

On 30 September 2019, pursuant to Section 87 (1) (a), Section 36 (2) and (4), and Section 41 (2) of Act No. 111/1998 Coll., on higher education institutions and on amendments and supplements to some other acts (the Higher Education Act), as amended, the Ministry of Education, Youth and Sports registered the Study and Examination Rules of the University of Creative Communication under Ref. No. MSMT-43032/2018-2.

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Director of the Department of Higher Education Institutions

Study and Examination Rules

University of Creative Communication

Study and Examination Rules

Part I Organisation of Studies

Article 1 Organisation of the academic year

1. The academic year at the University of Creative Communication (hereinafter referred to as the “University”) lasts for 12 months and its start is determined by the Chancellor.
2. The academic year is divided into a winter and summer semester, examination periods and holidays.
3. The calendar of the academic year (hereinafter referred to as the “Calendar”) determines all dates that concern the organisation of studies. The calendar is published on the University’s official notice board and in public sections of the University’s website.
4. Selected educational activities, particularly work experience, study visits, excursions and conferences, can take place during the holidays.
5. Each semester generally comprises 12 weeks of teaching and a 5-week examination period. Teaching is carried out in accordance with a weekly timetable. One lesson lasts 45 minutes.

Article 2 Study programmes

1. Studies held at the University are full-time and consist in accredited bachelor’s study programmes.
2. The standard length of a bachelor’s study programme is 3 years. The total length of studies is the period in which a student is enrolled at the University, counting every individual day of active study from the date of enrolment, except for days where studies are interrupted pursuant to Article 12 of these Rules.
3. Study programmes are divided into individual specialisations according to the professional focus of students during their studies.

Article 3 Study plans

1. A study plan defines the content and scope of the studies contained in an accredited study programme held at the University.
2. It determines the subjects taught, the form in which they are taught and the manner in which they are completed, as well as a recommended study schedule.
3. Subjects are divided into compulsory subjects, required optional subjects and optional subjects.
4. Compulsory subjects are those subjects that students of a study programme must attend in accordance with the relevant study plan.
5. Required optional subjects are groups of subjects from a given specialisation from which students must choose some in accordance with the study plan.
6. Optional subjects are those subjects which students may choose freely in accordance with the study plan.
7. Students must always enrol for subjects according to Article 3 (4) to (6) of these Rules so that the combined number of credits pursuant to Article 4 of these Rules reaches at least the minimum number of credits established for the relevant year of study.
8. The study schedule is arranged so that the number of full-time study hours does not exceed 30 hours per week.

Article 4 Credit system

1. The credit system is compatible with the European Credit Transfer System (ECTS), allowing for student mobility within the scope of European study programmes.
2. The workload of studies within individual subjects is established by the number of credits specified in the study plan and the subject syllabus.

3. Credits express the time spent by students on study, i.e., the workload measured in the time necessary to achieve the established goals of the study program or subject. The goals of a study programme or subject are defined through learning outcomes (professional knowledge and skills and general competences).
4. Students obtain the number of credits from a given subject by meeting the requirements for completion of the subject set out in the study plan and the course syllabus.
5. Over the course of their studies, students must obtain at least 180 credits in order to take the final state examinations (hereinafter referred to as “State Exams”).

Article 5 **Individual study plans**

1. An individual study plan (hereinafter referred to as an “ISP”) allows for studies to be scheduled differently to the schedule set out in the study plan of a given study programme and in the calendar, while still maintaining the content and scope of the studies determined by the accredited study plan of such a study programme.
2. Studies according to an ISP are permitted by the Vice-Rector for Academic Affairs at a student’s request.
3. An ISP may be permitted in exceptional cases, particularly the following:
 - a. health reasons,
 - b. pregnancy,
 - c. childcare,
 - d. study at another university, including universities abroad,
 - e. study visits or practical training at a foreign university,
 - f. employment,
 - g. work experience as part of studies,
 - h. playing for a Czech national sports team pursuant to Section 54a (2) of the Act.

This allows for studies to be scheduled differently while preserving the scope of an accredited study programme.

Article 6 **Recognition of examinations and other fulfilled study obligations**

1. In justified cases and on the basis of a student’s written request, the Vice-Rector for Academic Affairs may recognise examinations or other fulfilled study obligations (hereinafter referred to as “recognition of certification”) from studies at another university or higher vocational school in the Czech Republic or abroad, or from a study visit spent abroad by a student of the University.
2. The Vice-Rector for Academic Affairs recognises certification based on a recommendation of the consultative committee.
3. The provisions of Article 23 of the University Statutes apply *mutatis mutandis* to the process of recognising certifications.

Article 7 **Teaching and organisation thereof**

1. Basic forms of teaching are lectures, seminars, studio lessons, training courses, excursions, work experience (placements), consultations and other potential forms of study determined by the study plan of a study programme.
2. Lectures are primarily provided by professors and senior lecturers of a given specialisation of a taught subject, or by other academic staff members and prominent experienced professionals appointed by the Vice-Rector for Academic Affairs.
3. Attendance of lectures is recommended. Attendance of other forms of teaching pursuant to Article 7 (1) of these Rules is compulsory to the extent specified in the course syllabus.

Part II

Verification and Evaluation of Study Results

Article 8 **Study examinations**

1. The study plan and course syllabus set out study obligations, specific requirements and methods of study examination that the student must fulfil in order to successfully complete a course and progress to the next year.
2. Study inspection is particularly carried out through the following:
 - a. credit,
 - b. graded credit,
 - c. exams,
 - d. State Exams, including defence of a bachelor's thesis.
3. Study examinations particularly take the following forms:
 - a. oral,
 - b. written,
 - c. practical,
 - d. potentially in combinations of the forms under Article 8 (3) (a) to c) of these Rules.
4. Dates of study examinations are established by the calendar.
5. Specific requirements that students must meet in order to successfully complete a course will be communicated by an academic staff member or other expert pursuant to Article 9 (2) of the University Statutes, or by the teacher of the relevant subject (hereinafter referred to as the "Teacher") at the beginning of the course; they will also be published in the University's internal information system (hereinafter referred to as the "IS") via the course syllabus.
6. The requirements for successful completion of a course in accordance with Article 8 (5) of these Rules particularly include active participation in teaching, successful completion of oral or written study examinations and tests, and preparation of seminar and semester assignments and other tasks in the quality and by the deadlines set by the Teacher of the relevant course.
7. The method of study examination according to Article 8 (2) (a) of these Rules evaluates work with "*credit*" or "*no credit*".
8. The method of study examination according to Article 8 (2) b) to c) of these Rules evaluates work on the scale: "*excellent*", "*very good*", "*sufficient*" and "*insufficient*".
9. The Teacher of the relevant subject enters a record of the fulfilment of study obligations and the result of the evaluations according to Article 8 (6) and (7) of these Rules in an electronic study report (hereinafter referred to as the "Electronic index").
10. If the study plan determines that completion of a course requires both credit and an exam, students must first gain the required credit in order to take the exam.
11. Study examinations are performed by the Teacher of the relevant subject, or the head of the department may also entrust examinations to another academic staff member or expert according to Article 9 (2) of the University Statutes (hereinafter also collectively referred to as "Examiners").
12. Before teaching of a subject in the semester is completed, the Teacher of the relevant subject must announce at least three dates for exams or other means of inspecting studies according to Article 8 (2) b) and c) of these Rules (hereinafter referred to as "Other Study Inspections") so that students can plan for exams or Other Study Inspections during the examination period. The total number of dates offered for the relevant course must be proportionate to the number of students enrolled in the course.
13. Students must register for a date of an exam or Other Study Inspection via the IS.
14. If, for serious reasons, students cannot attend an exam or Other Study Inspection on the registered date, they must excuse themselves and specify the reasons no later than 3 working days after this date. Unexcused absences will be evaluated with the grade "insufficient". Health reasons must be confirmed by a doctor's certificate.
15. Students who fail an exam or Other Study Inspection pursuant to Article 8 (2) of these Rules are entitled to two retakes. Students and the department responsible for examining and evaluating work for a given subject are entitled to ask the Chancellor to allow for the second retake of an exam or Other Study Inspection to be held in front of an Examination Committee.
16. Students who fail the second retake of an exam or Other Study Inspection may ask the Chancellor for a third retake (hereinafter referred to as a "Chancellor-Approved Retake"). If the Chancellor accommodates the request, they shall appoint an Examination Committee consisting of Teachers of the relevant subject. The Chancellor shall appoint one of the members as the chair of the Examination Committee. If the Chancellor does not accommodate the request, or the student even fails the Chancellor-Approved Retake, the student shall be obliged to repeat the subject in the following academic year.

17. Dates for retaking exams or Other Study Inspections shall be determined by an Examiner in accordance with the calendar, while Chancellor-Approved Retakes shall be scheduled by the chair of the Examination Committee.
18. Records and administration of studies are carried out by study assistants at the study department of the University.

Article 9 Enrolment for studies

1. Admitted applicants are entitled to enrol for studies at the University, and become students of the University on the date of enrolment.
2. Enrolment for studies takes place on dates established by the calendar.
3. In order to enrol for the next academic year of studies, students must meet the study obligations according to these Rules and other regulations of the University.
4. Students enrol for subjects set out in the study plan for the relevant study programme, year of study and chosen specialisation.
5. Students who have postponed the fulfilment of study obligations in accordance with Article 9 (9) of these Rules shall enrol for subjects within which they have postponed the fulfilment of obligations.
6. Students are obliged to enrol for studies on the regular enrolment dates specified in the calendar. For serious reasons, students with a valid excuse may enrol on an alternative date.
7. By enrolling for studies, students obtain the right to participate in teaching and to register on the specified dates for the prescribed method of study examination.
8. Persons whose studies have been interrupted shall become students again on the date of re-enrolment.
9. Students who fail to fulfil a maximum of four study obligations ending with an exam, credit or graded credit may notify the Vice-Rector for Academic Affairs that they intend to postpone the fulfilment of these obligations until the following academic year. Students are obliged to announce this fact no later than 5 working days before the end of the academic year set by the calendar in which study obligations have not been fulfilled. Postponement of study obligations is charged according to the valid Fee Schedule.
10. If a student:
 - a. fails to fulfil registered study obligations for the relevant year of study,
 - b. fails to announce the postponement of study obligations pursuant to Article 9 (9) of these Rules,
 - c. does not ask to repeat a year, or
 - d. does not request interruption of their studies,their studies will be terminated in accordance with Section 56 (1) b) of the Act and Article 14 (2) b) of these Rules.
11. In connection with child care, students are entitled to extend the deadlines for fulfilling study obligations, as well as for meeting the conditions for advancement to the next year arising in particular from these Rules, by the period for which they would otherwise take maternity (paternity) leave, provided that they do not interrupt their studies during this period.

Article 10 Repeating a year

1. Students who do not meet the conditions specified in Articles 8 and 9 of these Rules for enrolling for a subsequent year by the deadline specified in the Calendar shall be entitled to submit a written request to repeat the year to the Vice-Rector for Academic Affairs. Requests shall be submitted via the study department.
2. When repeating a year, students only enrol for the subjects in which they have not fulfilled study obligations prescribed by the study plan of the relevant study programme and the chosen specialisation.
3. The Vice-Rector for Academic Affairs decides whether to permit repetition of a year.
4. Decision-making regarding repetition of a year is subject to Section 68 of the Act and Articles 16 and 17 of these Rules.

Article 11 Adjustment of studies

1. In exceptional cases at a student's request, the Vice-Rector for Academic Affairs may allow the student to divide studies prescribed by the annual study plan for a particular academic year over two academic years.
2. In exceptional cases at a student's request, the Vice-Rector for Academic Affairs may also allow the student to merge study obligations prescribed for two years into one academic year.

Article 12
Interruption of studies

1. Students may ask the Chancellor to suspend their studies, and may do so on multiple occasions during their studies. Requests shall be submitted in writing via the study department.
2. The total period of study interruption must not exceed two years. Interruption of studies for acknowledged parental leave shall not be included in the total period of study interruption or in the total period of study specified in Article 2 (2) of these Rules.
3. First-year students may only be permitted to interrupt their studies in exceptional cases, for particularly serious and properly evidenced reasons. Students are entitled to interrupt their studies due to pregnancy, childbirth or parental responsibilities for the entire acknowledged period of parental care.
4. While studies are interrupted, the person ceases to be a student. This particularly means that they cannot take exams, gain credits or perform work. When the interruption of studies ends, the person concerned becomes entitled to re-enrol for their studies.

If changes have been made to the study plan according to which a student studied in the relevant study programme while the student's studies were interrupted, the Vice-Rector for Academic Affairs shall evaluate the differences and decide which subjects the student shall enrol for upon their return to studies, and shall set deadlines for meeting study obligations prescribed by the study plan and course syllabi. In this regard, the Vice-Rector may decide that the student must take differential exams within a specified time limit.

Article 13
Change of study specialisation

1. Students can apply to change their specialisation within the same study programme (hereinafter also referred to as a "transfer").
2. Students shall deliver a written request for a transfer to the Vice-Rector for Academic Affairs through the study department, stating the reasons for the requested transfer.
3. Based on an opinion of the relevant department heads, the Vice-Rector for Academic Affairs shall decide whether to permit the transfer and establish potential conditions, particularly the obligation to take differential exams.

Article 14
Completion of studies

1. Studies are duly completed by advancing through the study programme successfully. The date of completion of studies is the day on which the student successfully takes the State Exam or the last part of it.
2. Studies shall also be terminated in accordance with Section 56 (1) of the Act if:
 - a. the student abandons the studies,
 - b. the student does not meet the obligations arising from the study programme according to these Study and Examination Rules,
 - c. the student is expelled.
3. Students are entitled to abandon their studies according to Article 14 (2) (a) of these Rules without stating a reason. Students shall notify the University of their decision to abandon their studies in writing in accordance with the conditions of the Study Agreement and these Rules. The date of study termination shall be the date on which the notification of the student's withdrawal is delivered to the University.
4. The date of study termination pursuant to Article 14 (2) b) and c) of these Rules is the day on which a decision on study termination takes legal effect.
5. At the request of a student whose studies have been terminated for the reasons stated in Article 14 (2) of these Rules, the University shall issue a statement of fulfilled study obligations stating the period of completed studies.
6. Students may be expelled from further studies pursuant to Section 65 (1) c) or Section 67 of the Act.
7. Decision-making regarding termination of studies is subject to Section 68 of the Act and Articles 16 and 17 of these Rules.

Article 15
State Exam and overall evaluation of studies

1. Studies on an accredited study programme are duly completed with a State Exam. The individual subjects of the State Exam are given by the study plan of the accredited study programme and the chosen specialisation. The State Exam of a bachelor's study programme includes defence of a final thesis.
2. Students can register for the State Exam if they fulfil all study obligations set out in the study plan for all years of study; the evaluation of their study obligations is registered in the electronic index.
3. Students submit a written application for the State Exam to the study department of the University by the deadline set by the calendar. Students who fail to submit an application for the State Exam by the established deadline will not be permitted to sit the exam. State Exams are held on the dates established by the calendar.
4. Topics of bachelor's theses and their supervisors are approved by the relevant department head and listed in the IS. Submission of a bachelor's thesis (hereinafter referred to as the "Thesis") must be approved by the thesis supervisor. The thesis opponent is determined by the relevant department head.
5. Students choose the topic of their Thesis after a discussion with the thesis supervisor. The dates for assigning the Thesis and submitting the Thesis for defence are set by the calendar for the relevant academic year.
6. A change of topic or supervisor is only possible by a written request of the student in agreement with the department head and the thesis supervisor, and may be permitted no later than 5 months before the deadline for submission of the Thesis for defence established in the calendar.
7. The Thesis consists of two parts – a practical (creative) part and a theoretical (specialised) part.
8. If neither the thesis supervisor nor the thesis opponent recommends the Thesis for defence, then defence shall not be held. The student must submit a revised version of the Thesis according to the instructions of the thesis supervisor, or submit a thesis on a new topic by the next date for defence. In such a case, defence of the Thesis shall not be evaluated in accordance with Article 15 (16) of these Rules.
9. A defence shall be held if only one of the evaluations does not recommend the Thesis for defence.
10. Students who do not defend their Thesis must submit a revised version of the Thesis for defence according to the instructions of the thesis supervisor, or submit a thesis on a new topic.
11. Publication of theses is regulated by Section 47b of the Act. A License Agreement for the Use of a School Work is signed with students who defend their Thesis.
12. Theses are published for viewing in the study department, including the opinions of the thesis supervisor and the thesis opponent, no later than 5 working days before the defence. Successfully defended theses are then stored in the library, where they can be borrowed.
13. During defence of the Thesis, the student comments on the written assessments of the thesis supervisor and the thesis opponent, and answers the questions of the examination committee pursuant to Article 15 (14) of these Rules.
14. The State Exam takes place before an examination committee (hereinafter referred to as the "Committee"), whose chair, vice-chair and other members are appointed by the Chancellor from the ranks of professors and senior lecturers or assistant professors and other experts approved by the Academic Council. The number of members of the Committee may be no fewer than 3, including the chair. Multiple committees can be appointed for one specialisation within a study programme.
15. The procedure and announcement of the results of State Exams are public. During the State Exam, students are entitled to sufficient time to prepare their answers to the drawn questions.
16. Individual parts of the State Exam are evaluated on the scale: "*excellent*", "*very good*", "*sufficient*" and "*insufficient*". The vote of the Committee on the evaluation of individual parts of the State Exam is not public.
17. A report (hereinafter referred to as the "Report") shall be drawn up on the holding of the State Exam; it shall be signed by the Chair and the other members of the Committee. Based on the Report, the study department will issue a diploma and a diploma supplement.
18. The overall result of the State Exam is evaluated on the scale "*passed with distinction*", "*passed*" or "*failed*".
19. Students must take all parts of the State Exam no later than two years after 30 September of the calendar year in which they duly complete the final year of their studies. Only in very exceptional and justified cases may the Chancellor extend this two-year period based on the written consent of the guarantor of the relevant study programme.
20. Students who do not pass any part of the State Exam are entitled to two retakes. Any part of the exam that a student fails must always be retaken in its entire extent.
21. The entire result of the studies is evaluated as "*passed*" or "*passed with distinction*". Students gain the grade "*passed with distinction*" if:
 - a. no part of the State Exam has to be retaken, and
 - b. no part of the State Exam is graded "*sufficient*", and
 - c. the overall grade of the State Exam is "*passed with distinction*", and
 - d. the merit average, including the evaluation of exams and graded credits, for the whole study programme is at most 1.50, and

- e. no exam or graded credit is graded “sufficient” during at any time during the studies, and
- f. the student completes the studies within a period that does not exceed the standard study period by more than one year.

Article 16

Decision-making on the rights and obligations of students

1. Only a student can be a party to the proceedings on the rights and obligations of a student according to the Act and the internal regulations of the University.
2. In proceedings in matters subject to the internal regulations of the University, the University is not obliged to notify the student before making a decision on the possibility of commenting on the decision, and students shall only be entitled to inspect the file after notification of the decision, except for proceedings on study termination pursuant to Article 14 (2) b) and c) and (6) of these Rules.
3. Students may lodge an appeal against a decision within 30 days of receiving notification of the decision. The suspensive effect of an appeal cannot be ruled out.
4. The appellate authority shall be the Chancellor.
5. The Chancellor shall examine the compliance of the contested decision and the proceedings that preceded the issue of the decision with legislation and the internal regulations of the University.
6. If it is necessary following the Chancellor’s decision, the university bodies shall take such measures to ensure that the student’s rights are restored and that the consequences caused by an incorrect decision are eliminated or at least mitigated.

Article 17

Delivery of written documents to students

1. Decisions in matters specified in Section 68 (1) (a) and b) of the Act which satisfy the request of the student shall be delivered via the IS. In such cases, the date of delivery and notification of the decision is deemed to be the first day after the decision is made available to the student in the electronic IS. In other cases, decisions shall be delivered by letter.

If it is not possible to deliver a letter pursuant to Article 17 (1) of these Rules because the student has failed to fulfil the obligation specified in Section 63 (3) b) of the Act, or if the letter cannot be delivered to the correspondence address reported by the student, the decision shall be delivered by public notice, and the university shall not be obliged to appoint a guardian for the student.

Article 18

Final provisions

1. The Study and Examination Rules of the University of Creative Communication registered by the Ministry of Education, Youth and Sports on 12 May 2016 under Ref. No. MSMT-27284/2015-6 are hereby repealed.
2. These Study and Examination Rules shall enter into force pursuant to Section 36 (4) and Section 41 (2) of the Act on the day they are registered by the Ministry.
3. These Study and Examination Rules shall enter into effect pursuant to Section 36 (4) and Section 41 (2) of the Act on the day following the date of registration by the Ministry of Education, Youth and Sports.