaces. The members of the BBP or the BBB of a Doctoral degree study program in accordance with Art. 24 para. 1 letters a) to c) are appointed and removed by the Rector with the approval of the Scientific Council of CTU, based on nomination by the scientific councils of the faculties or external workplaces.

5. The chairperson of the BBP and the BBB is elected from its members by its members at the first session of the BBP or the BBB, in accordance with § 47 para. 6 of the Act.
6. The BBP namely:
 - a) monitors and assesses the currently implemented studies in a given Doctoral degree study program, submitting results to the respective scientific council at least once a year,
 - b) supervises the updating and development of a Doctoral degree study program and its branches,
 - c) initiates proposals for potential adjustments or for constituting new branches within the framework of a Doctoral degree study program,
 - d) if the BBB is not established, the BBP substitutes the BBB in accordance with paragraph 7.
7. The BBB namely:
 - a) approves the draft of general topics or groups of topics for dissertations and supervisors for these topics presented by the heads of supervising workplaces before admitting applicants for study; after admitting the applicants it also approves specialist supervisors following nomination by the supervisor in accordance with Art. 28 para. 1,
 - b) approves the IC and changes in ICs, in accordance with Art. 30 para. 1, para. 3 and para. 6,
 - c) proposes members of boards for entrance examinations in accordance with Art. 6 para. 4 of the Code of Admissions Procedures of CTU, members of boards for comprehensive doctoral examinations in accordance with Art. 34 para. 2 and boards for the defense of dissertations in accordance with Art. 35 para. 2,
 - d) approves opponents (external assessors) of dissertations in accordance with Art. 35 para. 4,
 - e) monitors and assesses the currently offered studies in a given Doctoral degree study program, submitting results to the BBP at least once a year in accordance with para. 9.
8. The activity and decisions of the BBB under paragraph 7 letters a) to d) may be made by the chairperson of the BBB following discussion with BBB members. A written record is made on such a decision.
9. The BBP or the BBB meets for sessions as often as proves necessary, but not less frequently than once a year, the session being managed by the chairperson of the BBP or the BBB. At the BBP sessions surveys of activities of the branches of study are submitted by the BBB chairpersons in the form of a written report. Minutes are taken from the sessions and all BBP resolutions that are submitted to the dean or Rector and to the heads of supervising workplaces.

Article 26

A student in a Doctoral degree study program

1. An applicant becomes a student in a Doctoral degree study program (hereafter a "doctoral student") on the day of entry into the records of the Doctoral degree study program records. The enrollment takes place at a time stipulated by the dean. A doctoral student is a member of the academic community of the faculty, enjoying the rights and duties resulting from the Act and from the internal regulations of CTU and the faculty for the corresponding form of study. Study duties are based on the fulfillment of the IC under the guidance of a supervisor.
2. A doctoral student is entitled to 6 weeks of holiday in a calendar year.
3. A doctoral student may interrupt her/his studies on the basis of a written application addressed to the dean in accordance with Art. 30 para. 6 letter c); the application includes the reason and the period of interruption. The period of study, including the interruption, must not exceed the maximum period of study set in Art. 24 para. 8. The dean's decision concerning the interruption of study must be made in writing, in accordance with § 68 of Act, and the student may ask for reconsideration of the decision within 30 days. The period of study interruption is not included in the nominal time for completing the study program.
4. A proof of study of a doctoral student is a student's ID card and student's record in accordance with § 57 of the Act.

5. If a doctoral student fails to arrive at the enrollment for the relevant semester, or academic year in the stipulated time period, and if she/he fails to excuse himself/herself in writing, stating the reason, within five days from such a failure to arrive, it shall be viewed as non-fulfillment of the obligations resulting from the study program, and the student's studies shall be terminated in accordance with § 56 para. 1 letter b) of the Act and Art. 20 para. 5 letter b). § 68 of the Act governs the decision making process in this matter. If the doctoral student provides an written excuse within five days from such a time, and if the excuse is accepted by the dean, the dean assigns to the student a supplementary time for enrollment.

Article 27 Supervisor

1. A supervisor is a guarantor of the professional program and the topic of the dissertation of a doctoral student.
2. Supervisors are appointed from professors, associate professors, doctors of sciences (DrSc.) and other prominent experts approved by the respective scientific council following nomination by the dean or rector.
3. Through the head of the supervising workplace, the supervisor usually proposes the general topic or a group of topics for the dissertation. On approval by the BBB in accordance with Art. 25 para. 7 letter a), the topic is offered for the admissions procedure. The supervisor participates in the admissions procedures of the applicants admitted to the topic proposed by the supervisor. At the admission procedure he has the right to veto over the decision on whether to admit these applicants to study the proposed topic.
4. The head of the supervising workplace submits a proposal for the appointment to the position of supervisor of a given doctoral student, following the proposed supervisor's consent. The supervisor for a given dissertation topic and for a specific admitted doctoral student is appointed by the dean.
5. In the case of proven non-fulfillment of duties, a supervisor may be recalled. Withdrawal is carried out by the dean on the basis of a proposal by the chairperson of the BBB, and after agreement with the head of the supervising workplace.
6. The supervisor takes part in the comprehensive doctoral examination (hereafter the "CDE") and defense of a dissertation by its doctoral student, including the non-public part. However, he cannot be a member of the CDE or of the committee for the defense of the dissertation, which decides on the final assessment of the doctoral student.
7. During the period of study, the supervisor is, as appropriate to her/his share in the creative work, co-author of the results of the doctoral student's activities.
8. A supervisor may not simultaneously supervise more than 5 doctoral students. A higher number is allowable only in justified cases, by the dean upon the BBB proposal, based on the results of the work of doctoral students.
9. A supervisor performs continuous monitoring of the fulfillment of the IC by the doctoral student. On a regular basis, not less than once per year, a supervisor submits a written evaluation of the fulfillment of IC to the head of the supervising workplace and the chairperson of the BBB.

Article 28 Specialist supervisor, study guarantor

1. If the topic for a dissertation requires specific guidance or professional consultations which cannot be performed by the supervisor, a specialist supervisor is appointed, who, together with the supervisor, provides an agreed part of the professional education of a doctoral student. A specialist supervisor, usually a prominent expert, is nominated by the supervisor. A specialist supervisor is appointed by the dean on approval by the chairperson of the BBB.
2. If the study program of a CTU doctoral student is offered at an accredited external workplace (such as the Academy of Sciences of the Czech Republic) where the supervisor also belongs, a study guarantor is appointed by the dean on the basis of nomination by the head of the workplace where

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the doctoral student is registered. The study guarantor provides the necessary coordination with CTU and participates in the guidance of a doctoral student, particularly during the period of the study block.

Article 29

Organizational and technical provision of studies in a Doctoral degree study program

1. Administrative aspects of studies in a Doctoral degree study program and the agenda related to doctoral students are provided by the science and research departments at the faculties (hereafter the "SR departments"), under the supervision of a vice-dean or the director of an institute within the University.
2. Specialized lecture courses in the framework of a study block are usually led by professors and associate professors. In justified cases, the dean can also entrust lectures to another member of the academic staff or to an acknowledged expert, on the advice of the head of the department.

Article 30

Individual curricula and changes to curricula

1. The IC constitutes the basic document for the individual professional education of a doctoral student studying in a Doctoral degree study program. It is composed by the supervisor in agreement with the doctoral student. Within one month of the beginning of the studies, IC is submitted for approval to the chairperson of the BBB. After it has been approved, IC is binding on both parties.
2. The IC specifies the content and time schedule of a study block in accordance with Art. 31 and the independent research and developmental activities of a doctoral student related to the preparation of a dissertation under Art. 32. The content of the IC is set according to a prescribed form.
3. The IC is reviewed on a yearly basis, together with the annual evaluation of the doctoral student, it is submitted to the chairperson of the BBB.
4. The title of the dissertation and its content are set in accordance with Art. 32 para. 2 and are added to the IC.
5. Part of the content of the IC of a doctoral student in full-time study is teaching practice, which serves above all to develop experience of making presentations. This practice is carried out over a period of four semesters with an average of 4 hours of teaching per week. Exceptions to this teaching practice requirement are granted by the head of supervising workplace following an agreement with the supervisor.
6. Changes in the IC or in the studies in a study program may represent:
 - a) a change in the content of the IC – a proposed change in the IC is granted by the chairperson of the BBB on the basis of a proposal by the supervisor in connection with the annual IC specification, or outside this period of time,
 - b) a change in the time schedule of the IC (extension of study) – is to be granted by the dean on the basis of an application recommended by the supervisor and the head of the supervising workplace; a proposal to adjust the time schedule of the IC, approved by the chairperson of the BBB, is submitted by the supervisor,
 - c) interruption of study – is granted by the dean on the basis of an application by a doctoral student, following discussion with the supervisor and the head of the supervising workplace,
 - d) a change in the form of study – is granted by the dean on the basis of an application recommended by the supervisor and the head of the supervising workplace; a proposal to adjust the IC, approved by the chairperson of the BBB, is submitted by the supervisor.
7. Changes according to paragraph 6 letter a) are submitted by the supervisor in agreement with the doctoral student, while changes according to paragraph 6 letters b) to d) can be made only on the basis of a written application by the doctoral student addressed to the dean.

Article 31

Study block

This English language translation is for informative purposes only. In the event of a dispute, the Czech language version is considered definitive.

1. A study block is a stage in the study program when a doctoral student extends her/his theoretic professional knowledge related to the branch of study in a Doctoral degree study program and related to the specific topic of her/his dissertation. It involves taking a set of professional courses in accordance with paragraphs 3 to 5, language preparation in accordance with paragraph 2, and professional work on a written study and a discussion on the dissertation in accordance with paragraphs 6 and 7.
2. Language preparation is documented by an examination in at least one international language (usually English), which must be passed by the doctoral student before passing the CDE.
3. The compulsory professional courses are one semester in duration, and are explicitly specified within the IC. There are between four and six such courses; the IC may also specify the how these courses are to be taken (primarily through direct attendance at lectures, by self-study and by consultation). Each compulsory course is completed by an examination.
4. By agreement with her/his supervisor, a student may also attend other optional courses that need not be completed by an examination.
5. The set of compulsory professional courses in accordance with paragraph 3 may exceptionally include not more than two courses of study from a Master's degree study program, if a doctoral student shows a substantial lack of knowledge in the given field covered by the course, and if the doctoral student did not attend this course within a Master's degree study program.
6. A component part of a professional activity study block is a paper that forms a written preparation for the dissertation. It includes a brief summary of the world-wide state-of-the-art in the problem under study (comprehensive retrieval of information), complemented by the results of the doctoral student's own work already carried out in the area of the dissertation. These results may also be presented as a set of publications submitted by the doctoral student.
7. The paper is subject to a discussion on the dissertation to be carried out at the supervising workplace, on the basis of which the final title and content of the dissertation are set. The discussion is attended by the supervisor, the head of the supervising workplace and a member of the BBB, based on the recommendation of the chairperson of the BBB; the discussion may be held in a foreign language. The head of the supervising workplace also appoints at least one opponent (assessor) of the paper.
8. A study block within the IC is laid out to cover not more than 4 semesters in the case of full-time study, or not more than 6 semesters in the case of a part-time or a combined form of study.
9. All courses in the study block and the results achieved (examinations in the case of compulsory courses and examinations or assessments in the case of elective courses) are marked in the student's record. The list of courses is entered in the student's record on approval of the IC.
10. The examinations in the study courses the examination in a foreign language are assessed in accordance with the evaluation scale "excellent", "pass", "fail".
11. If the result of an examination for a course "fail", the doctoral student may re-take the examination, but not more than once. Make-up examinations are attended by the supervisor. In the case of repeated non-fulfillment, the student's studies are terminated in accordance with § 56 para. 1 letter b) of the Act.

Article 32 Dissertation

1. A dissertation emerges from the solution of a specific scientific or artistic task; it demonstrates the capability of a doctoral student to independently create her/his own work, and must include original achievements of scientific or artistic work published by the author of the dissertation, or results accepted for publication.
2. A general topic or groups of topics for a dissertation are offered during the admissions procedure, based on a proposal by the future supervisor, following the recommendation of the head of the supervising workplace and the agreement of the chairperson of the BBB. A more detailed

specification of the topic within the group of topics is made in agreement between the supervisor and the candidate.

3. The title of the dissertation, including its content, is specified no later than at the end of the study block, on the basis of a paper submitted in accordance with Art. 31 para. 6 and a discussion on the dissertation in accordance with Art. 31 para. 7.
4. A dissertation may also be recognized in the form of a set of publications or received manuscripts, provided with an integrating text. In the case of results of work that may be subject to copyright (patenting), at least the results must be submitted for protection.
5. Dissertations may be written in Czech, Slovak or English language. With the consent of the chairperson of the BBB, candidates may also submit their dissertations in another international language. Other formal requisites for dissertations are laid down in the Principles of Study in a Doctoral Degree Study Program at CTU. If a thesis does not comply with these formal requisites, it may not be accepted by the SR department for further proceedings.

Article 33

Manner of termination of studies

1. Study in a Doctoral degree study program is regularly terminated by the CDE and by the presentation and defense of the dissertation. In principle, the CDE precedes the defense of the dissertation, and is not to be held on the same day.
2. Study in a Doctoral degree study program is further terminated in accordance with § 56 para. 1 of the Act.

Article 34

Comprehensive doctoral examination

1. The objective of the CDE is to verify the scope and quality of knowledge, the ability to master new information, to assessment information and apply it creatively in relation to the selected branch in the respective Doctoral degree study program, or in the entire Doctoral degree study program and on the topic of the student's dissertation. A component part of the CDE is also a professional discussion on issues related to the dissertation.
2. The CDE is held before a board of examiners for the CDE, which is nominated by the chairperson of the BBB and which is appointed, including its chairperson, by the dean. The board of examiners, including the members of the board appointed by the Ministry for the given Doctoral degree study program, has a minimum of seven members (not including the supervisor). At least two members of the board of examiners must be non-members of the staff of CTU. The board of examiners for a given branch may be established on a permanent basis, or it may be proposed on an ad hoc basis.
3. The members of a board of examiners for the CDE may be professors, associate professors and other prominent experts from outside the academic sphere. Experts who are not professors or associate professors are nominated as potential members of a board of examiners by the respective scientific council.
4. The doctoral student submits a written application to the SR department on the prescribed form, asking for a CDE to be held. Submitting the application is conditional on successful completion of the study block and on passing the examination in a foreign language (usually English). The application includes a list of the doctoral student's publications (projects), including any responses. The application is passed to the supervisor and to the head of the supervising workplace for their opinion, and the chairperson of the BBB approves the calling of a CDE. The date of the CDE is set by the faculty or by another supervising workplace, in agreement with the chairperson of a board of examiners.
5. The CDE event and the announcement of the results of the CDE are open to the public. The evaluation of the CDE is held in private. The resulting overall evaluation of the CDE is assessed by the following grades: "pass with honors", "pass" or "fail".

6. In its closed session, the board of examiners decides by a vote in the presence of at least two-thirds of the members who are entitled to vote. The board of examiners first votes "pass" or "fail". A clear majority of all members who are present voting "pass" is required for the evaluation "pass", otherwise the result shall be "fail". If the result is "fail", the board of examiners decides on a statement to justify the decision. If the result is "pass", the board of examiners further votes for "pass with honors" or "pass". A clear majority of all members who are present voting for "pass with honors" is required for the evaluation "pass with honors", otherwise the result shall be "pass".
7. If the result of the vote of the board of examiners for the CDE is "fail", the doctoral student may re-take the CDE, but no more than once and not within three months from the day of the unsuccessful examination. In the case of repeated failure in the CDE, the student's studies are terminated in accordance with § 56 para. 1 letter b) of the Act. Decisions in this matter are governed by Art. 68 of the Act. If the CDE is re-taken, the result of the evaluation cannot be "pass with honors".
8. The course of the CDE and its conclusions are stated in a report signed by the chairperson of the board of examiners for the CDE, and a record is kept of the voting. This record is signed by the chairperson of the board of examiners and all its members who are present. Proof of successful completion of the CDE is issued to the doctoral student by the SR department.
9. The date for holding the CDE must be published not less than 2 weeks in advance, on the official notice board of the respective faculty.

Article 35

Evaluation and defense of a dissertation

1. In order for the proceedings for the defense of her/his dissertation to start, a doctoral student shall submit: a written application for permission for the defense (using the prescribed form), her/his dissertation in four copies, her/his curriculum vitae, her/his student's record, an evaluation by her/his supervisor, and 20 copies of the statement of the thesis of the dissertation, and a list of the student's own publications (projects), including responses to the publications (projects), divided into the work on the topic of the dissertation thesis and other publications.
2. The SR department shall formally consider the materials according to paragraph 1, and if all formal requisites are included, the documents are accepted and the doctoral student is given confirmation of the submission of her/his dissertation on a copy of the application. The materials are then passed to the chairperson of the BBB. On the basis of the submitted materials, no later than 30 days after submission of the dissertation, a board for the defense of a dissertation and the opponents (assessors) of the dissertation are appointed by the dean.
3. The board for the defense of a dissertation is appointed in compliance with the same regulations as those for the CDE, in accordance with Art. 34 para. 2 and 3. Members of the board of examiners may include the opponents (assessors), with a right to vote. The supervisor is required to participate in the session of the board of examiners, including the closed part of the procedure.
4. The dissertation is subject to an expert assessment by at least two opponents (assessors), who are appointed by the dean after being nominated by the head of the supervising workplace or by the supervisor, and on approval by the chairperson of the BBB. The opponents (assessors) are prominent experts in the respective branch of science, at least one of them being a professor or a DrSc. (doctor of sciences), and only one of them may be a member of CTU.
5. The expert opinion of the opponents is to be submitted within 30 days of receiving the dissertation. If the opponent is unable to produce the expert opinion, he/she announces this fact within 15 days. If the opponent declines to write the expert opinion or if the SR department does not receive the opinion within 30 days, a new opponent is appointed by the dean on the basis of a nomination by the chairperson of the BBB.
6. The chairperson of a board for the presentation and defense of a dissertation presents the expert opinions to the doctoral student and to her/his supervisor. If the evaluation of one of the opponents points to serious defects, or if the dissertation is not recommended for defense, the doctoral student may ask to have the dissertation returned for revision and the proceedings for the defense of the dissertation are stopped. If the doctoral student does not take the opportunity for correction,

the proceedings continue. In case of two negative evaluations, a review of the dissertation is obligatory.

7. The date of the presentation and defense of the dissertation is set by the chairperson of the board for the defense of the dissertation within 30 days of receiving the last expert opinion, unless the proceedings are stopped. This date is announced to the doctoral student, the supervisor, the opponents (assessors) and the board members.
8. The defense of the dissertation is also attended by the opponents. The absence of not more than one of the opponents is allowable provided that her/his expert opinion is positive and the members of the board for the defense of the dissertation agree with the excuse. The opinion of an absent opponent is read out during the defense of the dissertation. In the event of a negative expert opinion, the presence of the opponent is obligatory.
9. The proceedings of the defense of the dissertation are published on the official notice board of the respective faculty not later than 3 weeks in advance. During this time those who are interested may look into the dissertation and make notes, copies or duplicates from it at their own expense. Their remarks may be submitted in writing to the chairperson of the board for defense of the dissertation, or they may be presented orally during the defense of the dissertation. The doctoral candidate is required to express her/his opinion in relation to them.
10. A dissertation is presented and defended in public, and the announcement the result is also public, while the evaluation of the results of the defense of the dissertation is in closed session. The part of the session which is not public is also attended by the supervisor. The result is announced by the chairperson of the board for defense of the dissertation immediately after the board has reached its decision.
11. The board for the defense of a dissertation decides on the result of the defense of the dissertation by secret ballot with at least two-thirds of its members present. The opponents who are present also take part in the ballot. The overall evaluation is "defended" or "not defended". The evaluation "defended" requires a clear majority of all members present who are entitled to vote, otherwise the result shall be "not defended". In the event of a negative result of the vote, the board decides on a statement justifying the decision.
12. The process of the defense of a dissertation and the decision on it are stated in the report signed by the chairperson of the board for the defense of the dissertation, and a record is kept of the voting, which is signed by the chairperson of the board and by all members who are present. The report is filed in the SR department.
13. A doctoral student who has unsuccessfully defended her/his dissertation may repeat her/his defense of the dissertation no more than once, after a review of the dissertation and not until half a year has elapsed. If there is a second unsuccessful defense of the dissertation, the student's studies are terminated in accordance with § 56 para. 1 letter b) of the Act. The procedure in this manner is governed by Art. 68 of the Act.
14. On her/his own request, before a university diploma is issued in accordance with paragraph 15, the graduate is issued appropriate proof of due completion of her/his studies and the conferral of the degree of "Doctor" (abbreviated to "Ph.D.", written behind name) by the SR department.
15. On the basis of regular completion of the studies in a Doctoral degree study program, the graduate is awarded a university diploma and a Czech-English attachment to the diploma. The diploma, together with the attachment, is normally awarded at a festive graduation ceremony of CTU.

Part Five REVIEWS OF DECISIONS

Article 36

1. The procedures for appeals against decisions and for retaking examinations in accordance with § 68 para. 3 letter a) to e) of the Act are regulated by Art. 14 of the Admission Procedure Rules of CTU.

2. A student may ask the Rector, or, if the decision was made by the dean, the Rector through the dean, to reconsider a decision issued in accordance with § 68 para. 3 of the Act.
3. The student asks for review a decision in writing, no later than 30 days from receipt of the decision.
4. In the appeal for a review of a decision, the student states her/his name, address, the name of the study program and the faculty or the CTU institute within the University which implements the respective study program and, in brief, also the grounds for her/his appeal or the reasons for disagreeing with the decision, adding her/his signature.
5. The Rector's decision on the review is final. It is made in writing, and it includes:
 - a) her/his decision,
 - b) justification for the decision,
 - c) information stating that this decision is final and no further appeal for a review is allowable,
 - d) which body issued the decision,
 - e) date on which the decision was issued,
 - f) reference number under which the decision is registered at CTU,
 - g) official CTU stamp,
 - h) signature of the Rector or her/his authorized representative.

Part Six
STUDENT REGISTER
Article 37

1. In accordance with § 88 of the Act, the CTU keeps a student register. The student register serves for registering students and for budgetary and statistical purposes.
2. The student register contains data on individual students as required by the Act and by the Ministry.
3. The student register forms a part of the information system of CTU. It is kept by the student registration offices and the SR departments of the faculties on an operative basis. Records may be made in the student register and in study documentation only by specially authorized staff members of CTU.
4. The student register as a whole is kept by the Computing and Information Center of the CTU. Information to be kept in the student register is submitted by the student registration offices and the SR departments of the faculties in a prescribed structure according to an agreed time schedule, the records of registration to study, study program, study branch, form of study, interruption and termination of study being entered immediately after each decisive event.
5. The student register and the documents on decisive events are documents to be filed for records. There are special regulations on filing and on making printouts and copies of these documents.

Article 38
Documents on studies

1. Documents on studies in a study program and on graduation from a study program are governed by Art. 57 of the Act.
2. In accordance with Art. 57 para. 1 letter a) of the Act, CTU issues a student card as a proof of study in a study program. The student card serves for student identification. The student card is issued in the form of:
 - a) a CTU student card, or
 - b) a combined CTU student card and an ISIC international student identification card.
3. The student card is issued by the CTU computing and informational center. The card is issued on the basis of information from the student's register. The requisites for a student card and the conditions for issuing a student card are stipulated by the director of the CTU Computing and Information Center.

4. The student card is not transferable. Without any undue delay The student is required to report loss, damage or destruction of her/his student card without delay. On terminating her/his studies, the student is obliged to return the student card to CTU.

Part seven
PUBLICATION OF A FINAL PROJECT
Article 39

1. On a non-profit basis, CTU publishes dissertations, master's (diploma) and bachelor's theses that have been presented and defended, including the opinions of the opponents and the results of the presentation and defense, via the database of graduation projects, which it administers. The graduation projects are published on the web pages of the individual parts and workplaces of the university.
2. Dissertations, master's (diploma) and bachelor's theses handed over by the candidate for defense must also be published at the CTU workplace where the thesis defense will be held, not less than five working days before the defense. Anyone can make notes, take copies or make duplicates from the published theses, at her/his own expense.
3. By handing in the thesis, the author agrees to publication of her/his work in accordance with the Act, irrespective of the results of the presentation and defense.

Part eight
TEMPORARY AND FINAL PROVISIONS
Article 40

1. Organizational and technical aspects of study in a doctoral study program at the CTU are governed by the "Rules of Study in a CTU Doctoral Study Program" approved by the CTU Scientific Board.
2. The Study and Examination Code for CTU in Prague Students, registered by the Ministry on July 18, 2005 under ref. no.: 24 346/2005-30 is now cancelled except for Art. 15 para. 2 and Art. 18 para. 5, which are cancelled as of September 30, 2006.
3. This Code was approved on May 17th 2006 in accordance with Art. 36 para. 4 of the Act by the CTU Academic Senate.
4. This Code comes into effect pursuant to Art. 36 para. 4 of the Act on the day of its registration by the Ministry.
5. This Code becomes effective on the day of its registration by the Ministry, with the exception of Art. 15 para. 2 and Art. 18 para. 5, which become effective as of October 1, 2006.

prof. Ing. Václav Havlíček, CSc., i.o.h.
Rector