

Ministerstvo školství, mládeže a tělovýchovy registrovalo podle § 36 odst. 2 zákona č. 111/1998 Sb., o vysokých školách a o změně a doplnění dalších zákonů (zákon o vysokých školách), dne 7. srpna 2019 pod čj. MSMT-27139/2019 Studijní a zkušební řád Vysoké školy technické a ekonomické v Českých Budějovicích.

Internal regulations of the Institute of Technology and Business in České Budějovice					
STUDY AND EXAMINATION RULES OF THE INSTITUTE OF TECHNOLOGY AND BUSINESS IN ČESKÉ BUDĚJOVICE					
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STUDY AND EXAMINATION RULES OF THE INSTITUTE OF TECHNOLOGY AND BUSINESS IN ČESKÉ BUDĚJOVICE OF 7 AUGUST 2019

PRINCIPAL PROVISIONS

Section 1

Introductory provisions

- (1) The Study and Examination Rules of the Institute of Technology and Business in České Budějovice (hereinafter referred to as “the Rules”) lay down the rules for studying in study programmes (hereinafter referred to as “programme”) accredited at the Institute of Technology and Business in České Budějovice (hereinafter referred to as “ITB”).
- (2) The Rules are based on Act No. 111/1998 Coll., on Higher Education Institutions and on Modifications and Supplements to other Acts (Higher Education Act), as amended (hereinafter referred to as the “Act”), and the ITB Statutes.
- (3) The study in the accredited study programmes is implemented according to the principles of the European Credit Transfer and Accumulation System (hereinafter referred to as “ECTS”).
- (4) The Rules are binding for ITB, its constituent parts, its students and employees, as well as other persons set out herein.

Section 2

General principles of study organisation

- (1) The ITB Rector (hereinafter referred to as the “Rector”) is responsible for the organisation, administration and management of studies in accredited study programmes. The Rector acts and makes decisions on school matters unless the law states otherwise, whereby authority or its part can be delegated to relevant vice-rectors or heads of faculties or departments.
- (2) Unless otherwise specified, information on these Rules intended for release is either made public via the ITB Information System (hereinafter referred to as “IS”), study catalogues or the ITB website.

- (3) If specified under relevant legislation, the information is made public using the official notice board or other means set out under law or other legislative measures. As stipulated in Section 58, Article 4 of the Act, students enrolled in study programmes taught in a foreign language shall have the right to instruction, completion of the study subjects (hereinafter referred to as “Subjects”) and completion of the study, as well as the administration of study matters, in the language in which the study programme is implemented and in accordance with its contents.

Section 3 Scheduling of the academic year

- (1) Academic year has a duration of twelve calendar months and is divided into a winter and summer semester. The beginning of academic year and teaching period for individual semesters is set by the Rector. Each semester includes at least twelve and not more than fifteen weeks of instruction, and an examination period of at least four and not more than six weeks arranged in such a way that the instruction and examination periods do not overlap, while preceding the period intended for enrolment in the following semester.
- (2) The scheduling of academic year is determined according to the timetable for the academic year set by the Rector annually. The timetable for the following academic year will be published no later than on May 31.

Section 4 Study programmes and forms of study

- (1) The list of study programmes accredited at ITB including the type, form, and standard length of study is published on ITB’s official notice board (hereinafter referred to as “Notice Board”).
- (2) The contents of the following items in the study catalogue are published via the IS no later than on July 31 and January 31:
- a) Preliminary list of subjects available for enrolment in the upcoming academic year, including the number of hours of class time, their credit value and prescribed completion of the subject,
 - b) Descriptions of subjects including annotations specifying the knowledge and skills (competences) students are supposed to acquire or develop, the subject syllabus, and content-related and formal requirements for subject completion,
 - c) Requirements resulting from the succession of subjects in a study programme (requirement to pass selected subjects) and the identification of compulsory, selective and optional subjects,
 - d) Rules for the coordination of study plans for each of the study programmes and specialisations (hereinafter referred to as “block”) students will be enrolled or registered in, including the conditions for subject enrolment specified in b),
 - e) Study plans for each of the study programmes and blocks in which students will be enrolled or registered in the following academic year, presented in the form of a content-based sequence of study within the standard length of study,

- f) List of persons responsible for the correct content and formal implementation of the individual study programmes, as well as for solving possible study-related problems.

The information specified in b) - d) is entered into the system through the subjects catalogue.

- (3) The study catalogue can be updated before each beginning of the enrolment period.
(4) The form of the study in programmes is either full-time or part-time.

GENERAL PROVISIONS FOR THE STUDY

STUDY ORGANISATION AND ACADEMIC RECORDS

Section 5 Credit system

- (1) The basic unit of study is a subject. Each subject is assigned a certain number of credits. The credit value of a subject represents the amount of time of study activity required for successful completion of the subject and is set in accordance with the ECTS. Subject credit value is the same regardless of the different fields of study the subject encompasses.
- (2) The credits gained during the preceding 7 years for the study in the programmes including the lifelong learning programmes implemented at ITB are recognised in all concurrently studied programmes; the administration of such programmes is separated.
- (3) By Rector's provision, the maximum number of credits a student is allowed to enrol for beyond the overall credit value is determined. Rector's provision also determines the maximum of re-enrolments for subjects..
- (4) At a student's request, the Director of Study Administration and Lifelong Learning can raise the maximum number of credits a student can enrol for in excess of the overall credit value. The application must be submitted in electronic form via Office in the IS.
- (5) In case of exceeding the maximum of the overall credit value a student is allowed to enrol for within the entire period of the study in accordance with Article 3, the student's study will be finished according to Section 56 (1) b) of the Act.

Section 6 Study plan

- (1) The study plan sets out the most convenient plan of study for a programme, in particular the content and time sequence of subjects, the form of study and the method for evaluating study results.
- (2) The study plan includes subjects grouped according to years and semesters, the number of classes for each subject, the credit value of each subject and the conditions for successful completion of the subjects.

Section 7

Academic records

- (1) The study progress of each ITB student is recorded in the academic records in the IS. For the purposes of recording, studies refer to the student's study in a programme, including registration in a programme or block.
- (2) The academic records of a student's studies are kept separately.
- (3) Upon request, will provide a student or a former student with a study record in accordance with Section 57 (1) b) and Section 57 (3) of the Act in the form of an extract from the academic records kept in accordance with Article 1. Study records can be issued by the Study Department or the Lifelong Learning Centre (hereinafter referred to as "LLC") in accordance with the valid internal regulations. In cases where there are doubts about the data in the academic records, the Director of Study Administration and Lifelong Learning will initiate an inquiry to verify the data and will make a decision on its outcome accordingly.
- (4) The Director of Study Administration and Lifelong Learning may decide whether the officially certified extract is considered a transcript.
- (5) The Examiner (Section 16, Article 2), Examination Chair (section 22 article 1) or other authorised person is responsible for entering the results regarding the completion of a subject for each student into the IS no later than 5 working days after the completion of a subject.
- (6) The process of keeping academic records is described in Attachment 1.

Section 8

Subjects and their blocks in accredited fields of study

- (1) For the purposes of these Rules, the subjects and the blocks included in the programmes taught at ITB or other higher education institutions are classified as fundamental theoretical subjects of specialisation, i.e. required subjects, and other subjects of specialisation, i.e. selective or elective (professional and selective general subjects). A subject or a block is included in a category based on its relation to the given study (Section 7, Article 1). Subjects offered beyond the study programmes are considered elective.
- (2) Required subjects are subjects whose completion, including the required completion method, are mandatory within the study programme. Selective subjects are subjects which are part of a specialisation block. A specialisation block is a set of subjects of which students are obliged to complete at least a minimum number thereof, including the prescribed completion method, or for which students must gain at least the minimum number of credits.
- (3) If a foreign language subject is a required subject, students are required to choose it at the beginning of their studies.
- (4) The subjects not defined in Articles 2 and 3 are considered optional.

- (5) The preparation of a thesis, whose defence is part of the state final examination prescribed for the relevant study programme, or whose defence is part of the completion of the study in the relevant study programme (hereinafter referred to as the “Final Thesis”), is considered a required or elective subject.

Section 8a **Subjects and their blocks in accredited study programmes**

- (1) Subjects and their blocks in the accredited study programmes are divided for accreditation needs (see Article 2) or for the study organization needs (see Article 3).
- (2) For the purposes of the Rules, the subjects and their block which are parts of the programmes implemented at ITB or other higher education institutes are divided as follows:
- a) Specialization subjects of the study programme,
 - b) Basic theoretical subjects of specialization of the study programme,
 - c) other (outside the specialization subjects of the study programme).
- (3) For the purposes of the Rules, the subjects and their blocks which are parts of the programmes implemented at ITB or other higher education institutions are divided as follows:
- a) Required, determined by study plan. Their completion is a prerequisite for taking state final exam, a part of state final exam or for enrolment for another year (semester or block),
 - b) Elective subjects, determined by study plan and assigned to a group of elective subjects, while the study plan sets the conditions for the completion of the subjects in this group or the minimum of credits.
 - c) Optional, determined by study plan, assigned to a given group of optional subjects, while the study plan sets the conditions for the completion of the subjects in this group or the minimum of credits. ,
- (4) The preparation of a thesis, whose defence is part of the state final examination prescribed for the relevant study programme, or whose defence is part of the completion of the study in the relevant study programme (hereinafter referred to as the “Final Thesis”), is considered a required or elective subject.

Section 9 **Teaching**

- (1) At ITB, teaching is implemented in the form of lectures, seminars, tutorials, practical classes, laboratory practical classes, excursions, internships, field trips, subjects, and consultations.
- (2) The attendance in all forms of study is addressed in a separate internal regulation of ITB.

- (3) During semester, teaching is organized in accordance with weekly timetables, with the exception of the subjects taught in blocks or with a specific timetable as indicated in study programmes.
- (4) Timetables are published before the beginning of teaching period in a relevant semester.

SUBJECT OF STUDY

Section 10 Enrolment and re-enrolment for studies

- (1) Applicants accepted for programmes run by ITB are, upon the announcement of an acceptance decision, entitled to register and enrol for the first semester of the study. The applicant is entitled to enrol in all programmes to which they were accepted to study. The applicant becomes a student from the day they register for the study.
- (2) A person whose studies have been interrupted (Article 13) is entitled to re-enrol in the study and to register for the following semester (Article 12) on the day of the termination of the interruption of the study. The person becomes a ITB student on the day of their re-enrolment. Re-enrolment must be carried out in person and in cooperation with the Study Department and no later than in the period specified in the decision on the interruption of the study. If the person does not provide an appropriate reason within 5 working days, the right to re-enrol shall expire and the study will be terminated in accordance with Section 56, Article 1 b) of the Act. In accordance with Section 68, Article 3 of the Act, the student will be contacted by the Study Department to comment on the documentation with regards to the decision.
- (3) The enrolment period is determined by the ITB Study Department and announced by invitation. If the student cannot enrol within the determined period, they may apply for an alternative date via the LLC in accordance with the valid internal regulation. If they do not apply for an alternative date, or do not enrol by the assigned alternative date, the right to enrol expires.
- (4) In case of doubt, under the mandate of the Rector, the Director of Study Administration and Lifelong Learning may decide whether the student's right to enroll or re-enroll expired. During the study, the student is obliged to enter all changes of the data recorded in the IS (especially a change of name and surname, address, phone number, and work experience). If the student fails to do so, ITB is not responsible for any possible consequences that may arise from this failure.
- (5) A schedule of study obligations is provided in the schedule of the relevant academic year, which is binding for both full-time and part-time forms of study.
- (6) In serious and duly justified cases, the Director of Study Administration and Lifelong learning may grant an exception concerning the enrolment or re-enrolment for study.
- (7) The enrolment process is seen in Attachment 2.

Section 11 Enrolment in subjects

- (1) The schedule for enrolment and registration in subjects, including any conditions that apply, are governed by a separate internal regulation.
- (2) By enrolling in a subject, a student is entitled to take part in all parts of teaching and other activities necessary for a successful completion of the subject based on the registration for seminar groups and lectures in the IS. In the case of a low number of students registered in a subject, the subject may not be open in the relevant semester.
- (3) The enrolment process is seen in Attachment 3.

Section 12 Enrolment for semesters for students registered for the study before 1 July 2019

- (1) A Bachelor student is entitled to enrol for a following semester in the relevant study (Section 7, Article 1), if they enrolled in subjects with a total number of 20 credits in the first semester, 40 credits in the second or preceding semester, 60 credits in the third or preceding semesters and 80 credits in the fourth or preceding semesters.. From the fifth semester, a student is entitled to enrol for the following semester if they enrolled in at least one subject in a given semester, not exceeding the allowed number of credits. The maximum number of credits and re-enrolments is governed by a separate internal regulation.
- (2) A student of a 2-year follow-up Master's study programme is entitled to enrol for a following semester in the relevant form of study if they enrolled in subjects with a total number of 20 credits in the first semester, 40 credits in the second or preceding semester, 60 credits in the third or preceding semesters. From the fourth semester, the students are entitled to enrol for the following semester if they enrolled in at least one subject in the given semester, not exceeding the maximum allowed number of credits. The maximum number of credits and re-enrolments is governed by a separate internal regulation.
- (3) A student of a 2-year follow-up Master's study programme is entitled to enrol for a following semester in the relevant form of study if they enrolled in subjects with a total number of 20 credits in the first semester, 40 credits in the second or preceding semester. From the third semester, the students are entitled to enrol for the following semester if they enrolled in at least one subject in the given semester, not exceeding the maximum allowed number of credits. The maximum number of credits and re-enrolments is governed by a separate internal regulation.
- (4) A student enrolls for the following semester via the IS in accordance with Section 11. In accordance with the content of the study programme, further special conditions may be set for enrolment in the subsequent part of the study programme, concerning mainly the student's registration.
- (5) If a student does not enrol in the subjects within the determined period and with the prescribed number of credits, they will be automatically enrolled for the subjects in accordance with the study plan of a relevant programme, including re-enrolment for the subjects not completed successfully, not exceeding the maximum allowed number of credits.

- (6) The enrolment process for the subjects is described in Attachment 3.

Section 12a

Enrolment for semesters for students registered for the study after 1 July 2019

- (1) A Bachelor student is entitled to enrol for a following semester in the relevant study (Section 7, Article 1), if they successfully completed the subjects with at least 30 credits in the first and second semester, if they enrolled for the subjects with a total number of 60 credits in the third or previous semesters, and 80 credits in the fourth or previous semesters. From the fifth semester, a student is entitled to enrol for the following semester, if they enrolled for at least one subject in the relevant semester.
- (2) A student of a 2-year follow-up Master's study programme is entitled to enrol for a following semester if they successfully completed the subjects with at least 30 credits in the first or second semester;
- if they enrolled for the subjects with a total number of 60 credits in the third or previous semesters.
- From the fourth semester, a student is entitled to enrol for the following semester if they enrolled for at least one subject in the relevant semester.
- (3) A student of an 18-month follow-up Master's study programme is entitled to enrol for a following semester in the relevant form of study if they enrolled in subjects with at least 30 credits in the first or second semester.
- From the third semester, a student is entitled to enrol for the following semester, if they enrolled for at least one subject in the relevant semester.
- (4) A student enrolls for the following semester via the IS pursuant to Section 11. In accordance with the contents of a programme, further conditions may be set for enrolment in the following part of the study, concerning mainly the student's registration.
- (5) If a student fails to meet the conditions pursuant to Article 1 – 4 of this Section concerning the enrollment for a following semester, the studies will be terminated for not meeting the requirements resulting from the study plan in accordance with Section 15 Article 1 c) of the Rules. .
- (6) The process of enrolment for a semester is shown in Attachment 3a.

Section 13

Interruption of studies

- (1) Upon student's request the study can be interrupted in accordance with Section 54, Article 1 of the Act. Under the mandate of the Rector, the Director of Study Administration and Lifelong Learning can, for serious and documented reasons, permit the interruption of studies, but only if the student has successfully completed at least one semester of their study at ITB. If the Director of Study Administration and Lifelong Learning decides to accept the request, they can also decide on setting additional conditions for enrolment for the semester immediately following the re-enrolment for the study.

- (2) A student is entitled to apply for interruption of their studies due to pregnancy, child birth or parenthood for the entire recognised period of parenthood. A student also has the right to interrupt their studies in relation to taking a child into care, or substituting parental care, based on the decision of a competent authority on the basis of the Civil Code or legislation governing state social support, and in accordance with Section 54, Article 2 of the Act.
- (3) The period of the interruption for the entire recognised period of parenthood is not included in the overall period of interruption or the maximum length of the study if such period is set in accordance with Section 54, Article 3 of the Act.
- (4) The study is interrupted for an entire semester. The student is obliged to submit the application for interruption 14 days after the beginning of the semester (subjects) at the latest. In exceptional cases, the Director of Study Administration and Lifelong Learning can grant an exception concerning the interruption of studies. The total period of interruption is set to a maximum of 2 years, with exception to interruptions in accordance with Section 54, Article 2 of the Act.
- (5) A person who interrupts their studies according to Article 1 must re-enrol for the study in line with Article 10, whilst maintaining the conditions referred to in Article 1, first sentence.
- (6) On the day of the interruption the person ceases to be a ITB student. The time at which the person becomes a ITB student again is defined in Section 10, Article 2.
- (7) The process of the interruption of the study is shown in Attachment 4.

Section 14

Recognition of previous parts of the study

- (1) Upon a student's request, the Director of Study Administration and Lifelong Learning can recognise the subject completed within a previous study or concurrent study at other higher education institution in the Czech Republic or abroad.

On the recommendation of the subject or study programme guarantor, the Director of Study Administration and Lifelong Learning can recognise a group of subjects completed in accordance with a) and b), if their content corresponds with the requirements of a subject. Previous study means study completed in accordance with Section 55 or 56 of the Act.
- (2) An application prepared in accordance with Article 1 must be submitted by the student as follows:
 - a) With an enclosed official statement on completion of each subject with the result, number of credits and number of possible failed attempts to complete the subject. An official statement means certification from a different university or higher education institution in the Czech Republic or abroad.

- b) With a syllabus of each subject, including the description of its relevance with the programme, field of study or specialization under which the subject was completed. The subject annotation must include the academic year in which the subject was successfully completed; in case of doubt, the Director of Study Administration and Lifelong Learning may request an official confirmation of the syllabus.
- (3) Grading is recognised along with the subject; the subject must not be completed later than seven years ago. The credit value of a recognised subject is determined according to the rules used for the programme for which the subject recognised.
- (4) Subjects or groups of subjects from previously properly completed studies (Section 55 of the Act) can only be recognised with a number of credits if the number of credits obtained for the study exceeds the value of thirty times the period of study completed in semesters. If the number of credits obtained is not known, the credits from the appropriate subject in the study plan are considered.
- (5) For a recognised subject, the relevant number of credits will be deducted from the credits allocated in accordance with Section 5, Articles 1 and 2.
- (6) Applications for the recognition of subjects must be submitted via Office in the IS. The applications can only be submitted in the period defined in the schedule for the academic year.
- (7) The process of recognizing completed parts of study is described in Attachment 5.

Section 15 Termination of studies

- (1) The studies are terminated upon:
 - a) Successful passing of the final state examination in accordance with Section 45, Article 3, Section 46, Article 3 and Section 55, Article 1 of the Act. The day of termination of the study is the day on which the final part of the final state examination is passed,
 - b) Abandonment of the study in accordance with Section 56, Article 1 a) of the Act, whereby the day of termination is the day on which a written statement concerning the abandonment of the study is delivered to ITB,
 - c) Failing to meet the requirements for the programme in accordance with these Rules and Section 56, Article 1 b) of the Act. The day of termination is the day on which the decision becomes final,
 - d) Expulsion in accordance with Section 65, Article 1 c) or Section 67 of the Act (Section 56, Article 1 h) of the Act). The day of termination is the day on which the decision becomes final,
 - e) Cancellation of the accreditation or the expiry of programme accreditation according to Section 80, Article 4 of the Act (Section 56, Article 1 c) or d) of the Act), day of the termination of the study is set by the Section 56 subsection 2 of the Act,

- f) Cancellation of a study programme for the reasons defined in Section 81b, Article 3 of the Act and in accordance with Section 56, Article 1 e) of the Act. The day of termination is defined in Section 56, Article 2 of the Act,
 - g) of the authorisation to implement a study programme for the reasons defined in Section 86, Articles 3 and 4 of the Act and in accordance with Section 56, Article 1 f) of the Act. The day of termination is defined in Section 56, Article 2 of the Act.
- (2) For successful termination of the study, the student is obliged to settle their commitments and obligations towards ITB. Any outstanding debts towards ITB will be enforced under applicable legislation.
 - (3) A person ceases to be a ITB student on the day of the termination of the study or on the last day of their concurrent study.
 - (4) The document confirming the termination in accordance with Article 1 a) is a diploma and diploma supplement.
 - (5) The process of termination of the study is described in Attachment 6.

EVALUATION OF THE STUDY

Section 16 Completion of subject

- (1) Successful completion of a subject means meeting its requirements by means of:
 - a) Gaining credits,
 - b) Passing an exam.
- (2) A authorized person determined in accordance with the internal regulations or the Rector's provision (hereinafter referred to as "the Examiner") decides on successful meeting the subject requirements according to Article 1.
- (3) The dates for subject completion are given in the schedule for the relevant academic year. The number of dates must correspond with the types and forms of completion, the number of students enrolled, as well as the subject characteristics based on the subject completion requirements.
- (4) The for subject completion are given in the schedule for the relevant academic year. The number of dates must correspond with the types and forms of completion, the number of students enrolled, as well as the subject characteristics based on the subject completion requirements.
- (5) Students are obliged to register for the exams via the IS.
- (6) If a student fails to appear on the day of the exam they are registered for without giving an acceptable excuse to the Deputy Head for Educational Affairs of the relevant faculty within five days of the date of the exam, they are evaluated as if they failed the exam.
- (7) In case the subject requirements includes continuous exams or tests during the semester and the results thereof are included in the final evaluation of the subject, such tests or exams do not require retakes.

- (8) A student is entitled to one resit if they receive an FX evaluation for an exam.
- (9) If a student fails to meet the subject requirements even after a resit, they may apply for an exceptional second resit on the basis of serious and documented reasons. The Director of Study Administration and Lifelong Learning may decide to accept the request submitted via Office in the IS.
- (10) The process of subject completion is shown in Attachment 7.

Section 17 Grading scale

- (1) The grading scale corresponds to the principles adhered to under the ECTS and are as follows:

Grade	Designation	Value
Excellent	A	1
Very good	B	1.5
Good	C	2
Acceptable	D	2.5
Satisfactory	E	3
Failed with the possibility to resit	FX	4+
Failed	F	4
Failed	-	4

Grades are recorded in the IS using the letter designations. The numeric value is used for calculating the grade point average.

- (2) A student's grade point average is separated for each of the studies as an arithmetic mean of numeric values of the grades for all completed subjects included in the student's studies. The weight of the subject completion grade is determined by the credit value assigned to the subject.
- (3) Grade “-“ is assigned to a student absent for the whole semester (Section 9, Article 2).

Section 18 Credits

- (1) Subjects completed with awarded credits are those for which the requirements have been met during the weekly or intensive instruction timetable. If the student does not meet the requirements of a credited subject on the due date, they are entitled to meet them on another date set by the Examiner.
- (2) A subject is assessed as “credited” or “non-credited” (in the IS identified as Z or N).

Section 19 Examination

- (1) Examinations relate to subjects whose major study load is placed outside the period of instruction set in the weekly, project or block timetable.
- (2) If a student is not graded at least FX on the appropriate date, they may take a resit or extraordinary resit (Section 16, Articles 8 and 9).
- (3) Fulfilment of subject requirements during the semester may be a condition for registering for the examination. The results with regards to the fulfilment of the subject requirements during the semester may also be included in the examination grading.
- (4) Examination can be in a written and/or oral form. All parts of an exam usually take place on one day; if otherwise, the dates will be announced in advance. The results of exams are evaluated according to the grading scale (see Section 17, Article 1).
- (5) A form of examination can be comprehensive or summarised. A summarised exam tests the knowledge and skills gained over one semester. A comprehensive exam tests the knowledge and skills gained over more than one semester and which follows the logical order of a group of subjects. If not specified otherwise, the examination is considered to be of the summarised form.
- (6) The process of taking exams is described in Attachment 7.

Section 20 Subject repetition

- (1) If a student failed to successfully complete the subject, they will be automatically registered in the semester in which the subject is to be taught again. Such a subject cannot be cancelled.

REGULAR COMPLETION OF STUDY IN STUDY PROGRAMMES

Section 21 State final examination

- (1) The study is duly finished by completing the study for the relevant study programme. The day of the termination of the study is the day on which the student passes the final state examination (hereinafter referred to as "State Examination") set for the completion of the study or its final part in accordance with Section 55, Article 1 of the Act. According to Section 53, Article 1 of the Act, the State Examination must take place before an Examination Committee.
- (2) State Examination consists of separately evaluated parts.
- (3) Defence of a thesis is a part of the State Examination in accordance with Section 45, Article 3 and Section 46, Article 3 of the Act. Other parts of the State Examination are determined according to the study programme (hereinafter referred to as "State Examination Subjects").

- (4) A condition for the admittance of a thesis is its prior publication in accordance with Section 25, Article 2. Other conditions for admission to the State Examination and its parts are defined in an internal regulation, which includes the requirements and the sequence of events.
- (5) Unless otherwise provided by the internal ITB standard for a given programme, the condition for admittance to the last part of the State Examination is the submission of a thesis. The procedures for the submission and defence of a thesis are outlined in a ITB internal regulation .
- (6) Defence of a thesis always takes place in oral form. In contrast, the examinations for State Examination Subjects may be either in written or oral form. The organisation of State Examinations is outlined in a valid internal regulation.
- (7) Dates of State Examinations for each study programme are set by the Deputy Head for Educational Affairs of the relevant faculty in accordance with the schedule for the academic year. The dates and the members of the Examination Committee are announced via the IS no later than 5 working days before the initiation of the State Examinations in the relevant semester.
- (8) A student in a Bachelor's study programme is obliged to take the State Examination, or the first part thereof, in the period set for the State Examination during the semester in which they fulfilled all the conditions, or in the first two following semesters. The Director of Study Administration and Lifelong Learning may grant an exception to this rule subject to a request made via Office in the IS. A student of a follow-up Master's study programme must take the State Examination in accordance with the relevant valid internal regulation.
- (9) If a student that has applied for or is registered for the State Examination (Article 8) or its parts fails to appear on the examination date and does not submit an acceptable excuse to the Director of Study Administration and Lifelong Learning within five days after the examination date, the grade that will be awarded for this part of the examination is "Failed".
- (10) A student whose result was "Failed" (Section 23, Article 2) on the examination date is entitled to retake the exam on an agreed date in the future.
- (11) A student is allowed to retake the State Examination only once. The student only needs to retake those parts of the State Examination for which the result was "unacceptable". The Director of Study Administration and Lifelong Learning has the right to interrupt a student's studies until the date of the resit. Such an interruption is included in the total permitted interruption period, with the exception defined in Section 13, Article 3. The Director of Study Administration and Lifelong Learning may set additional conditions for organising the dates and registering for them. Upon a student's request in Office in the IS, the Director of Study Administration and Lifelong Learning may permit an extra resit date.
- (12) A student is obliged to pass the last part of the State Examination for the semester after the end of which the period between the enrolment for the study and the semester corresponds to twice the standard length of the study. If the student does not pass the State Examination within this period, their studies are terminated in accordance with Section 56, Article 1 b) of the Act. The decision process is governed by Section 68 of the Act.

(13) The process of State Examination is described in Attachment 8.

Section 22 Examination Committee

- (1) Each part of the State Examination is held before an Examination Committee (hereinafter referred to as the “Committee”). The Committee’s members are always professors, associate professors and other experts appointed by the head of the relevant faculty and approved by the Academic Council of the relevant faculty in accordance with Section 53, Article 2 of the Act, while the Ministry of Education, Youth and Sports (hereinafter referred to as the “Ministry”) can appoint other members from among experts in the given field (Section 53, Article 3 of the Act).
- (2) The Chairman of the Committee is appointed by the head of the relevant faculty on the recommendation of the Academic Council. The Chairman conducts the activities of the Committee and is responsible for its activities. The members of the Committee are appointed for an indefinite period.
- (3) The Chairman and the members of the Committee can be dismissed by the head of the relevant faculty with the approval of the Academic Council.
- (4) There is a quorum of three, i.e. at least three members of the Committee must be present. The Committee acts on the basis of the majority of votes of the members present.
- (1) If the State Examination includes the defence of a thesis, the vice-Rector for commercialisation and publication will appoint an opponent. If the opponent or the supervisor are not Committee members, they may participate in its meetings, including closed sessions, in an advisory capacity. The writing and submission of a thesis assessment is governed by an internal regulation.

Section 23 Evaluation of State Examination and duly completed study

- (1) The Committee votes on the result of each part of the State Examination. The result is evaluated in words according to the grading scale defined in Section 17, Article 1, with exception to the “FX” evaluation.
- (2) The Committee evaluates the overall result of the State Examination after completion of its last part by awarding one of the grades listed in Section 17, Article 1. The overall result is “failed”, if any of its parts are evaluated as “failed”.
- (3) The overall result of a duly completed study is evaluated as follows:
 - a) “passed with distinction”, or
 - b) “passed”.
- (4) The overall result of a duly completed study is “passed with distinction” if:
 - a) all parts of the State Examination were passed on the examination date and evaluated as “excellent” or “very good”;
 - b) the overall result for the State Examination is “excellent” or “very good”;

- c) the grade point average in accordance with Section 17, Article 2 is not below 1.5, i.e. 2 or more;
 - d) during their studies, the student was not evaluated as “failed” for any of the graded subjects.
- (1) The overall evaluation of the duly completed study is written in the diploma.

Section 24 **Delivering documents to students and applicants**

- (1) Decisions on student rights and obligations, as well as on acceptance for studies are delivered in accordance with Section 69a of the Act.
- (2) Decisions regarding the authorisation of an extra resit date for an exam and decisions on the recognition of passed exams, the fulfilment of other study duties and different examinations, including the recognition of passed examinations for studies in programmes implemented by a university or faculty, as well as the recognition of examinations, study duties, subjects or other parts completed as part of studies in accredited study programmes at higher education institutions, that were approved subject to a student’s request, are announced via the IS or through a provider of postal services.
- (3) Decisions on the awarding of scholarships are announced via the IS or through a provider of postal services.
- (1) Decisions on the admission procedure, on the interruption of studies, fees related to the study in accordance with Section 58, Articles 3 and 4 of the Act, non-fulfilment of study requirements in accordance with Section 56, Article 1 b) of the Act, disciplinary offences, exclusion from studies in accordance with Section 67 of the Act, as well as decisions on the non-acceptance of a student’s request (Article 2) are delivered through the public data network to the data box. If the decision cannot be delivered in this way, it shall be hand-delivered through a provider of postal services to the addressee or to the person authorised by the addressee through written powers of attorney with a certified signature. If the document cannot be delivered on the grounds that the student has not fulfilled the obligations stipulated in Section 63, Article 3 b) of the Act, or if the document cannot be delivered to the address given by the student, the document shall be delivered by public notice. VSTE is not obliged to appoint a guardian for the student.

Section 25 **Publishing of theses**

- (1) Defended theses are made publicly available in accordance with Section 47b of the Act, including the reviews and defence results, free of charge. Publication means saving the electronic version in the archive of the IS, insofar as this is not contrary to other legal provisions concerning the publication of theses.
- (2) Theses must be published no later than five working days before the defence takes place. For the purposes of this provision, publication means disclosure of the elec-

tronic form for viewing by the public in accordance with Section 47b of the Act. It must be possible to make extracts or copies of the published thesis.

- (1) By registering to defend a thesis in the IS, the author gives their assent to its publication in accordance with Article 1 regardless of the defence outcome.

Section 26

Evaluation review

- (1) A student is entitled to apply for a review of the evaluation of a subject, State Examination, or parts thereof, or thesis defence. The application must be submitted to the Rector via Office in the IS no later than 30 days after the announcement of the evaluation in the IS.

Section 27

Decision on student rights and responsibilities

- (1) Decisions on students' rights and obligations are subject to the relevant provisions of the Act, VSTE Statutes, these Rules and other VSTE internal regulations.
- (2) A student is obliged to observe the rules and principles of the "Code of Ethics for VSTE students" and act in accordance with them.
- (3) A student has the right to appeal against a decision, unless otherwise provided by law or other legislative measure or ITB internal regulation. Appeal period is 30 days from the day of its announcement, where the Appellate body is the Rector. If the appeal was lodged before its announcement to the appellant, it is noted that it was lodged on the first day of the appeal period. Appeal is submitted to the Rector via the department that issued the contested decision; in the case of appeal against a decision made by the Rector, it is submitted via the Rector's Office. Subsequently, the process is in accordance with the Act No. 500/2004 Coll., the Administrative Procedure.
- (4) Upon request, the Rector, in accordance with Article 3, can change or annul a decision if it is deemed to be contrary to legal provisions or the internal regulations and standards of VSTE.

Section 28

Extraordinary measures

- (1) In exceptional and duly justified cases, the Rector is authorised to grant exemptions from the provisions set out in these Rules. The process for this is defined in Section 68 of the Act.

Section 29

Special provisions for students with special educational needs

- (1) The Rector sets the conditions and procedures under which the rights and obligations resulting from these Rules are modified through extraordinary measures in the case of students with special educational needs. Students with special education needs must follow the valid internal regulation.

Section 30 Attachments

The Rules include the following attachments:

- a) Attachment 1 – Process of keeping academic records,
- b) Attachment 2 – Study Enrollment process,
- c) Attachment 3 – Process of enrolment for subject and semester,
- d) Attachment 4 – Process of interruption of the study,
- e) Attachment 5 – Process of recognising completed parts of study,
- f) Attachment 6 – Process of termination of study,
- g) Attachment 7 – Process of subject completion,
- h) Attachment 8 – Process of Final State Examination.

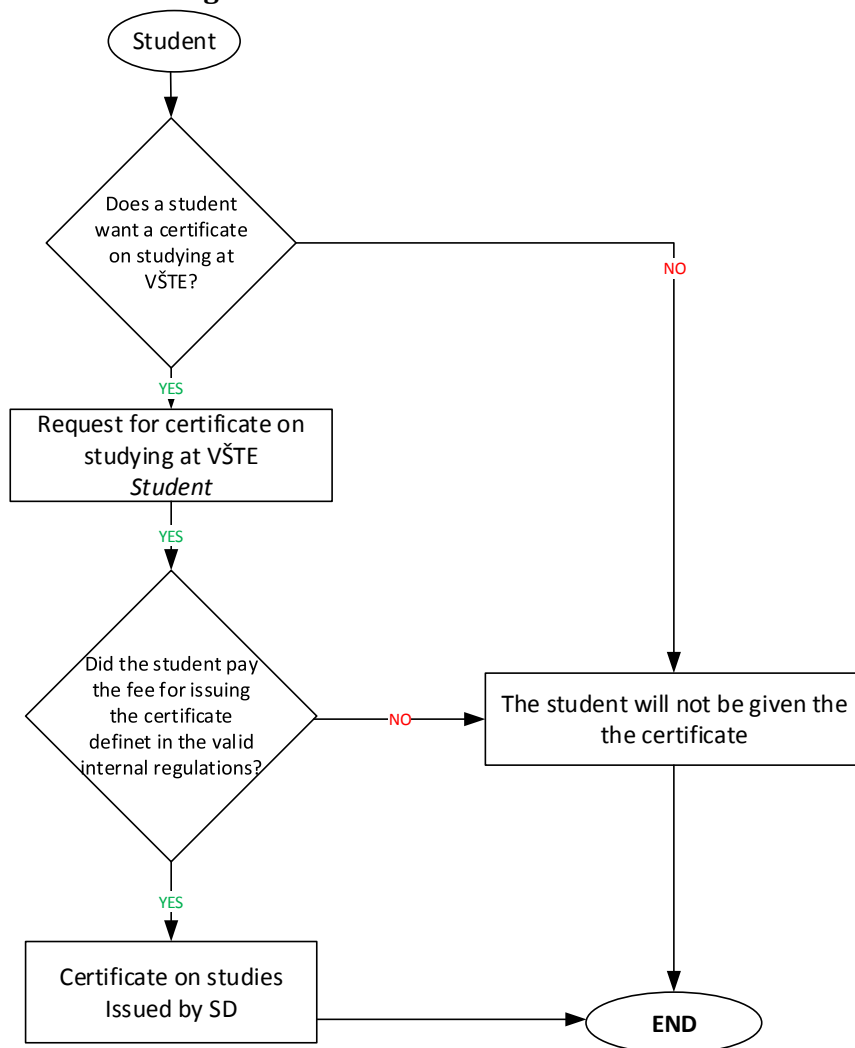
Section 31 Transitional provisions

Section 32 Final provisions

- (1) If the study programmes accredited until 31 August 2016 are divided into fields of study, the provisions of the Rules apply to them.
- (2) The Study and Examination Rules of ITB registered by the Ministry on 25 July 2016 under the reference number MSMT-17443/2016 are cancelled.
- (3) The Rules were approved pursuant to Section 9 Article 1 b) point 3 of the Act by the ITB Academic Senate on 18 June 2019.
- (4) The Rules come into force pursuant to Section 36 Article 4 of the Act on the day of their registration by the Ministry.

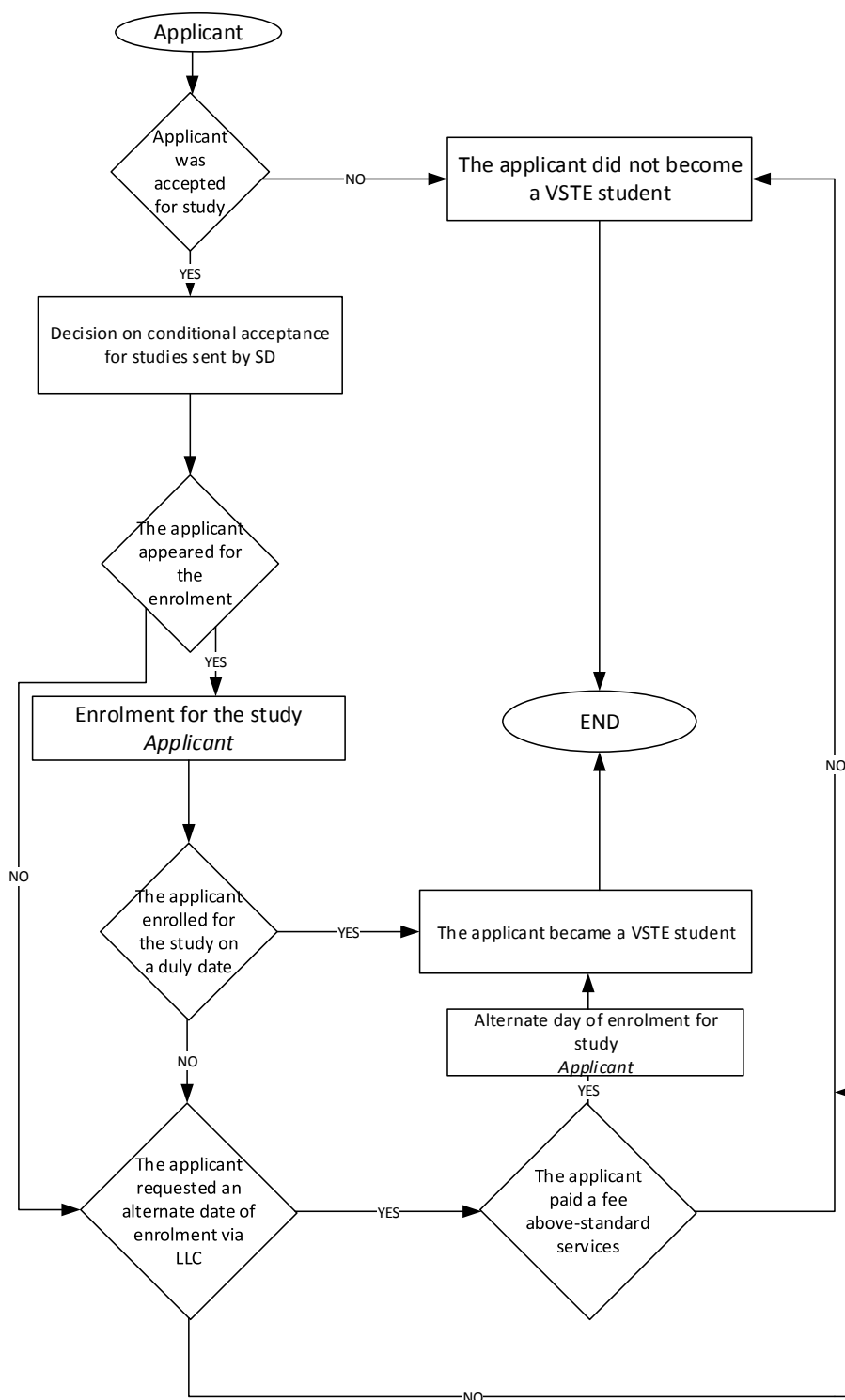
prof. Ing. Marek Vochozka, MBA, Ph.D., m. p.
Rector

Algorithm for Section 7 Academic records

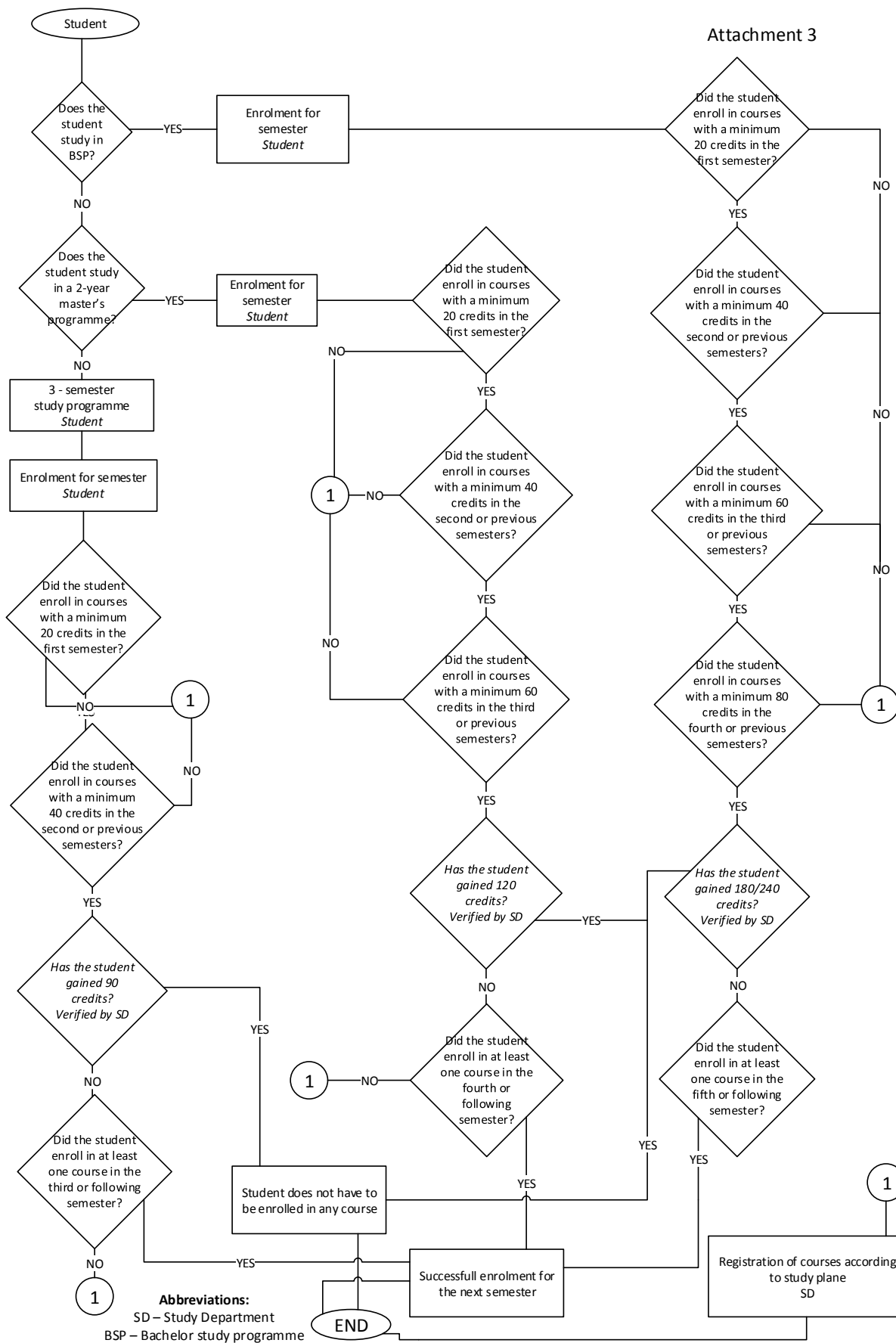


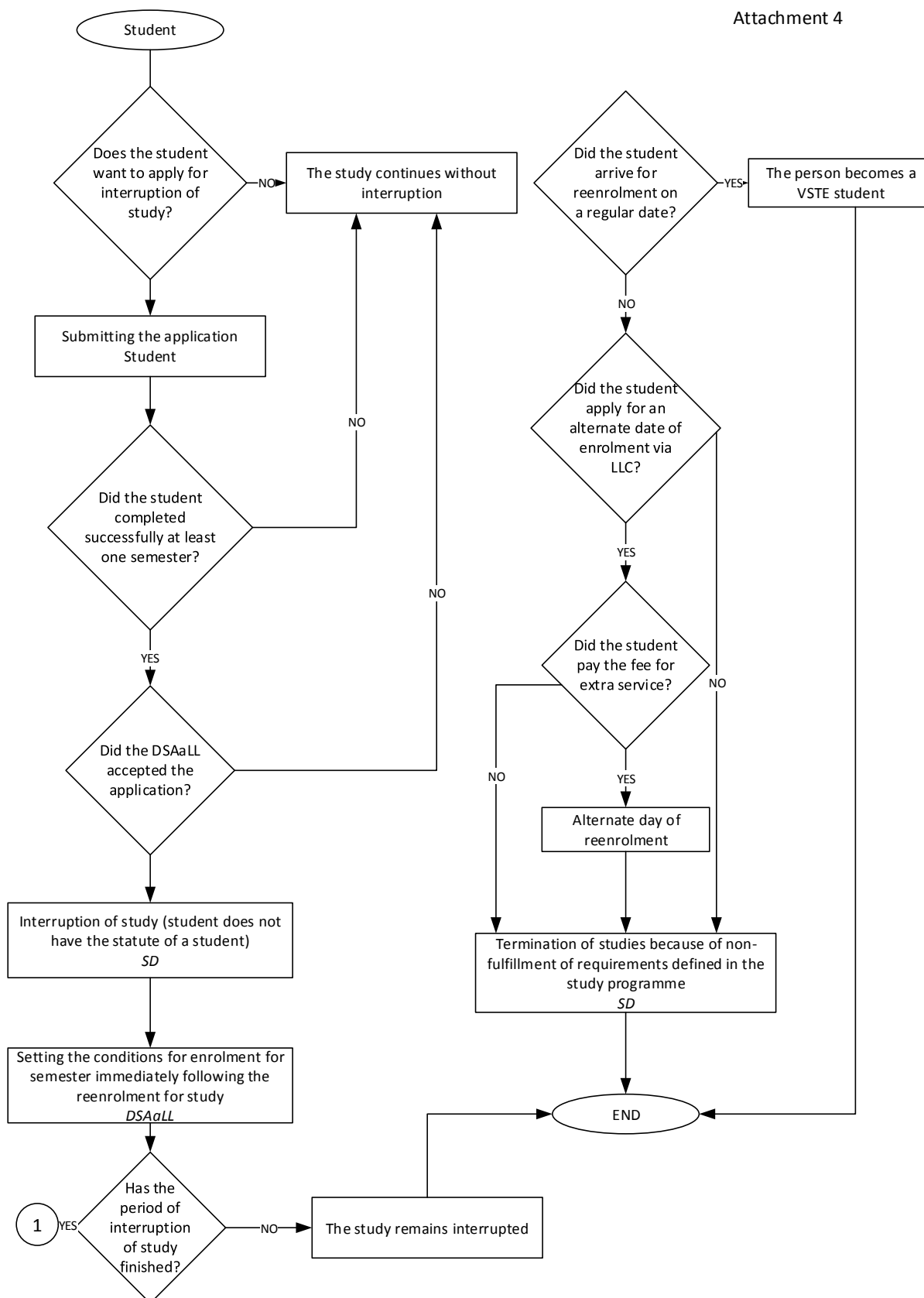
Abbreviations:
VŠTE – Institute of Technology and Business in
České Budějovice
SD – Study Department

Algorithm to Section 10 – Process of enrolment

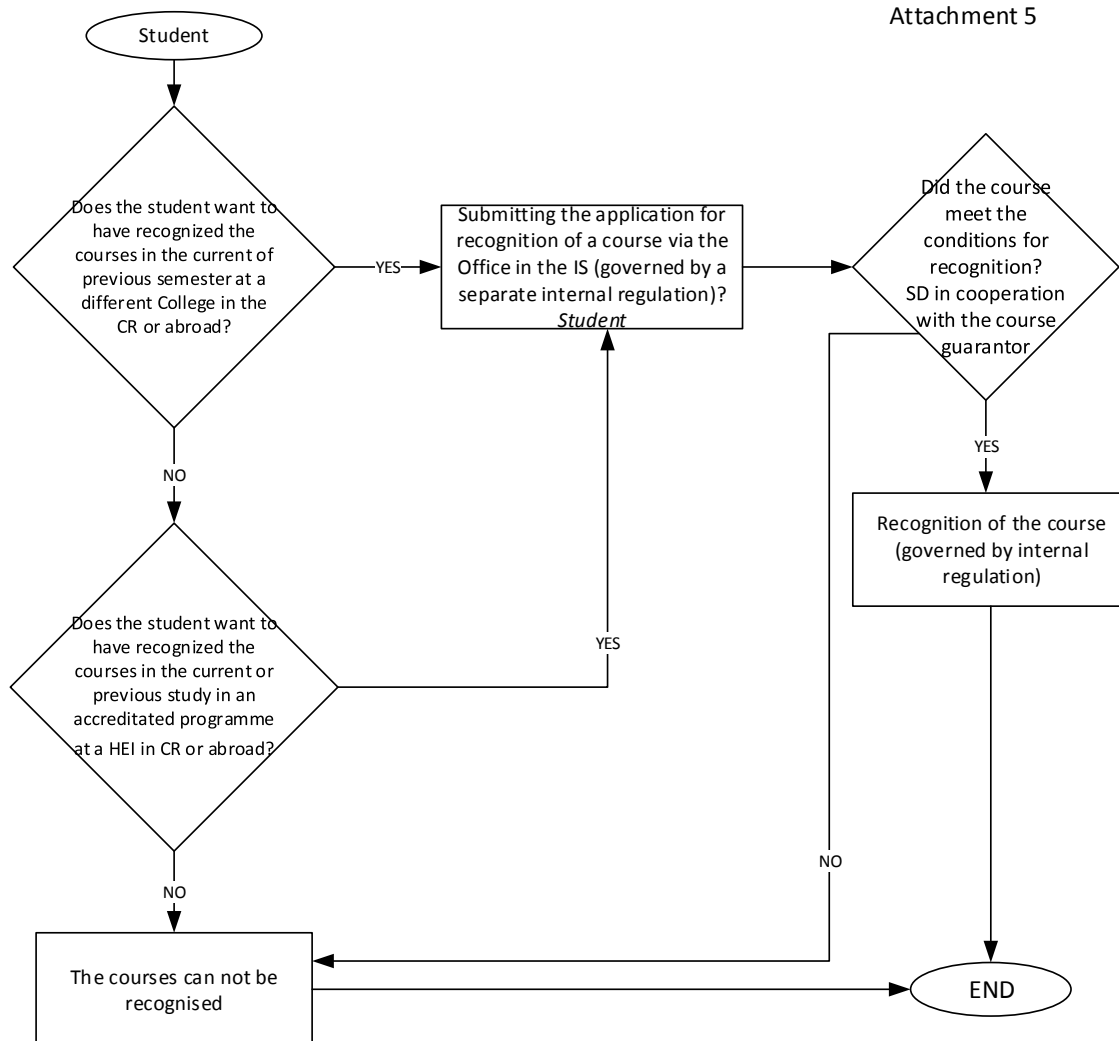


Abbreviations:
 SD – Study department
 LLC – Lifelong Learning Centre

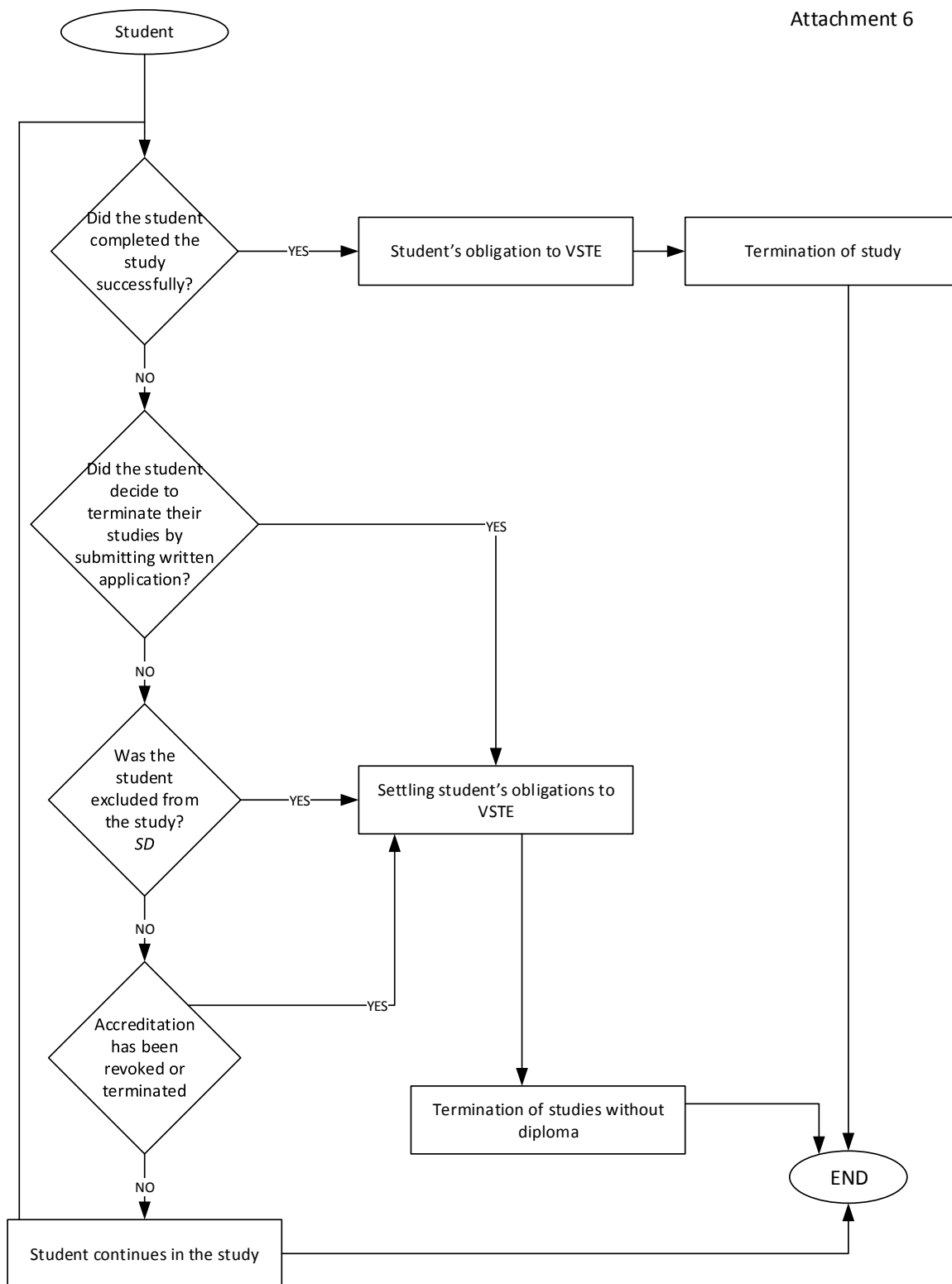




Attachment 5

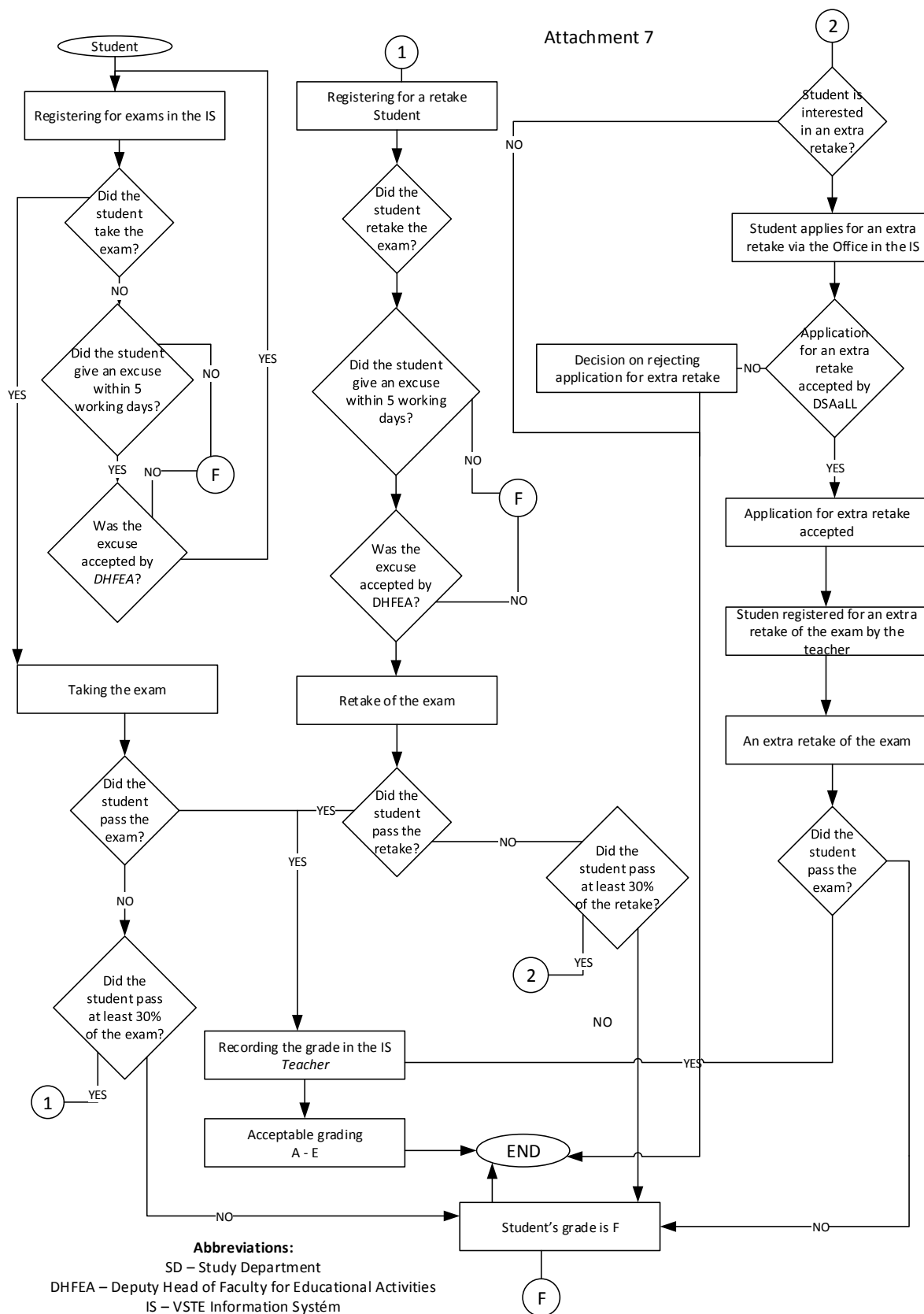


Abbreviations:
 HEI – Higher Education Institution
 CR – Czech Republic
 SD – Study Department



Abbreviations:

VSTE – Institute of Technology and Business in České Budějovice
 SD – Study Department



Attachment 8

Abbreviations:
 SFE – State final examination
 SD – Study department
 DSAaLL – Director for Study Administration and Lifelong Learning

