

**CODE OF STUDY AND EXAMINATION
OF THE UNIVERSITY OF ECONOMICS AND MANAGEMENT**

Study programmes in on-site and combined forms of study (Bc., Ing.)

The Code of Study and Examination provides details on the course of studies and on closure of studies in accredited study programmes at the University of Economics and Management.

The Code of Study and Examination is an internal regulation of the University of Economics and Management.

Note of the translator: this translation of VŠEM Code of Study and Examination corresponds, as far as possible, to the terminology used in the translation of the Act on Higher Education Institutions published at the website of the Ministry of Education, Youth and Sports of the Czech Republic.

Article 1 Introductory Provisions

1. The Code of Study and Examination of the University of Economics and Management (Vysoká škola ekonomie a managementu, a.s., hereinafter "VŠEM") is adopted in accordance with sec. 17(1)(f) of the Act No. 111/1998 Sb. on Higher Education Institutions and on the Amendments and Supplements to Some Other Acts (the Higher Education Act), as amended (hereinafter "the Act") as an internal regulation of VŠEM.
2. VŠEM implements, on the basis of a granted state approval to operate as private higher education institution and on the basis of accreditations by the Ministry of Education, Youth and Sports of the Czech Republic, relevant study programmes in on-site and in combined forms of study.
3. Teaching is performed in Czech and English languages.
4. Bachelor's (hereinafter "Bc.") and follow-up Master's (hereinafter "Ing.") study programmes are further divided into fields of study with relevant specializations.
5. The standard length of study is defined by the corresponding study programme.
6. Studies are commenced according to the specified commencement dates and to the number of applicants to the corresponding field of study and form of study.

Article 2 Enrolment of Applicants

1. Applicants become students of VŠEM on the day of fulfilment of conditions for enrolment in study.
2. The conditions and modes of enrolment shall be specified by the Rector of VŠEM.

Article 3 Study Programme and Curriculum

1. The study programme specifies the conditions a student must fulfil in the course of his/her studies and for their closure, including the form and contents of the final state examination.
2. The succession of courses, course credits, seminar theses, and exams, in terms of time and contents, is specified by the recommended chronological curriculum of studies (structure of studies).
3. Chronological curriculum of studies mainly includes: lectures, class exercises, seminars, seminar and course credit theses, practical applications, and consultations.
4. Curriculum may be supplemented by additional autonomous parts of the chronological curriculum of studies and lectures of external experts.
5. The student usually concludes a course within the relevant chronological curriculum of studies by an examination or by another form of assessment of studies as specified by the Rector of VŠEM.

Article 4 Organization of the Academic Year

1. The academic year at VŠEM lasts 12 calendar months and is divided into three trimesters, starting at 1 September and ending at 31 August.
2. The start and end of the teaching period for the relevant study group or course is specified by the student timetable.
3. The examination period is defined by the dates of examinations within the examination blocks of the student.
4. The student attends the taught courses and examinations as specified by the timetable of the relevant academic year (trimester).

Article 5 Enrolment

1. Applicants admitted to study and students enrol in the corresponding academic year on dates and under conditions specified by the Rector of VSEM.
2. As part of the electronic enrolment, the courses to be passed by the student in given academic year are entered in the timetable of the applicant/student.
3. If the student fails to perform the electronic enrolment him- or herself within the specified deadline, the electronic enrolment is performed by the study department on the basis of free capacities for the corresponding academic year.
4. Obligatory parts of the commencement of studies include an introduction to studies and taking the student vows during a ceremonial matriculation.

Article 6 Teaching

1. Unless provided otherwise by the curriculum, relevant academic staff member (guarantor), the Rector or a Vice-rector, student attendance at teaching is not compulsory.
2. Students must behave orderly during teaching and in accordance with basic social norms, i.e. avoid disrupting the teaching by inappropriate behaviour.
3. If a student is disrupting the course of teaching in such a way as to preclude other students from undertaking the teaching in an orderly manner, the teacher is entitled to banish the student from the lecture room and the student must respect the banishment.
4. If a student fails to obey the request of the teacher to leave the room, the teacher is entitled to discontinue the teaching and the student is consequently obliged to cover all financial costs associated with the discontinued teaching and with provision of substitute teaching. The choice of the aforementioned options is entirely in the hands of the teacher.
5. The behaviour referred to in paragraphs 3 and 4 constitutes a disciplinary misdemeanour of the student (commencement of disciplinary proceedings); the student will receive administrative points according to the Administrative Points System.

Article 7 Individual Curriculum

1. In the framework of an individual curriculum a student may, within the respective price level, request an amendment of the time schedule of teaching (timetable) in terms of undertaking the teaching of courses within given trimester in shorter or longer time period than the standard length of studies.
2. Individual curriculum is established by the study department on the basis of documents provided by the student and has no impact on the number of compulsory courses within the corresponding study programme.
3. In case of individual curriculum the conditions of enrolment are identical to those referred to in art. 5.

Article 8 Repetition of Parts of Studies

1. A student may repeat the study of individual courses.
2. A student may repeat a part of his/her studies (ex. the study of any course) provided that this does not prevent the study of a student enrolled in the teaching according to his/her timetable in given trimester/academic year.
3. The conditions for repetition of parts of studies shall be specified by the Rector.

Article 9 Interruption of Studies

1. During his/her studies a student may request an interruption of studies, for at least one calendar year (12 months); shorter periods shall be catered for via individual curricula (art. 7).
2. The conditions for interruption of studies shall be specified by the Rector.
3. The decision on interruption of studies is made by the Rector on the basis of the request received and on the basis of fulfilment of study and administrative duties by the student from enrolment in the first year of studies until the date of the request for interruption of studies (examinations, course credits, seminary theses etc.).
4. Approval of a student request for interruption of studies is also conditioned upon the payment of all study fees for given academic year for which enrolment have been performed according to art. 5.
5. Interruption of studies is recorded in SIS and does not count into the standard length of studies.
6. During the interruption of studies the applicant, in accordance with sec. 54(2) of the Act, is not a student and thus does not have the right to attend teaching and perform any acts associated with assessment of studies (course credits, examinations, seminar and final theses etc.).
7. If the applicant/student failed to apply for re-enrolment in studies after the period has passed for which the interruption of studies had been authorised, i.e. if he/she fails to enrol in studies and to fulfil student duties, it is assumed that his/her studies have come to an end according to sec. 56(1)(b) on the last day of the previous period for which the interruption of his/her studies had been authorised (the last authorised interruption of studies).
8. After an interruption of studies, the student enrolls in studies in the trimester following the last trimester to be regularly concluded.
9. The conditions of studies and assessments of studies (ex. examinations, course credits, written theses, course annotations, administration of studies, study fees and administrative fees etc.) are defined by the period into which the student performed the re-enrolment in studies.
10. The request for authorisation of interruption of studies must be lodged by the student via SIS and must contain the reason for interruption of studies as well as the length of the period of interruption (from – until) during which the studies are to be interrupted, while respecting the aforementioned conditions.
11. Students have a right to interrupt their studies based on pregnancy, childbirth, or parenthood for the recognized period of parenthood, in accordance with sec. 54 of the Act.

Article 10 Recognition of Examinations

1. Students may apply for recognition of examinations from courses passed during previous studies at VŠEM or at another higher education institution, or at a tertiary professional school with accredited educational programme.
2. The decision on recognition of an examination is made by the Rector, who also defines the general conditions for recognition of examinations.
3. If no general conditions are defined or if recognition of an examination is applied for when general conditions are not met, there is no legal entitlement to recognise the examination.
4. In case of recognised examination the classification "recognised" (uznáno, UZ) is entered in SIS after the corresponding enrolment in studies.

Article 11 Evaluation of Study Results

1. In the course of studies the evaluation of study results is performed mainly via course credits, examinations, course credit and seminar theses, written final examination,

presentations of theses, and defence of final thesis including a comprehensive oral final examination.

3. All classifications of study results are recorded in SIS (E-index).

4. In case a student does not accept the assessment for given course or thesis, he/she may apply via SIS for a review of the results (revision of assessment), within 10 days of entering the results into SIS (E-index). If he/she fails to do so the results in SIS are considered valid and final.

5. On the basis of student application referred to in paragraph 4 the Rector may, in substantiated cases, decide to change the assessment, to convene an examination before a board, or to cancel the assessment and authorise a new examination, or course credit/seminary thesis.

6. The conditions for evaluation of study results shall be specified by the Rector.

Article 12 Course Credits

1. A course credit (zápočet, ZP) is a specific form of evaluation of studies attesting to the fulfilment of requirements of contents and form (administrative requirements) in terms of performing tasks and assignments.

2. The conditions for passing a course credit are specified in the curriculum.

3. Regular, re-sit, and substitute dates of course credits are specified in the timetable of studies in SIS.

4. If a student fulfils the conditions for granting a course credit, a "započteno" (ZP) mark is entered into his/her SIS. If a student fails to fulfil the conditions for granting a course credit, a "nezapočteno" (NZP) mark is entered into his/her SIS.

Article 13 Seminary Thesis

1. A seminary thesis (seminární práce, SP) is an autonomous written output of a student in the defined range of pages and in the formal appearance conforming to the Instructions on Writing Scholarly Theses.

2. The number of seminary theses to be drafted by a student during his/her studies is specified by the chronological curriculum of studies.

3. A seminary thesis must be drafted, sent, and presented on the basis of standards and administrative features of VŠEM, see the Instructions on Writing Scholarly Theses.

4. Seminary theses are assessed by the following marks: "excellent" (výborně, 1), "very good" (velmi dobře, 2), "good" (dobře, 3), "unsatisfactory" (nevyhověl, 4).

5. A seminary thesis assessed in terms of contents as unsatisfactory (4 or NZP) must be redrafted by the student according to the comments and notes of the assessor.

6. The assessment of an SP shall take into account both the written output and the presentation (defence) of the SP, a necessary part of any SP with assessment.

7. Plagiarism, or taking over of ideas of other people and publishing those as one's own without reference to the original source, is a reason to commence disciplinary proceedings with the student.

8. Seminary theses of students are archived in SIS.

Article 14 Examinations

1. Examination (zkouška, ZK) provides a comprehensive evaluation of knowledge from a course.

2. The particular form of examination is specified in the annotation of each course.

3. Examinations are passed by the student in examination blocks, according to the examination plan established by him/her in given academic year within the corresponding examination period.

4. A student may only pass examinations in courses listed in student timetables in SIS.

5. A student applies for examination dates via SIS, and a student may only pass examinations in those courses he/she has applied for in the corresponding date.
6. Examinations are assessed by the following marks: "excellent" (výborně, 1), "very good" (velmi dobře, 2), "good" (dobře, 3), "unsatisfactory" (nevyhověl, 4).
8. In examinations students must follow the administrative instructions and orders issued by VŠEM for examination blocks.
9. Examination tests are archived in SIS.

Article 15

Re-sit of Examinations (Number of Examination Attempts)

1. A student has one regular, two re-sit, and one extraordinary attempts to pass a course credit/examination.
2. A student has one regular, two re-sit, and one extraordinary attempts to draft a seminary thesis.
3. A student has one regular, one re-sit, and one extraordinary attempts to draft a course credit thesis.
4. A student has one regular, one re-sit, and one extraordinary attempts to defend the final thesis and to pass the comprehensive oral examination.
5. The conditions for examination attempts shall be specified by the Rector.
6. The Rector can, on the basis of an application and of the history of study results (the average of marks, number of examination attempts), number of administrative points (fulfilment of conditions of administration of studies), presence at teaching (student attendance), and extracurricular activities of the student, decide to grant a rectoral examination attempt. There is no legal entitlement to be granted a rectoral attempt.
7. If the student fails to pass substitute or re-sit examinations, he/she fails to fulfil the conditions for continued studies at VŠEM and his/her studies are terminated without any compensation.

Article 16

Conclusion of Studies

1. The conditions for conclusion of studies are defined by the relevant time schedule for conclusion and closure of studies.
2. Conclusion of studies is conditioned upon successfully passing (by assessment) all course credits and examinations specified by the curriculum in courses, written final examinations, by submission, assessment, and defence of all seminary theses with corresponding number of credits specified.

Article 17

Conditions for Closure of Studies

1. Conditions for closure of studies include conclusion of studies and passing the final state examination including the defence of a Bachelor's thesis (in Bc. study programme) or Master's thesis (in Ing. study programme), and shall be specified by the Rector of VŠEM.

Article 18

Surpassing the Standard Length of Studies

1. In case of failure to comply with the standard length of studies by failure to conclude the studies or by failure to achieve the closure of studies by defence of the final thesis, the continuation of studies surpassing the standard length of studies is authorised on the basis of a paid extension of standard length of studies.
2. The paid extension of studies corresponds to the amount of tuition in standard length of studies for one academic year.
3. The conditions for continuation of studies within extended length of studies shall be specified by the Rector.

4. The standard length of studies is defined by the accreditation of the corresponding study programme/field of study and is specified in the information on fulfilment of conditions of admission procedure and on the VŠEM website.

Article 19

Abandonment of Studies and Other Ways of Ending Studies

1. Abandonment of studies is performed on the basis of a student request made via SIS VŠEM and of the conditions specified by the Rector:

- a) return of the VŠEM student ID (in person, via postal service, or via a proxy),
- b) statement of relevant and true reasons for abandonment of studies,
- c) payment of all due study-related fees in the academic year for which an electronic enrolment, or an enrolment referred to in art. 5, has been performed.

2. Abandonment of studies does not relieve the student of his/her duty to pay all financial obligations with respect to VŠEM (i.e. unpaid parts tuition instalments, administrative fees) in given academic year or time period for which he/she has performed an electronic enrolment, or have been enrolled by the study department in accordance with art. 5.

3. Apart from regular closure, studies may also come to an end in ways defined in sec. 56(1) of the Act and under conditions specified in the Act and in this Code.

4. Studies come to an end on the day the student application is lodged and, unless specified otherwise for the case of studies ending due to the failure to meet the requirements and conditions in accordance with sec. 56(1)(b) of the Act, it is assumed that the day of the end of studies is the day on which the fact providing grounds for ending the studies (failure to meet a requirement or condition) occurred.

5. To a student who has abandoned his/her studies or has ended them in other than regular way (other than closure), and who has fulfilled the conditions specified in paragraph 1 and has no outstanding financial obligations towards VŠEM, VŠEM issues a certificate listing completed exams (E-index) in accordance with sec. 57(5)(a) of the Act, to be sent attached to the information on meeting the conditions for abandonment or ending the studies.

Article 20

Final State Examination

1. Final state examination (státní závěrečná zkouška) is composed of written and oral parts and of a defence of Bachelor's (Bc.) or Master's (Ing.) thesis. The courses included in the written and oral parts of the final state examination are specified in the curriculum (structure of studies).

2. The student is only allowed to undertake the oral part of the final state examination if he/she has successfully passed the written parts of the final state examination.

3. The oral part of the final state examination is taken before an examination board for final state examination. The examination board has at least three members and is mainly composed of associate professors, professors, and practicing experts. The examination board is appointed by the Rector. The Ministry of Education, Youth and Sports of the Czech Republic may appoint additional members from among distinguished specialists in the relevant fields.

4. The assessments of individual parts of the final state examination and the fulfilment of conditions for closure of studies is entered into SIS (E-index).

5. The dates of the final state examinations for given academic year shall be specified by the Rector.

6. Each part of the final state examination including the Bachelor's or Master's thesis is assessed individually by the following marks: "excellent" (výborně, 1), "very good" (velmi dobře, 2), "good" (dobře, 3), "unsatisfactory" (nevyhověl, 4).

7. The overall mark of the final state examination is established by rounding the average of marks received in individual parts of the final state examination.

Article 21

Defence of Bachelor's/Master's Thesis

1. Students submit the Bachelor's/Master's theses via SIS in the required format (electronically), in the required formal appearance (Instructions), and within the specified deadline.
2. A student drafts the Bachelor's/Master's thesis under the supervision of an academic staff member or practicing expert (the thesis supervisor) selected or approved by VŠEM.
3. A student may only undertake the defence of Bachelor's/Master's thesis if he/she has concluded his/her studies and has successfully passed all written parts of the final state examination within the specified deadline.
4. The Bachelor's/Master's thesis supervisor and reviewer draft evaluations of the Bachelor's/Master's thesis presented. The reviewer of a Bachelor's/Master's thesis is selected or approved by VŠEM.
5. Copies of evaluations by the Bachelor's/Master's thesis supervisor and reviewer are available to the student in the specified period before the date of the defence.
6. The defence of the Bachelor's/Master's thesis takes place before the examination board for final state examinations.
7. The defence of a Bachelor's/Master's thesis includes the introductory presentation by the student, statements of the Bachelor's/Master's thesis supervisor and reviewer, and responses of the student to the questions asked by the thesis supervisor and reviewer, and by the members of the examination board.

Article 22

Re-sit of Final State Examination

1. Each part of the final state examination may be re-sit by the student twice at most. On the basis of a request the Rector may also decide to grant a rectoral final state examination attempt. There is no legal entitlement to be granted a rectoral attempt.
2. A student may excuse him-/herself from attending a part or parts of final state examination due to serious reasons. The final assessment of the grounds for excuse is made by the Rector.
3. In case of unexcused absence at a part of the final state examination it is assessed by the mark "unsatisfactory" (nevyhověl, 4).

Article 23

Publication of Final Theses

1. VŠEM makes public, at no profit to itself, the Bachelor's/Master's theses that have been defended at VŠEM, including the evaluations and the results of the defence, via a database of theses.
2. The Bachelor's/Master's theses submitted by students to be defended is published in the specified deadlines before the defence date by making them available for consultations at the VŠEM study department.
3. By submitting a Bachelor's/Master's thesis the author approves of its publication according to the law, regardless of the results of the defence.

Article 24

Documents Attesting to the Closure of Studies

1. Closure of studies occurs on the date when the last part of the final state examination is passed.
2. The higher education diploma, granted by VŠEM to graduates of relevant accredited study programmes, serves as the document attesting to the closure of studies and the awarding of an academic degree. Diploma supplement is annexed to the diploma.
3. Graduates of Bachelor's degree programmes are awarded by VŠEM the academic degree of "bakalář" ("Bachelor", abbreviated as "Bc.").

4. Graduates of Master's degree programmes are awarded by VŠEM the academic degree of "inženýr" ("Engineer", abbreviated as "Ing.").
5. After having passed the last part of the final examination the student receives a certificate attesting to the closure of corresponding study programme at VŠEM.

Article 25

Graduation Ceremony of VŠEM Graduates

1. The delivery of the higher education diploma is a part of the ceremonial graduation of the graduates of corresponding study programme, also including the graduation vows of the graduates.
2. The presence of the graduate at the ceremonial graduation is mandatory.
3. The dates of the ceremonial graduation of graduates for given academic year shall be specified by the Rector.

Article 26

Tuition and Administrative Fees

1. Studies in an accredited study programme are provided by VŠEM subject to payment.
2. The amounts of study-related fees and their contents (administrative and study services) for each study programme and form of studies shall be defined by the Rector.
3. The above-standard study and administrative services (ex. re-sit and extraordinary examination attempts, individual administration of studies, duplicates of documentation of studies etc.) are paid for in excess of tuition. The price for these above-standard acts shall be specified by the Rector.
4. A student must pay VŠEM all study-related fees in the period into which he/she has enrolled or has been enrolled electronically, on the basis of which a study spot has been guaranteed for him/her in accordance with art. 5, even in case of abandonment or ending of studies at VŠEM in accordance with the Act (sec. 56(1)).

Article 27

Queries, Requests, Information, and Excuses

1. Registered applicants for study and students submit queries, requests, information, and excuses via SIS, and in some cases, they can be asked to submit the request or application also in writing with their personal signatures.
3. Within the standard examination dates (examination, course credit, final examination) a student is entitled to a specified number of "sick days" for given academic year.
4. The conditions for the form and ways of accepting excuses shall be specified by the Rector.

Article 28

Student Assessment of Studies

1. Each student is obliged to assess, within the deadlines specified, his/her studies in a relevant way via SIS.
2. This assessment serves to evaluate individual courses or teachers, and other aspects of studies.
3. The results of student assessment of studies are used within internal and external evaluation and accreditation processes.

Article 29

Credit System

1. The studies include ECTS-based Credit System.
2. Closure of studies is conditioned upon achieving the specified minimum number of credit points over the entire studies.

3. The conditions of the Credit System shall be specified by the Rector; the credit load for given study programme is included in the structure of corresponding field of study.

Article 30 Administrative Points System

1. Failure to meet administrative requirements associated with the studies and breach of VŠEM internal regulations is reflected in points.
2. In case of achievement of specified number of administrative points within one academic year the student is invited to provide explanation before the VŠEM Administrative Committee; the latter proposes to the Rector a draft solution, and in case of extremely serious administrative and study misbehaviours disciplinary proceedings are commenced with the student upon a proposal by the Rector.
3. The conditions of the Administrative Points System shall be specified by the Rector and enacted in relevant VŠEM regulation.

Article 31 Common and Concluding Provisions

1. The Rector is authorised to delegate parts of his/her competences by a written decision onto a delegated VŠEM staff member (a Vice-rector, head of unit, expert guarantor etc.) whose decisions made within this delegation have the same effects as decision of the Rector specified in this Code.
2. Detail on implementation of this Code are published at the VŠEM website; the clarifying and complementing text is included in the corresponding Decree of the VŠEM Rector.
3. All data associated with the course and administration of studies of a student are recorded and archived in SIS. Unless explicitly specified otherwise, students and registered applicants for studies are obliged to use exclusively the study forms within SIS to communicate with VŠEM administration. Access to SIS is under authorisation (login name, password, group).
4. A student must inform VŠEM within 7 days at latest of the respective change of any change to his/her name(s) or surname(s), place of stay, nationality, or other facts establishing grounds for entitlements towards VŠEM or representing impediments to studies. If a student fails to inform VŠEM of the change of his/her place of stay or correspondence address, VŠEM is authorised to send documents to the address of the last place of stay submitted by the student. The consignment is also considered delivered in case it was not received (delivered on the day it was stored at the premises of a postal licensee), in case it was refused to be received (delivered on the day of refusal to receive it), or in case of delivery being impossible due to the fact that the place of stay of the recipient is unknown to the delivery agent (delivered on the day it was returned by the postal licensee as undeliverable).
5. The conditions for review of a decision on ending the studies are specified in sec. 68(4) of the Act.
6. This Code of Study and Examination also applies accordingly to other study programmes of VŠEM (doctoral studies, MBA, LLP MOOC, professional courses etc.).

In effect since: 1 January 2017

prof. Ing. Milan Žák, CSc.
Rector