

The Ministry of Education, Youth and Sports registered in accordance with Section 87 par. 1 a), Section 36 par. 2 and par. 4, and Section 41 par. 2 of Act no. 111/1998 Coll., on Higher Education Institutions and Amending Other Acts (the Higher Education Act), as amended, on 1st January 2020 the Study and Examination Regulations of ŠKODA AUTO VYSOKÁ ŠKOLA o.p.s. under ref. MSMT-32404/2019-2.

Mgr. Karolína Gondková
Director of the Higher Education Department

ŠKODA AUTO VYSOKÁ ŠKOLA o.p.s.
Study and Examination Regulations

ŠKODA AUTO VYSOKÁ ŠKOLA o.p.s.

Study and Examination Regulations

Part One Introductory Provisions

Article 1:

The Study and Examination Regulations issued by ŠKODA AUTO VYSOKÁ ŠKOLA o.p.s. (hereinafter referred to as the "Study and Examination Regulations") are applicable for accredited study programmes implemented by ŠKODA AUTO VYSOKÁ ŠKOLA o.p.s. (hereinafter referred to as the "University") in compliance with Section 44 through Section 46 of Act no. 111/1998 Coll., on Higher Education Institutions and Amending Certain Other Acts (the Higher Education Act), (hereinafter referred to as the "Act") and the University Statute (hereinafter referred to as the "Statute").

Part Two Study Regulations

Article 2: Admission to Study

1. The admission procedure is regulated by Section 48 through 50 of the Act and Articles 11 and 12 of the Statute.
2. Admission to study is a part of the admission procedure. The conditions and form of the admission procedure are approved and announced by the Rector. The decision on admission is made by the Rector, who will communicate the decision to the candidate in writing.
3. From the date the decision comes into force, the candidate has the right to be enrolled for studies in accordance with Section 51 of the Act. Applicants become students of the University on the enrolment day.
4. Should the candidate fail to enrol on the normal or alternative enrolment date, he/she does not become a student.

Article 3: Organisation of Studies

1. Studies at the University are organised in accredited study programmes and in full-time and part-time modes of study.
2. Studies consist of lectures, practical seminars, seminars, consultations, workshops, specialised courses, field trips, internships and self-study.
3. The academic year lasts 12 months and is divided into a winter and summer semester. Under Article 13 (3) of the Statute, the organisation of the academic year will be determined by the Rector in the Academic Year Timetable. The academic year also includes examination periods and holidays. The winter semester typically starts on the on the Monday of the week in which the 1st October falls. Each semester has at least twelve study weeks.

Article 4: Information System

All study records in digital form are stored in the primary internal information system of the University – the Academic Information System (AIS). To access the AIS, authorised users need to enter their login details. The AIS complies with all security standards of data protection against loss or misuse. Authorised users include students and academic employees of the University and other employees.

Article 5: Study Programme and Study Plan

1. The study programme contains all the requirements under Section 44 of the Act, the title of the study programme, its type, mode and profile, specification of field or fields of education covered by the study programme, or titles of fields of study or specialisations (if such division applies), graduate profile, rules and conditions of creating the study plan, list of compulsory, compulsory-elective and elective study courses (hereinafter referred to as the “course”) with their characteristics and recommended semester to take the course as per the standard study plan (hereinafter referred to as the “study plan”), standard duration of study, duration of obligatory internship (if included in the study programme), the conditions to be met by the student during the studies and for its completion including the content of state examinations, the awarded academic degree and the coordinator of the study programme. The study programme is discussed and approved in accordance with Article 20 (2) of the Statute.
2. The content of studies at the University are defined by the study plan of the study programme.
3. The Rector appoints coordinators of study programmes for study programmes offered by the University under Section 44 (6) of the Act (hereinafter referred to as the “programme coordinator”).
4. Duties and responsibilities of the programme coordinator are defined by a Rector’s directive which is published in the AIS. The programme coordinator has above all the following responsibilities:
 - a. coordinate and prepare content of the study programme and monitor the quality of its implementation,
 - b. evaluate the study programme and ensure its further development,
 - c. coordinate and develop creative activities relevant to the study programme,
 - d. cooperate on internal and external evaluation and quality assurance of the study programme.
5. The programme coordinator coordinates the activities of the study programme council.
6. Courses are included in or excluded from study programmes or modified based on proposals submitted to the Rector by the study programme coordinator on the recommendation of the study programme council and after approval by the Internal Evaluation Council as per Article 6 of the Statute and in compliance with valid accreditation.
7. The characteristics of courses included in study programmes include:
 - a. course title
 - b. programme coordinator, lecturer
 - c. title of the study programme in which the course is included and the recommended year and semester for taking the course
 - d. number of weekly lessons including the allocation of lectures and practical seminars and seminars under Article 3 (2) of these Regulations
 - e. total study workload of the course expressed in credits under Article 16 (1) of these Regulations and divided based on the scheduled activities
 - f. description of learning outcomes upon successful course completion
 - g. mode of course completion and conditions for obtaining credits with or without assessment
 - h. conditions for successful completion of the course under Article 3 (2) of these Regulations
 - i. enrolment conditions, expected current knowledge and connection to previous courses
 - j. brief summary defining the goals of the course
 - k. obligatory and recommended study literature
 - l. content of lectures
 - m. content of practical seminars or seminars and, where appropriate, other activities under Article 3 (2).
8. Duties and responsibilities of the programme coordinator are defined by a Rector’s directive that is published in the AIS. These include primarily:
 - a. defining the goals, content and learning outcomes of the course upon completion in line with current scientific knowledge and professional focus of the course based on the graduate profile
 - b. coordinating course lectures and participating in them
 - c. defining the requirements for learning outcomes of students
 - d. defining learning methods, study workload distribution, requirements for course completion
 - e. specifying basic and recommended study literature
 - f. managing the course characteristics

- g. methodically leading other teachers of the course, creating teaching materials and other support materials for the course and ensuring learning equivalence in different study groups
 - h. deciding on recognition of courses successfully completed at other universities (for coordinated courses).
9. Studies are evaluated in accordance with Article 16 (3) of these Regulations by means of credits obtained with and without assessment and a record of completed internship, if included in the study programme.
10. Bachelor's and Master's degree programmes are completed in accordance with Article 20 (1) of these Regulations by means of a final state exam.

Article 6: Study Programme Council

1. The Rector will appoint a study programme council for each study programme based on the coordinator's proposal. The council's role is to advise the programme coordinator. Its main task is to:
- a. periodically assess the content of the study programme in terms of its compliance with the current state of knowledge and needs of practice
 - b. propose changes in the structure of study plans of the programme as well as specialised content of the courses
 - c. contribute to internal evaluation and quality assurance of educational and creative activities of the University including internal accreditation of the study programme.
2. Members of the study programme council include academic personnel of the University, academic personnel from other universities and experts from the field.
3. Activities of the study programme council are managed by the study programme coordinator and are governed by the Rules of Procedure of the study programme which is published in the AIS.

Article 7: Enrolment and Studies

1. Date and method of enrolment in studies are set by the Rector.
2. Enrolment in studies is also enrolment to the first semester of the corresponding study programme.
3. Enrolment in Bachelor's or Master's degree programmes is done for each semester.
4. Should a student fail to duly complete the enrolment, he/she does not become a student in accordance with Section 61 (1) of the Act.

Article 8: Enrolment in Further Semesters and Registration of Courses

1. Enrolment in the next semester is preceded by registration of courses in accordance with the Rector's directive published in the AIS; the date and method of registration are announced by the Rector.
2. In the first semester in the Bachelor's and Master's degree programmes, courses are automatically registered as a part of enrolment in compliance with the study plan that is valid at the time of enrolment in accordance with Article 7 of these Regulations.
3. Starting from the second semester of the Bachelor's and Master's degree programmes, students register courses according to the study plan for the given period.
4. In the event that a course will not take place due to the low number of registered students after the registration for a compulsory elective or optional course has ended, the student's registration is cancelled, and the student is informed immediately and may register for other compulsory-elective or elective courses.
5. Students can also register for courses from other study programmes which are not compulsory for the student. Students can register courses in this way only after the registration of students who have this course included in their study plan as a preference within another study programme.

6. Enrolment for subsequent semesters is to be done through enrolment of registered courses according to Article 8 (2) and (3) of these Regulations. The date and method of enrolment is set by the Rector in the academic year timetable under Article 3 (3) of these Regulations.
7. Students can only register courses in subsequent semesters after they have completed the courses defined as prerequisite courses for the given course in its characteristics in accordance with Article 5 (7) (i) of these Regulations.
8. Every student is awarded 36 credits to enrol in courses for every semester in which he/she is enrolled in studies (except for when they are on a compulsory internship),. 6 credits are given for the semester when they are on compulsory internship. Registration or recognition of a course completed during a study visit abroad or as part of studies at another university reduces the number of acquired credits by the number of credits of the given course. Unused credits are transferred to the next semester.
9. The total amount of credits from courses registered in one semester must not exceed the current number of credits acquired by the student and at the same time it must not exceed 42. Exceptions in justified cases are subject to Rector's approval.
10. In justified cases, students may request an individual study plan. The Vice-Rector for Study Affairs and Quality Management decides on the approval of individual study plans and the specific conditions under Article 27 through 29.
11. Should a student fail to complete the enrolment for the forthcoming semester as required, his/her studies will be terminated under Section 56 (1) (b) of the Act. The decision is governed by Section 68 of the Act and Article 14 and 26 through 29 of these Regulations.

Article 9: Bachelor and Diploma Theses

1. A Bachelor Thesis covers a solution to a profession-specific problem that by its nature requires the knowledge and skills equivalent to the Bachelor level.
2. A Diploma Thesis covers a solution to a profession-specific problem that by its nature requires the knowledge and skills equivalent to the Master's level.
3. The assignment topic for Bachelor and Diploma Thesis (hereinafter collectively referred to as the "Thesis") is always in line with the graduate profile of the given study programme and is based on:
 - a. creative activities of the University and professional orientation of the study programme
 - b. needs of business practice
 - c. proposal of the student.
4. Pursuant to the provisions of Section 62 of the Act, the student can propose the topic of his/her Thesis. The proposed topic is subject to approval by the Rector or an authorised academic based on the opinion of study programme coordinator.
5. The requirements of the Thesis assignment are defined by the Rector's directive OS.17 Thesis Guidelines, which is published in the AIS.
6. A Thesis supervisor is proposed by the head of the department and approved by the Rector or an academic authorised by the Rector.
7. Theses are assigned to students at least 6 months before the date of the Thesis Defence.
8. The condition of assignment of the Thesis to students in full-time Bachelor studies is the successful completion of an internship.
9. The condition of assignment of the Thesis to students in part-time Bachelor studies is to have at least 80 credits in total from the start of studies until 31st March of the calendar year in which the Thesis is assigned.

Article 10: Internships

1. Professional internships lasting one semester are a mandatory part of Bachelor's degree study programmes.

2. In part-time mode of study, professional internship may be replaced by work that is relevant in its nature to the given study programme.
3. Conditions related to the internship are specified in the provisions of the Rector's Directive OS.16 Internships, which is published in the AIS.
4. A student may start the internship provided that he/she has obtained at least 80 credits since the beginning of his/her studies until 30th June of the calendar year in which the internship takes place.

Article 11: Suspension of Studies

1. Students may suspend their studies before enrolment for the next semester.
2. The decision to suspend studies in a study programme must be announced in the way specified by the Rector's Directive OS.18 Enrolment and suspension of studies, which is published in the AIS. The total time of suspension of studies in a study programme must not exceed the difference between the maximum validity of study results as per Article 16 (5) of these Regulations and the standard duration of study.
3. Students are entitled to suspension of studies always in connection with pregnancy, childbirth and parenthood, for the whole period recognised as parenthood and also for serious health reasons. In such cases, the duration of suspension of studies will not be included in the total period of suspension of studies or the total validity of study results under Article 16, paragraphs 5 and 6 of these Regulations.
4. The total period of study suspension will not include the period of suspension that has passed from the completion of all study duties prescribed by the study programme until the completion of the final state examination within the meaning of Article 20, paragraph 1.
5. During suspension of studies, the student will cease to be a student, i.e. a member of the academic community, loses academic rights and freedoms listed in Section 4 of the Act and Article 17, paragraph 4 of the Statute of the University.
6. The individual with suspended studies becomes a student again by enrolling for a semester, not later than by the expiry of the period, for which studies were suspended.

Article 12: Termination of Studies

1. Students who terminate their studies will inform the Rector in the form of a written notice of termination.
2. The termination date, under Section 56 (2) of the Act, is the date of receipt of the written notice of termination.

Article 13: Exclusion from Studies

1. A student may be excluded from studies pursuant to Section 65 (1) (c) or Section 67 of the Act.
2. The decision to exclude a student from studies is made by the Rector in line with the disciplinary regulations of the University.
3. The student ceases to be a student of the University on the date the decision on exclusion from studies becomes valid and effective.
4. The decision is governed by Section 68 of the Act and Article 26 through 28 of these Regulations.

Article 14: Completion of Studies

1. Studies at the University can also be terminated in accordance with Section 55 and Section 56 (1) (b) through (h) of the Act, and the student ceases to be a student of the University if:
 - a. the student has duly completed the studies;

- b. the student did not enrol in the next semester of study;
- c. the student did not enrol in the next semester of study after expiry of the period, for which the study was suspended;
- d. the student was absent from the final state examination on the appointed date, without a legitimate reason;
- e. the student failed to fulfil obligations under Article 15 (1) of these Regulations and under the internal regulations "Study-related Fees".

2. Termination of studies under Article 14 (1) (a) of these Regulations is subject to the provisions of Section 55 of the Act. Studies are duly completed by graduating from a study programme. The completion date is the date of passing the final state examination prescribed for the completion of studies or its final part. Completing the studies and obtaining the academic degree is documented by a University Diploma and a Diploma Supplement.
3. Termination of studies under Article 14 (1) (b) through (d) of these Regulations is subject to the relevant provisions of Section 56 of the Act. The decision under Article 14 (1) (b) through (d) is governed by Section 68 of the Act and Article 26 through 29 of these Regulations. The day of termination of studies under Article 14 (1) (b) through (d) is the date set by the Rector in the timetable of the Academic Year.
4. The day of termination of studies under Article 14 (1) (e) of these Regulations and under the provisions of the study contract under Article 27 of the Statute is set by the Rector's decision. The decision under Article 14 (1) (e) is governed by Section 68 of the Act and Article 26 through 29 of these Regulations.
5. In case the study is not duly terminated under Article 14 (1) (a) of these Regulations, the student will receive the relevant documents under Section 57 of the Act and Article 13 (5) of the Statute.

Article 15: Study Fees

1. Students of the University will pay a contribution to cover the costs related to studies (hereinafter referred to as the "tuition fee") under Section 59 of the Act and the internal regulations of the University on study-related fees "Rules of Study-related Fees".
2. Failure to pay the tuition fee within the deadline will be assessed under Article 14 (1) (e).

Part Three Examination Regulations

Article 16: Assessment and Credit System

1. Studies are assessed using credits. One credit represents 1/60 of the average yearly workload in the standard duration of study.
2. Each course is assigned a specific number of credits, expressing the relative workload of students required to successfully complete the course.
3. A course may be completed and credits received with or without assessment.
4. Credits obtained within the same study programme are added together.
5. The validity of credits acquired is 7 years for ongoing Bachelor's degree programmes.
6. The validity of credits acquired is 5 years for ongoing follow-on Master's degree programmes.
7. Credits received for successfully completing courses are confirmed by entering the achieved score in the AIS.
8. Successfully completed internships are recorded in the AIS.
9. A student's assessment is made on the courses in which they have enrolled in compliance with the study plan of the study programme and the provisions hereof.
10. During assessment, students will follow the provisions of the regulation "Rules of Proper Student Conduct During All Assessment Processes at ŠKODA AUTO University" published in the AIS.
11. The following study duties are assessed with the marks "excellent" (1), "very good" (2), "good" (3), "failed" (4) :
 - a. courses that are completed by awarding credits with assessment;
 - b. parts of the final state examination;
 - c. defence of a Bachelor or Diploma Thesis (hereinafter collectively referred to as the "Thesis");
 - d. the overall result of the final state examination.

12. Based on the assessment under Article 16 (11), the student also receives the credits allocated to the relevant course. Credits are not awarded if the student failed the course.
13. The marks "excellent" (1), "very good" (2), "good" (3), "failed" (4) are used to assess theses submitted for defence in the reviews of the supervisor and the second reader.
14. The overall assessment of studies is governed by Article 24 hereof.

Article 17: Awarding Credits without Assessment

1. Credits without assessment are awarded to students for meeting the conditions set for completion of the course. The requirements for completing a course and obtaining credits without assessment are defined in the course syllabus under Article 5 (5) published in the AIS.
2. Credits are awarded by the course coordinator or an academic employee, or other experts teaching the relevant course (hereinafter referred to as the "lecturers"), in exceptional cases by another lecturer appointed by the Rector.
3. Credits without assessment are usually awarded in the last week of lectures of the semester.
4. Credits for a course may be awarded to a student who has received credits for the same or equivalent course at another higher education institution in the Czech Republic or abroad based on course recognition. The decision to award credits in this case is issued by the Vice-Rector for Study Affairs and Quality Management based on the recommendation of the programme coordinator. The validity of such awarded credits is 7 years for ongoing Bachelor's degree programmes and 5 years for ongoing follow-on Master's degree programmes, from the date of acquisition of the credits at another higher education institution. The specific procedure is defined by the Rector's Directive OS.15 Recognition of study results achieved in previous studies, which is published in the AIS.

Article 18: Awarding Credits with Assessment

1. Credits with assessment are acquired when the student meets the conditions set for the completion of a course. The requirements for completing a course and obtaining credits with assessment (exams, marked credit test) are defined in the course syllabus under Article 5 (7) published in the AIS.
2. Credits are awarded and assessment performed under Article 16 (12) by the programme coordinator or the programme lecturer, in exceptional cases by another lecturer appointed by the Rector (hereinafter referred to as the "lecturer").
3. In case the course completion is tied to a final assessment (exam), its syllabus also contains the conditions of continuous evaluation, which must be completed before the final assessment (taking the exam).
4. An attempt to meet the conditions of the final assessment (exam) to obtain credits with assessment can only be repeated twice. At the student's or lecturer's request, the examination may be taken before a committee appointed by the Rector.
5. The dates for fulfilment of the conditions of final assessment (examination) and to receive credits with assessment are announced by the examiner in the AIS no later than in the last lecture week of the given semester. The capacity of the total number of announced dates must be at least 50% higher than the number of students tested. The total number of announced dates must not be lower than three, the dates are evenly distributed over the examination period and the announced times must correspond to the associated mode of study. If only three dates are announced and the third one is full, its capacity must be increased, or another date must be announced.
6. Unexcused absence at the exam on the date registered by the student will be graded as "Failed". The student may excuse himself/herself for serious reasons within five days after the examination date.
7. Taking examinations to receive credits with assessment usually takes place in the examination period (period with no lectures). Taking assessed credit tests to receive credits with assessment usually takes place not later than in the last lecture week of the semester.

8. Credits for a course may be awarded to a student who has received credits for the same or equivalent course at another higher education institution in the Czech Republic or abroad. The decision to award credits in this case is issued by the Vice-Rector for Study Affairs and Quality Management based on the recommendation of the programme coordinator. The validity of such awarded credits is 7 years for ongoing Bachelor's degree programmes and 5 years for ongoing follow-on Master's degree programmes, from the date of acquisition of the credits at another higher education institution. The specific procedure is defined by the Rector's Directive OS.15 Recognition of study results achieved in previous studies, which is published in the AIS.

Article 19: Records and Check of Study Results

1. Credits obtained are recorded in the AIS and also in written form at the Study Affairs Department with the signature of the programme coordinator.
2. Lecturers enter the results of the assessment under Article 16 hereof in the AIS, no later than within five business days from the date the result was obtained.
3. Students have the right to appeal against the recorded assessment result or an absent result in the AIS in writing to the Vice-Rector for Study Affairs and Quality Management within 15 business days after the date the result was obtained. An additional procedure in the matter of student appeals against the result will reasonably apply to the procedure under Article 26 through 29 hereof.
4. The Study Affairs Department checks the fulfilment of study requirements set by the study programme plan for submitting an application for the final state examination under Article 20 (4) and (6).

Article 20: Final State Examination

1. Bachelor's and follow-on Master's degree programmes are concluded with a final state examination (hereinafter referred to as the "FSE").
2. The FSE is public and is taken before an examination committee (hereinafter referred to as the "committee") under Section 53 of the Act and Article 13 (4) of the Statute. If the FSE is divided into parts, a committee is appointed for each part of the examination.
3. The FSE in Bachelor's degree programmes includes the defence of a Bachelor Thesis and specific examinations in courses or groups of courses specified by the study plan of the relevant study programme to be a part of the FSE.
4. Students who have submitted their Bachelor Thesis may proceed with the defence of their thesis provided they have obtained at least 180 credits following the conditions set by the study plan of the Bachelor study programme.
5. The FSE in Master's degree programmes includes the defence of a Diploma Thesis and specific examinations in courses or groups of courses specified by the study plan of the relevant study programme to be a part of the FSE.
6. Students who have submitted their Diploma Thesis may proceed with the defence of their thesis provided they have obtained at least 120 credits following the conditions set by the study plan of the follow-on Master's degree programme.
7. Specific examinations in courses or groups of courses set to be a part of the FSE in the study plan for Bachelor's and Master's degree programmes may be taken by students on the same date as the thesis defence or during their studies, however not earlier than after the successful completion of all courses required by the study plan within the FSE part and at the same time in line with the provisions of Article 20 (4) and (6).
8. The individual parts of the FSE do not need to take place on one day. If the student fails to attend the final state examination on the registered date due to serious reasons, he/she is obliged to provide a written justification within 5 calendar days of the final state examination date.
9. After each part of the FSE, in the absence of the student, the committee evaluates the relevant part of the FSE by voting in accordance with Article 20 (10) and determines the assessment under Article 16 (10) and (11).

10. The committee votes on the assessment of the examination part. The voting method is decided by the committee. The committee has a quorum if three members are present including the chairperson. The committee will act by a simple majority of present members.
11. The overall assessment of the FSE in accordance with Article 16 (11) is based on the arithmetic mean of the assessment of all parts of the FSE. Should the student fail any part of the state exam, the overall result is "Failed".
12. After the committee vote on the day of the FSE part, the result is presented to the student. The assessment is announced by the chairperson of the committee.
13. A member of the committee authorised by the chairperson keeps a record of the result of the FSE.
14. Each part of the FSE may be retaken twice, though not earlier than after two months from the registered date of the examination part, on which the student took or was supposed to take the part of the FSE.
15. The student will retake only the part of the state exam which he/she failed. If the student failed the defence of his/her thesis, the examination committee will decide whether the candidate is to rework the present topic or work on a new topic.
16. Students will register for the FSE via the AIS or at the Study Affairs Department within the deadline as announced by the Rector, who usually announces the deadline one month before the date of the examination. The FSE must be taken within two years after the completion of all study duties defined in the study plan of the relevant study programme. The completion of study duties must be checked by the Study Affairs Department not later than by the end of the calendar week immediately preceding the FSE date.
17. The FSE take place twice a year, when lectures are finished, according to the timetable of the academic year.

Article 21: Assessment of Bachelor and Diploma Theses

1. A Bachelor or Diploma Thesis is assessed by the supervisor and the second reader once it is submitted.
2. The second reader is appointed by the Rector or an academic appointed by the Rector.
3. The thesis supervisor and second reader will prepare a written assessment of the submitted thesis. The thesis is graded according to Article 16 (11).
4. The assessment will include:
 - a. opinion on whether the thesis fulfils the objective set in the assignment
 - b. evaluation of the content and formal aspect of the thesis
 - c. conclusion as to whether the thesis meets the requirements that were set for it and whether the submitted thesis is recommended for defence or not
 - d. proposal of thesis assessment under Article 16 (11).
5. The supervisor's evaluation will include the student's approach and efforts demonstrated when working on the thesis.
6. The student has the right to see the assessment at least three days before the registered defence date.
7. In cases where the assessments of the supervisor and the second reader of the thesis differ by more than two grades, the Rector, or an authorised academic, will appoint another second reader.

Article 22: Defence of Bachelor or Diploma Thesis

1. The defence of a Thesis is chaired by the chairperson or a member of the committee for the relevant part of the FSE appointed by the chairperson.
2. At the beginning of the defence, the student will introduce to the committee the assignment and objective of the Thesis, continuing with a brief description of the method and the procedure applied in the solution, concluding with a presentation of the results achieved.

3. In the next part of the defence, the student will reflect on the comments in the assessment and answer any questions of the committee related to the topic of the thesis.
4. The student may defend his/her thesis even if the supervisor and the second reader have marked the thesis as "Failed". The final assessment of thesis defence is determined by the committee of the relevant part of the FSE.

Article 23: Publishing Final Theses

1. The University makes the post-defence Theses available to the public in the thesis database of the AIS system, including the assessment of the supervisor and second reader and the report of the defence as well as its result.
2. Theses submitted for defence are available for viewing in the Study Affairs Department at least five business days before the defence date. Everyone can make extracts or copies of published Theses, at their own cost.
3. The University may postpone the publication of Theses or their parts for the duration of the obstacle to publication, for up to 3 years. In such cases, the information on postponement of publication together with the justification will be available in the same place where theses are published. The University will, without undue delay after the thesis defence, submit any Theses subject to postponement to the Ministry of Education, Youth and Sports.

Article 24: Overall Assessment of study

1. The overall study result is determined after the completion of the FSE based on the results achieved during studies and the assessment of the FSE. The overall study result may be "Passed with Honours", "Passed" or "Failed".
2. The result "Passed with Honours" means that the student's average grade for the whole period of studies was up to 1.50 provided that no more than two courses were graded "Good" and the overall assessment of the final state exam was "Excellent".
3. Graduates from Bachelor's degree programmes are awarded the academic degree "Bachelor" (abbr. "Bc." to be used before their name) under Section 45 (4) of the Act.
4. Graduates from Master's degree programmes are awarded the academic degree "Engineer" (abbr. "Ing." to be used before their name) under Section 46 (4) (a) of the Act.

Article 25: Invalidity of the State Examination or its Part

1. The Rector decides on the invalidity of the FSE or its part under Section 47f in conjunction with 47c and 47d of the Act and under the administrative procedure.
2. If the Rector fails to find reasons for invalidating the FSE or its part under Section 47c (2) of the Act, the Rector will terminate the proceedings on invalidity.
3. The documents used by the Rector in the decision includes an opinion of a seven-member review committee. The members of the review committee are appointed by the Rector from among professors, docents and other experts from the given field or a relevant scientific field. One member will be appointed from among students of the given study programme or a related study programme. One of the members of the committee is usually the chairperson or member of the examination committee, before which the state examination, or its part, was taken and of which the invalidity is to be decided.
4. The review committee will act by an absolute majority of all its members.

Part Four Decisions on the Rights and Responsibilities of Students and Handling Student Submissions in Matters of Study Organisation

Article 26: Decisions on the Rights and Responsibilities of Students

1. The decision-making process on the rights and responsibilities of students in matters referred to in Section 68 (1) of the Act will be governed by Act No. 500/2004 Coll., the administrative procedure, as amended, with deviations specified by the law.
2. The initiation and management of proceedings under Section 68 (1) (g) of the Act is a reason for interruption of proceedings related to student submissions, which were not finally decided upon yet.

Article 27: First Instance Proceedings and Decision

1. First instance proceedings under Section 68 (1) (c) through (g) are managed by the Vice-Rector for Study Affairs and Quality Management. Other cases are decided by the Rector.
2. Proceedings on a request of a student will be initiated on the day the request was delivered to the University.
3. Proceedings by virtue of the office will be commenced
 - a. in case of suspension of studies under Section 68 (1) (c) of the Act on the day of the decision,
 - b. in the event of non-fulfilment of the requirements implied by a study programme under Section 68 (1) (g) in conjunction with the provisions of Section 56 (1) (b) of the Act on the day of issuing the call to comment on the decision; the commencement of the proceedings is a reason to interrupt proceedings on student's requests, on which an effective decision has not yet been made.
4. The student will provide in the request
 - a. name and surname, or other names and maiden name, date of birth and permanent residence, or another address for mailing purposes which is different from the address under Section 63 (3) (b) of the Act, to which mail is to be delivered if the AIS cannot be used,
 - b. subject of request,
 - c. specification of the request,
 - d. signature.
5. If the request lacks any of the requirements or has other deficiencies, the Vice-Rector for Study Affairs and Quality Management or the Rector will ask the student to correct the request, providing the student with a reasonable deadline.
6. If the Vice-Rector for Study Affairs and Quality Management or the Rector determine that it is justified to stop the proceedings, he will stop the proceedings by a ruling.
7. The decision will be made in writing and will contain a statement, justification and instruction on the possibility of appeal.
8. The decision is in force if the period for filing an appeal has expired or if the student has waived the right to appeal.

Article 28: Appeal

1. The student may appeal against the decision of the University under Section 68 (1) of the Act. If the student has waived the right to appeal after notification of the decision, he/she will not have the right to file an appeal. If the student has withdrawn a submitted appeal, it may not be submitted again.
2. The appeal period is 30 days from the date of notification of the decision; the period is preserved if the consignment with the appeal was mailed on the last day of the period. If the appeal was filed

prior to the notification of the decision, it will be deemed to have been submitted on the first day of the appeal period.

3. In case of a missing, incomplete or incorrect instruction, the appeal may be filed within 15 days of notification of the corrected ruling, providing it was issued, though not later than within 90 days of notification of the decision.
4. A correct and timely submitted appeal has a suspensive effect, that is that the effects of the decision, legal power and enforceability will not be applied.
5. An appeal is made to the authority that had issued the contested decision and who may abolish or modify the decision provided that this fully satisfies the appeal. The student may appeal against this decision.
6. If the authority that had issued the contested decision does not find any reason to proceed under Article 28 (5) hereof, the file with the authority's opinion will be referred to the administrative body of appeal, i.e. the Rector, within 30 days of delivery of the appeal. In case of an impermissible or delayed appeal, the file will be referred to the Rector within 10 days.
7. If the Rector comes to the conclusion that the appeal was submitted on time and is admissible and that the contested decision is inconsistent with legal regulations or internal regulations of the University,
 - a. the contested decision or its part will be revoked and the proceedings will be stopped;
 - b. the contested decision or its part will be revoked and the matter returned to the authority that had issued the decision; in the justification of this decision, the Rector will state a legal opinion that is binding for the authority that had issued the decision in the new discussion of the case; the student may appeal against this new decision;
 - c. the contested decision or its part will be changed; the change may not be made if this would present a risk of losing the right to appeal; the student has the right to comment on the new documents prepared by the Rector; the Rector may not modify the contested decision to the detriment of the student, unless the decision conflicts with applicable legislation.
8. If the Rector does not find a violation of legal or internal regulations of the University, according to which the decision was issued, the appeal will be rejected and the contested decision will be confirmed.
9. If the Rector finds that it is justified in stopping the proceedings, he will revoke the contested decision and stop the proceedings.
10. Delayed or inadmissible appeals will be rejected by the Rector.
11. If the decision came into force, the Rector will examine whether there are prerequisites for a review, renewal of the proceedings or for issuing of a new decision.
12. The decision in the appeal proceedings will be issued by the Rector within 30 days from the day of delivery of the file to the Rector.
13. The student may not appeal against the decision of the Rector; the decision will come into force on the day of notification of the student.
14. If the student has withdrawn a filed appeal, the appeal proceedings will be stopped on the day of withdrawal. The contested decision will come into force on the day following the cessation of proceedings. The appeal may be withdrawn before the Rector's decision is issued, at the latest.

Article 29: Subsequent Measures

Following on the decision on the rights and responsibilities of the student, the Rector or Vice-Rector for Study Affairs and Quality Management will adopt measures so as to restore the rights of the student and to remove or at least mitigate any consequences caused by the defective decision.

Part Five: Final provisions

Article 30:

1. This internal regulation was approved by the Academic Board on 18/11/2019.
2. These Regulations replace in full the Study and Examination Regulations of ŠKODA AUTO VYSOKÁ ŠKOLA o.p.s., registered with the Ministry of Education, Youth and Sports (the "Ministry") on 31/8/2017, ref. No.: MSMT-14995/2017-2
3. The provisions on study programmes mentioned in these Regulations are to be reasonably applied to studies in the University's study programmes accredited before 1st September 2016, the date of effect of Act No. 137/2016 Coll.
4. This internal regulation becomes valid in accordance with Section 36 (4) and Section 41 (2) of the Act upon registration by the Ministry.
5. This internal regulation comes into effect on the day following the day of registration by the Ministry.