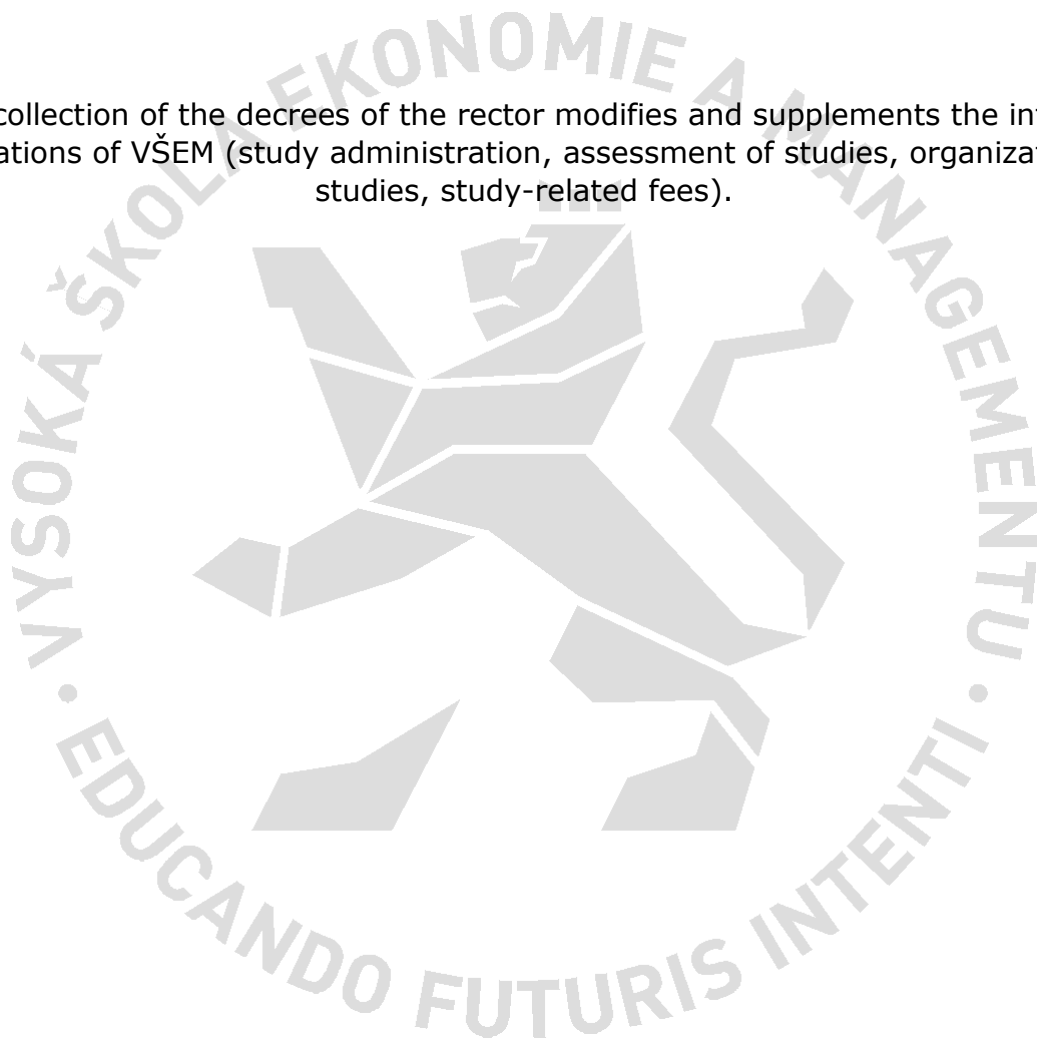


**COLLECTION OF THE DECREES OF THE RECTOR OF
UNIVERSITY OF ECONOMICS AND MANAGEMENT**

The collection of the decrees of the rector modifies and supplements the internal regulations of VŠEM (study administration, assessment of studies, organization of studies, study-related fees).



COLLECTION OF THE DECREES OF THE RECTOR

Contents

I. STUDY ADMINISTRATION	4
Electronic Enrolment.....	5
Apologies for Failure to Attend an Examination Block (EZK, ZZK)	7
Extension of the Length of Studies	8
Students Signing Up via SIS VŠEM	11
VŠEM Student Information System (SIS VŠEM) – Student-VŠEM Communication.....	12
Participation in Teaching Blocks and EZK Evaluation	13
Participation of Students in Audience at Defences of Professional Theses (ST/BT/MT)	16
Basic Literature of VŠEM (Price Level Premium)	17
II. ASSESSMENT OF STUDIES	19
Formal Assessment of Final Theses.....	20
Classification of Written Theses and Examination Tests.....	22
Inspection of a Test / Review of a Test and Revision of Classification Assessment.....	24
Written Outputs within the Assessment of Studies.....	25
Written Final Examinations (EZZK).....	29
Inclusion of Written and Oral Final Examinations	30
Number of Examination Attempts and Repetition of Parts of Studies	31
Supervision and Quality of Final Theses	33
Entry and Exit Tests	35
Outputs from Practical Applications (PA)	36
Examination Period at VŠEM.....	37
Methods of Closing Courses	38
ORGANIZATION OF STUDIES.....	39
Free-of-charge Period for Completion of Studies	40
Twin-field Studies at VŠEM	42
VŠEM Microdiplomas	45
Protection of Personal Data.....	47
Rights to the Results of Research, Development, and Innovation Activities, and Modes of Handling them	50
Powers and Responsibilities of a Guarantor	52
Powers Delegated by the Rector of VŠEM.....	55
Graduation Ceremony of VŠEM Graduates.....	57
VŠEM Student Board and VŠEM Student Senate	58
Award of the Master of Business Administration (MBA) Professional Degree within a Bachelor's (Bc.) and Master's (Ing.) Degree Programme at VŠEM	59

No Smoking and No Consumption of Alcohol and Other Addictive Substances on the Premises of VŠEM and in their Surroundings	61
Changes in the Names of Courses/Modules/Seminar Blocks in Degree Programmes (Bachelor's, Master's)	62
STUDY-RELATED FEES	64
Tax Deductibility of Study-related Fees / Tuition Fees	65
Payments of Study-related Fees and Payment in Instalments.....	67
Shifting the Due Date of Study-related Fees.....	74



I. STUDY ADMINISTRATION

Electronic Enrolment	5
Apologies for Failure to Attend an Examination Block (EZK, ZZK)	7
Extension of the Length of Studies	8
Student Sign-up via SIS VŠEM	11
VŠEM Student Information System (SIS VŠEM) – Student-to-VŠEM Communication	12
Participation in Teaching Blocks and EZK Evaluation	13
Participation of Student Audience at Defences of Academic Theses (ST/BT/MT)	16
Basic Literature of VŠEM (Premium Price Level)	17



Decree of the Rector No. 04/2016

Electronic Enrolment

Article 1

Performance of an Electronic Enrolment

- 1) By electronic enrolment student confirms/compiles his/her timetable for given academic year (AY).
- 2) The electronic enrolment (EE) takes place in every academic year from 1 July until 31 August, and the possibility of performing the EE is subject to payment of all payments in SIS VŠEM (study-related fees and instalments of study-related fees, administrative fees, etc.) according to the payment schedule, due date or the postponed due date (see Administration of payments).
- 3) EE is compulsory for all students of VŠEM, and it also concerns students who extend their studies and no longer attend any direct teaching, as well as students who commenced their studies in January and April of given academic year.

Article 2

Failure to Perform the Electronic Enrolment

- 1) Students who fail to perform enrolment for another AY and do not make request to abandon their studies by the specified date will be enrolled by VŠEM at an extraordinary date based on the free capacity of individual study groups/modules/subjects, with no regards to time preferences and study needs of the student.
- 2) In case the student does not want to continue his/her studies at VŠEM, (s)he must report this fact via SIS VŠEM / Study form / Request/inquiry as abandonment of studies at VŠEM before beginning of the EE so that (s)he does not block the study place and capacity for another AY, in all cases no later than at 30 June.

Article 3

Field-of-study Specialization

- 1) The minimum number of students needed to open a field-of-study specialization is 15, the maximum is 60.
- 2) In the case of enrolment in/completion of the entire specialization block, i.e. all study subjects in given field-of-study specialization, this fact is recorded in the diploma as a field-of-study specialization.
- 3) Enrolment in a greater number of courses beyond the standard course structure is possible at Premium/Exclusive price levels, within the Individual Study Plan (ISP).
- 4) Field-of-study specialization can be opened even in case of fewer enrolled candidates if the students in question commit themselves to attain full (100%) attendance at individual courses/teaching blocks. In case of failure to comply with this condition of attendance, each

student will be obliged to pay an administrative fee for the opening and implementation of the field-of-study specialization.

Article 4
Validity of the Decree

The decree enters into force on 1 July 2016. Updated from 1 July 2017.



Decree of the Rector No. 03/2013

Apologies for Failure to Attend an Examination Block (EZK, ZZK)

Article 1

Proof of Absence at an Examination Block

- 1) In case of non-attendance at the examination block (EZK, ZZK) the student does not provide any doctor/employer/public authority attestation or other reason for non-attendance, but is entitled to a "Sick Day" (hereinafter "SD").
- 2) In order to be eligible for an SD, the student is obliged to send a request via SIS VŠEM / Request/inquiry, specifying the date of the examination block, within 7 days from the date of the examination (with "Sick Day" in the message subject).
- 3) If a student's request is not sent or if his/her SDs for a given period (AY) have already been exhausted, the examination is marked with grade 4 ("unsatisfactory") and the student can only sign up for another examination attempt in the following trimester.
- 4) SDs cannot be applied in case of defences of seminar or final theses.

Article 2

Number of SDs for Bc./Ing./MBA/Ph.D. Programmes per Academic Year

- 1) The number of SDs is determined by the content of the respective price level:
 - a) Classic - 1
 - b) Standard - 3
 - c) Premium - 9
 - d) Exclusive - unlimited.
- 2) Unused SDs are not carried forward.

Article 3

Exhaustion of SDs

- 1) In case of exhaustion of SDs and subsequent non-attendance of the student at an examination block caused by serious reasons (force majeure), only the Rector of VŠEM may decide to accept a substantiated apology on the basis of the request made by the student, and only on the basis of a recommendation of the VŠEM Administrative Committee (fulfilment of administrative and study duties of the student).
- 2) The non-acceptance of an apology cannot be legally contested.

Article 4

Validity of the Decree

The decree enters into force on 1 September 2013. Update from 1 September 2017.

Decree of the Rector No. 07/2014

Extension of the Length of Studies

Article 1

Procedure to Extend the Length of Studies

In the event of failure to conclude/end studies within the set deadline (standard length of studies) the studies are automatically extended, depending on the contents of the price level used by the student, for another year (12 months) within the last price level used by the student and its contents (annual tuition) until the completion of the studies by defending the final thesis.

Article 2

The Amount of Study-related Fees for the Extension of the Length of Studies

- 1) Extension of the length of studies is subject to a fee.
- 2) Within the extension of the length of studies (12 months) the student pays the amount equivalent to the sum of annual study fees for the last year of study within his/her standard length of studies.
- 3) The price level contents (eg. the possibility of and deadlines for splitting the study-related fees, the length of the examination and administrative periods) and the administration of payments are determined by the respective price level or by VŠEM Internal Regulations.
- 4) The missing parts of the evaluation of study results (course credits, examinations, seminary theses, final examinations, defence of the final thesis) shall be completed by the student on the basis of the individual examination plan set by the student within the respective examination period for given price level.
- 5) The student is obliged to pay study-related fees for the entire period of extension of the length of studies (12 months) even in case of splitting of the annual payment of study-related fees/tuition fees or of earlier completion of studies (defence of the final thesis).

Article 3

Administration of extension of the length of studies

- 1) The extension of the length of studies (12 months) is performed by the Information Advisory Centre for all students who did not fulfil the conditions for completion of studies by the set deadline and who have the possibility to extend their studies provided by the contents of the price level used. If the extension of the length of studies is not included in the student's price level, the studies are terminated at the end of the standard length of studies.
- 2) The student may request a change in the price level before the end of the standard length of studies or before the end of the previous extension of the length of studies.

Article 4

Conditional Extension of the Length of Studies

- 1) A student with price level Premium or Exclusive (for the entire period of study) who has concluded his/her studies (classification of all ZPs, ZKs, ZZKs, WTs) and has a registered application for study at VŠEM in a follow-up degree programme at VŠEM (Ing., MBA) may request a conditional extension of the length of studies by 1 trimester in order to achieve completion of studies (BT/MT defence).
- 2) Free conditional extension of the length of studies includes the earliest possible date for completion of studies by defending the final thesis (October, January, June) after their conclusion (classification of all ZPs, ZKs, ZZKs, WTs).
- 3) Individual classification attempts within the assessment of studies in case of conditional extension of the length of studies (closure of studies) shall be paid for by the student on the basis of an issued payment document (defence of a BT/MT - CZK 3,000).
- 4) Conditional extension of the length of studies by 1 trimester (for completion of studies) is subject to submission of an application for study at VŠEM, fulfilment of conditions for conditional admission to study (notification of fulfilment of conditions of the admission procedure) and enrolment in the 1st year of the follow-up Master's programme (Ing.) or professional Master's programme (MBA) at VŠEM at the price level Premium or Exclusive.
- 5) If the student fails to meet the condition of completion of studies within the given deadline (within the relevant trimester), or fails to enrol in the first year of the follow-up Master's programme at VŠEM (Ing., MBA), (s)he is obliged to pay for the extension of the length of studies according to Articles 1 and 2.

Article 5

Re-sit Date within the Extended Length of Studies

- 1) In case the student fails to defend the final thesis (BT/MT) or fails to pass the final oral examination (ZZK) at the regular date for defence within the standard length of studies or within the extended length of studies, (s)he can request a free-of-charge re-sit date which must be taken within 6 months of the date of unsuccessful defence of the BT/MT or unsuccessful ZZK.
- 2) Only students within price levels Premium or Exclusive (for the entire duration of studies) are entitled to a free-of-charge re-sit date referred to in paragraph 1.
- 3) Students with a different price level (i.e. Scholarship, Classic, Standard) extend their length of studies according to Article 2 in order to re-sit the defence of their final thesis.

Article 6

Extension of Studies by a Trimester

- 1) A student with price level Premium or Exclusive (for the entire duration of studies) may request extension of the standard length of studies by one trimester, i.e. 4 months.
- 2) The request shall be sent via SIS VŠEM within 60 days before the end of the standard length of studies or before the end of the extended length of studies.
- 3) The request of extension of the length of studies by a trimester is subject to approval by the VŠEM Administrative Committee (ADK VŠEM) to which the student shall present a schedule for closure of studies (number of missing items/credits within the assessment of studies and

timetable for performance) which must be implementable and shall be binding for the student once approved.

- 4) The student extends his/her studies by a trimester within his/her price level in the standard length of studies (in the case of the price level Exclusive after having exhausted the 12 free months for concluding the studies).
- 5) No interruption of studies is possible within the extension of studies by a trimester; in other words: in case of interruption of studies the student shall cover the difference between the annual amount of study-related fees at given price level and the price for given trimester, i.e. annual study-related fees.
- 6) A student who abandons his/her studies or whose studies at VŠEM come to an end according to the Higher Education Act or VŠEM Internal Regulations (ex. exclusion from studies due to a disciplinary sanction) must cover the price difference between the price of the extension of studies by given trimester and the study-related fees in his/her price level for given academic year.
- 7) The amount of study-related fees for the extension of studies by a trimester is specified by the Administrative Price List valid for given academic year.

Article 7

Validity of the decree

The decree enters into force on 1 September 2014. Update (Article 6) on 1 September 2017.

Decree of the Rector No. 05/2014
Students Signing Up via SIS VŠEM

Article 1

General Provision

- 1) Abolishment of the duty of students to sign up via SIS VŠEM for the following study and administrative tasks at VŠEM:
 - a) Guests of VŠEM,
 - b) Bachelor's/Master's thesis seminar (final module),
 - c) Student participation in ST/BT/MT defence (as audience),
 - d) Seminars for writing professional theses,
 - e) Trimester introduction (seminar),
 - f) VideoForum VŠEM (professional and administrative video consultations),
 - g) Application for professional practice.
- 2) Students can participate in the above events without prior sign-up.

Article 2

Validity of the Decree

The decree enters into force on 1 January 2014.

Rector's Regulation No. 06/2008

VŠEM Student Information System (SIS VŠEM) – Student-VŠEM Communication

The Rector of VŠEM hereby lays down rules for communication of students and registered applicants with the VŠEM administration.

Article 1

Student Information System

- 1) The Student Information System of the University of Economics and Management (SIS VŠEM) is intended for registered applicants, students, and academic staff of VŠEM.
- 2) Unless expressly stated otherwise, students and registered applicants are required to use Study Forms within SIS VŠEM to communicate with the school administration.
- 3) The contact form is intended for applicants, persons interested in studies, or visitors to the VŠEM website who do not have access to SIS VŠEM.
- 4) If a student uses the contact form to communicate with the school administration, the VŠEM administration shall not respond to such a request (inquiry).

Article 2

Validity of the Decree

The decree enters into force on 1 January 2009.

Decree of the Rector No. 04/2013
Participation in Teaching Blocks and EZK Evaluation

Article 1

Final Evaluation of the Examination in Relation to Attendance

- 1) Students can earn bonus points for examination tests with 100% attendance (presence) at teaching blocks/applications:
 - a) 10 points - the student can get 10 bonus points for the final evaluation of the examination of the course in question with 100% attendance at teaching blocks (lectures/exercises, i.e. physical presence of the student at the teaching performed in the VŠEM building).
 - b) 10 points - the student can get 10 bonus points for the final evaluation of the examination of the course in question with 100% participation in interactive forms of teaching (videolearning and videoexercises, i.e. physical presence of the student within the interactive applications of VŠEM).
 - c) 20 points - the student can get 20 bonus points for the final evaluation of the course in question by 100% participation in all parts of the course (i.e. lectures/exercises, videoexercises, videolearning), this being the sum of the bonus points awarded when conditions stated under points a) and b) are fulfilled.
- 2) Bonus points for the examination test can only be obtained in case of passing the examination in the course in question in the academic year in which the course was listed in the schedule of the student, and only after all training blocks of the course in question (lectures/videoexercises) have been completed.
- 3) Bonus points shall only be awarded to the student if the points obtained in the examination test (EZK) exceed the lowest possible threshold for "good" (3), i.e. 51 points; if the test results in "unsatisfactory" (4), the student is not eligible for award of additional points for attendance.
- 4) If the student is not interested in having his/her attendance taken into account in the examination test, (s)he must take this fact into account within individual parts of the course (lectures, exercises, interactive applications), for example by not registering his/her presence at the training block.

Article 2

VŠEM Interactive Applications (Videolearning, Videoexercises)

- 1) In order to earn bonus points for an examination, the student has to pass (physically see) the interactive videolearning application prior to the date of the actual examination block for the course in question; bonus points cannot be applied retroactively.
- 2) In order to earn bonus points for an examination, the student must complete the interactive application of videoexercises (and confirm his/her presence at it) at the dates provided in the SIS VŠEM, within the relevant training blocks of the subject in question; bonus points cannot be applied retroactively or within other courses.

- 3) The completion of an interactive application can be supplemented by partial steps in the framework of assessment of studies which will verify the presence and study readiness of the student (ex. continuous and control tests, professional assignments for self-study assigned by a member of VŠEM academic staff, etc.).
- 4) Passing (viewing) of an interactive application in SIS (videolearning, videoexercise) must only be done by the student in question. The student logs into the application through his/her personal data for SIS VŠEM (username, password); each application features checking procedures that verify student identification and his/her presence in the application (these procedures can be changed by VŠEM variably, for example in case of update to the interactive applications).
- 5) If a student participates in the on-site part of the course and starts a videolearning application during the lesson, his/her presence is not counted in either case.

Article 3

Evidence of Attendance in SIS VŠEM

- 1) Instructions for recording attendance are included in the Attendance and Registration System, see VŠEM Internal Regulations.
- 2) Student complaints shall not be taken into account in cases of forgotten student cards, incorrect or incomplete registration of arrival/departure (i.e. wrong registration at attendance terminal), late arrival, early departure, absence of student due to illness, busy times, etc.
- 3) The registration as recorded in SIS VŠEM is considered final and definitive, with no claim to change of status.
- 4) In order to have his/her attendance accounted for in the SIS, the student must only take the examination after all parts of the course have been completed (training blocks, teaching applications), i.e. after the last part of the course according to the schedule in SIS.
- 5) The student may not arbitrarily leave the teaching room without registering attendance at the attendance terminal (departure), ex. for attending an examination block, exercise, consultation or administration of his/her studies at VŠEM.

Article 4

Validity and Entry into Force of the Decree

- 1) Registration of attendance and participation, i.e. acquisition of bonus points in the framework of assessment of studies, is voluntary and is subject to compliance with the instructions and procedures of the VŠEM Internal Regulations (Decree of the Rector of VŠEM No. 04/2013, Attendance and Registration System).
- 2) Wrongful acquisition of bonus points (i.e. wrongful manipulation with student ID, wrongful student registration in VŠEM interactive applications, absence/non-participation of the student in individual parts of teaching, etc.) or an attempt of the student to acquire them for oneself or for another person in the framework of studies at VŠEM shall be considered a gross violation of the VŠEM Internal Regulations and shall result in initiation of disciplinary proceedings with the student.

- 3) The award of points in case of fulfilment of the stipulated conditions only applies to examinations from courses listed in the schedule of the student from AY 2013/2014 (September 2013), i.e. when the system in question was introduced at VŠEM.
- 4) The decree as updated and in force as of 1 September 2015.



Decree of the Rector No. 07/2013
Participation of Students in Audience at Defences of Professional Theses (ST/BT/MT)

Article 1

Defences of Professional Theses

- 1) The defences of professional theses (ST/BT/MT) are public for the students of VŠEM, and the student in audience no longer needs to announce his/her participation via SIS VŠEM / Study Forms.
- 2) In order to be present in audience at a ST/BT/MT defence, the student must wear adequate clothing and behave accordingly; the students in audience must not enter the discussion or defence, or otherwise interfere in the proceedings (only members of the expert board, the supervisor, and the opponent have the right to ask questions).
- 3) Arrivals/departures of students in audience at ST/BT/MT defences are only permitted prior to the official opening and during the reserved breaks; it is not permitted to interfere with a BT/MT defence by arbitrary arrivals and departures of students.
- 4) The expert board or administrative attendants may, on the basis of inappropriate behaviour, expel a student in audience from the defence with a proposal to award administrative points and initiate disciplinary proceedings for conduct incompatible with the academic environment.

Article 2

Participation of a Student in Audience at Defences

- 1) A student participates in selected defence of an ST/BT/MT without sending prior request through SIS VŠEM; the dates of individual defences are available in SIS VŠEM / Calendar of Teaching and Examinations.
- 2) Administrative attendants may decide not to allow student(s) into the examination room due to capacity reasons or for reasons specified in Article 1(2).

Article 3

Validity of the Decree

The decree enters into force on 1 November 2013.

Decree of the Rector No. 02/2016
Basic Literature of VŠEM (Price Level Premium)

Article 1

Loaning Basic Literature

- 1) Students at the price level Premium are entitled to loan, free of charge, a set of basic literature from the edition "VŠEM Study Texts" (hereinafter "SText") for the duration of relevant academic year.
- 2) The set of STExts is loaned to the student for the entire academic year and contains the basic literature for the courses the student is enrolled in according to SIS VŠEM in that academic year (SIS VŠEM / Timetables).

Article 2

Pick-up and Return of the Loaned Items

- 1) The free-of-charge loan of the set of STExts for given academic year is subject to the following conditions:
 - a) enrolment (payment of study-related fees/tuition fees at price level Premium) for relevant academic year,
 - b) ordering the set of STExts through the ePlatby VŠEM application within 7 days from the date of the Introduction to Studies course, or within 7 days from the end of the electronic enrolment for given academic year.
 - c) picking up the ordered set of STExts at the VŠEM Information and Advisory Centre within 14 days from the date when the loan is ready for collection (informative mail).
- 2) If a student fails to collect the ordered set of STExts within the stipulated deadline, (s)he loses the entitlement to a free loan of STExts in given academic year and is awarded administrative points (5).
- 3) Student shall return the set of STExts by 31 August of given academic year, always as a complete set. If a student wants to keep a part of the STExts, (s)he is obliged to pay the price according to the tariff shown in the ePlatby VŠEM application for given price level.
- 4) When returning the STExts, the state of the items is checked by a member of the Information and Advisory Centre staff who determines the rate of use/wear of each STExt as "usable" or "unusable":
 - a) Usable – the STExt is further usable, i.e. without notes and highlighted text in the STExt, without damage to cover and pages (student does not pay anything);
 - b) Unusable – the STExt features student notes, highlighted text, damage to cover and pages (the student will pay the full price of the STExt and may retain the publication).
- 5) If the student does not return the set of STExts on or before the specified date (according to point 3), (s)he is obliged to pay the full price for all STExts (s)he loaned according to the VŠEM tariff ((s)he can keep the STExts).

Article 3

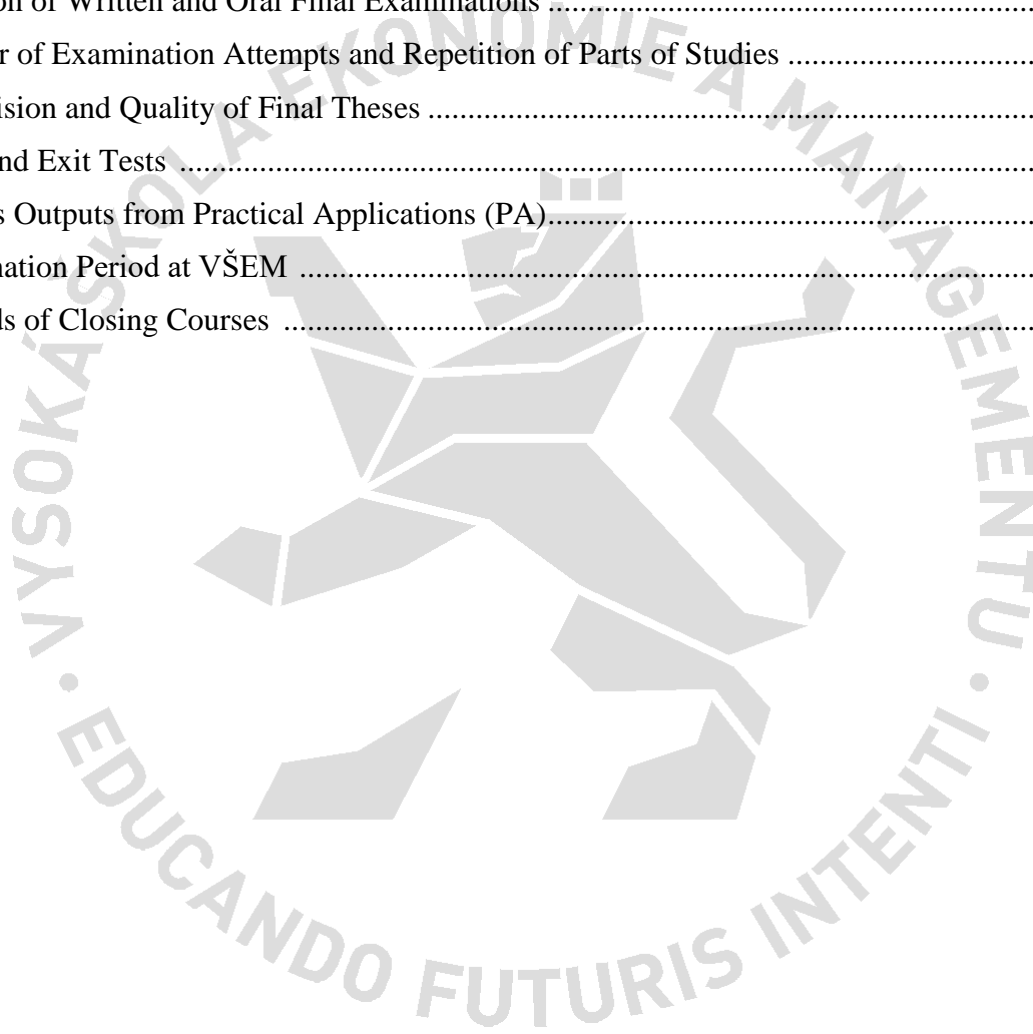
Validity of the Decree

The decree enters into force on 1 January 2016.



II. ASSESSMENT OF STUDIES

Formal Assessment of Final Theses	20
Classification of of Written Theses and Examination Tests	22
Inspection of a Test / Review of a Test and Revision of Classification Assessment.....	24
Written Outputs within the Assessment of Studies.....	25
Written Final Examinations (EZZK)	29
Inclusion of Written and Oral Final Examinations	30
Number of Examination Attempts and Repetition of Parts of Studies	31
Supervision and Quality of Final Theses	33
Entry and Exit Tests	35
Outputs Outputs from Practical Applications (PA).....	36
Examination Period at VŠEM	37
Methods of Closing Courses	38



Decree of the Rector No. 03/2016
Formal Assessment of Final Theses

Article 1

Formal Evaluation of Final Theses after their Submission

- 1) Prior to being sent to the supervisor and opponent for assessment, all submitted final theses shall undergo formal evaluation.
- 2) Formal evaluation shall be carried out by a five-member Pedagogical Commission composed of VŠEM academic staff. The Pedagogical Commission meets immediately after the deadline for submitting the final theses in the regular deadline (1.V./1.IX./1.XII.), or in the "pre-deadline" (1.VII./1.X./1.III.). The members of the Pedagogical Commission check the submitted theses against formal requirements placed on them and propose them to be approved and sent to the opponents, or to be rejected and sent back for necessary revision.
- 3) On the basis of a proposal by the Pedagogical Commission, the Rector or the Vice-Rector charged by the Rector to deal with study issues decides either to approve the theses for defence or to reject them and send them back for necessary revision.
- 4) The purpose of evaluation by the Pedagogical Commission is to eliminate theses that do not meet the requirements set out in the Guidelines for Writing Theses at VŠEM.
- 5) Evaluation by the Pedagogical Committee shall take place without participation of students.
- 6) The theses shall only be sent to supervisors and opponents for assessment after approval by the commission.
- 7) Theses submitted in the regular deadline that were rejected must be revised and submitted by the student by the next deadline for BT/MT defence at earliest. When the thesis is not allowed for defence, the student does not lose an examination attempt.
- 8) Theses submitted in the "pre-deadline" that were rejected can be revised and subsequently submitted by the regular deadline without need to postpone the date of defence. The student does not lose an examination attempt.
- 9) No appeal is possible against the Rector's final decision based on the recommendation of the Pedagogical Commission.
- 10) In case of rejection of the thesis by the Pedagogical Commission the student must contact the supervisor of the thesis within 30 days of receiving the decision and modify the work under his/her supervision. If the student does not contact the supervisor in that period, the thesis topic shall be withdrawn from him/her.

Article 2

Requirements to be Evaluated

In particular, the following requirements shall be evaluated:

- a. Layout and alignment of the text,
- b. Quotes and bibliographic records,
- c. Correctness of listing tables, graphs, formulae, and images,
- d. Conformity with the thesis assignment,
- e. Correctness of the summary form,

f. Linguistic correctness.

Article 3
Validity of the Decree

The decree enters into force on 1 March 2016. Updated from 1 September 2017.



Decree of the Rector No. 01/2016
Classification of Written Theses and Examination Tests

Article 1

Deadlines for Assessment of Written Theses

- 1) Written theses (WT) and written examination tests (EZZK) shall be classified by the assessor (member of VŠEM academic staff) within 30 days of sending/submitting the written thesis to the SIS by the student.
- 2) In order to maintain objectivity in the assessment of written theses it is impermissible to influence the appointed assessor (member of VŠEM academic staff) in any way (in writing, by telephone, verbally), for example by requesting an earlier assessment of a written thesis, supplementing or justifying the submitted text, and thereby exerting any pressure by the student, or a related person, within the framework of the thesis classification.
- 3) The student must always take into account the stipulated maximum deadline for classification/assessment of the thesis in his/her plan of assessment of studies, and must also plan his/her enrolment for the defence of the ST, ZK or ZZK, and his/her other study activities (ex. examination period, conclusion of studies) accordingly.
- 4) The assessors are obliged to assess the theses gradually as they were submitted by the students for assessment within SIS VŠEM; prioritization of theses is impermissible.

Article 2

Consultation of Written Theses

- 1) It is recommended to consult a written thesis during its drafting or in case of an unsuccessful attempt; in case of consultation, the assessor/consultant can be contacted in person or electronically and the consultation must deal with the queries of the student concerning the ST (its layout, focus, contents, etc.), i.e. by no means the date of assessment or preliminary statement on classification of the ST itself.
- 2) A student may not send a written thesis or parts thereof to be checked by an assessor or another consultant within VŠEM; such demeanour of the student shall be considered to be a full-fledged classification examination attempt in relation to VŠEM Internal Regulations.
- 3) The student arranges/orders consultation with relevant members of academic staff through SIS VŠEM, according to the announced consultation hours and dates.
- 4) The student may not approach more members of academic staff/consultants at once (ex. bulk e-mail) as part of a written thesis consultation or final thesis assignment; such conduct shall be considered unethical, indecent, and inadmissible under VŠEM Internal Regulations.

Article 3

Validity of the Decree

- 1) Unauthorized influencing or addressing of assessors/members of academic staff, or an attempt by a student to influence them for his/her interests or interests of another person within studies at VŠEM, shall be considered a gross violation of VŠEM Internal Regulations

by the student, resulting in award of 10 administrative points and subsequent initiation of disciplinary proceedings.

2) The decree enters into force on 1 January 2016.



Decree of the Rector No. 08/2013

Inspection of a Test / Review of a Test and Revision of Classification Assessment

Article 1

Inspection of a Test

- 1) The student can inspect (view) the assessed examination test (electronic examination tests - EZK, electronic final examination tests - EZZK) through SIS VŠEM / Applicant/Student Files / Examination Tests, and the Locklizard security programme (PDC format).
- 2) The completed EZK is available to the student for inspection in SIS VŠEM within 72 hours of completing the EZK.
- 3) The completed EZZK is available to the student for inspection in SIS VŠEM within 72 hours after registration of the mark from the EZZK into the E-index.
- 4) Generating stored EZKs / EZZKs into SIS VŠEM is automatic, i.e. without any action by the VŠEM administration.

Article 2

Revision of Classification Assessment (ZK, ZP, EZZK, WT)

- 1) Revisions of classification assessment, i.e. of the examination test (EZK, EZP, EZZK) and written thesis (WT), shall be submitted by the student through SIS VŠEM / Study Form / Request/Inquiry (mandatory information in a student request: Revision of a EZK/EZP/EZZK/WT, Study Subject / Study Module / Name of WT, Date of EZK/EZP/EZZK, Date of WT classification).
- 2) The deadlines for submitting a request for revision of the classification assessment by the student (within 30 days from entering the evaluation into SIS VŠEM / E-index) are stipulated in an internal regulation of VŠEM (Code of Study and Examination).
- 3) An incomplete request (missing mandatory item(s)) for revision of a classification assessment submitted by a student shall be considered invalid.

Article 3

Final Provisions

- 1) Any unauthorized manipulation of EZK/EZP/EZZK/WT (editing, copying/reproducing, providing texts to other persons, placing and publishing on Internet servers, or other distribution) is considered to constitute a disciplinary misdemeanour and shall result in initiation of disciplinary proceedings.
- 2) Students can perform the inspection of tests in the VŠEM Study Room.

Article 4

Validity of the Decree

The decree enters into force on 1 January 2013.

Decree of the Rector No. 02/2017

Written Outputs within the Assessment of Studies

Article 1

Outputs within the Assessment of Studies

- 1) In the framework of assessment of studies, a student carries out assessed partial written outputs (professional written theses) in his/her chosen forms of seminar thesis, course-credit thesis and practical thesis.
- 2) Types of written outputs:
 - a) Seminar thesis (ST)
 - b) Course-credit thesis (CCT)
 - Case study (CS)
 - Research study
 - Theoretical study
 - c) Practical thesis (PT)
 - Professional study (a project following the conditions of Lean Canvas / Business Model Canvas)
 - Practical study (an output within Practical Applications)
 - Application study (an output within the Skillport)
 - Professional practice (in the field of study with written output and presentation, minimum of 12 weeks (Bc.) / 8 weeks (Ing.))
 - Essay (an output within the Guests of VŠEM series)

Article 2

Drafting Written Theses

- 1) Written theses shall be governed by the Instructions for Writing Theses at VŠEM.
- 2) Written theses shall be assessed by an assessor (member of academic staff) within 30 days of sending/submitting the written thesis to SIS by the student.
- 3) The student has one regular attempt, two re-sit attempts, and one extraordinary attempt (paid) to draft a seminar thesis. After unsuccessful completion of the fourth examination attempt it is possible to request a "rectoral attempt" (paid).
- 4) A seminar thesis can be drafted in a team of at least 2 students; the minimum length of the written thesis for given degree programme is multiplied by each extra member of the team.
- 5) The student has one regular attempt to draft an essay; it cannot be re-sit in case of failure (assessment "NZP").
- 6) The student has one regular attempt, one re-sit attempt, and one extraordinary attempt (paid) to draft a practical thesis and a course-credit thesis. After unsuccessful completion of the third examination attempt it is possible to request a "rectoral attempt" (paid).

Article 3

Classification of Written Theses

- 1) If a written thesis is assessed by a mark in the range 1 – 3, the student can present the selected written thesis (i.e. an obligation to present at least one thesis during his/her studies with assessment "ZP").
- 2) In case of eIndex classification "unsatisfactory/no awarder credits" (4/NZP), it is necessary to re-write the written thesis under specified conditions (except for essays).
- 3) Seminar theses with classification "ZP" (assessed before this Decree of the Rector comes into force) must be successfully presented no later than 10 January 2018; if the deadline is not met, the classifications shall be nullified.

Article 4

Presentation of Written Outputs

- 1) Written outputs (ST, CCT, PT) shall be presented (not defended) within the dates and occasions set for the purpose (ex. student conferences, presentations of professional theses, etc.); the presentation of a written output shall be assessed separately.
- 2) The student is obliged to present at least one written output during his/her studies (with assessment "ZP"); it is possible to present all outputs within ST/CCT/PT except essays.
- 3) Failure to deliver a relevant written/electronic excuse (doctor, employer) for a presentation of written output the student is enrolled in within 3 days of the date of the event means forfeiture of the attempt without compensation. Due to the nature and form of the output (public presentation in front of a board) it is not possible to apply a "Sick Day".

Article 5

Individual Fulfilment of Assessment of Studies in Terms of Written Outputs

- 1) The student determines the fulfilment of the stipulated/total number of relevant credits for written outputs (ST, CCT, PT) based on his/her study, professional, and time preferences by a possible combination of different written outputs.
- 2) The student can carry out the same written output for the given degree programme three times at most.

Article 6

Number of Credits for Written Outputs

- 1) The total number of credits that a student within his/her studies for written theses:
 - a. Bachelor's programme in combined mode of study: **24 credits**
 - b. Bachelor's programme in on-site mode of study: **16 credits**
 - c. Master's programme in combined mode of study: **12 credits**
 - d. Master's programme in on-site mode of study: **8 credits**
 - e. MBA professional programme: **10 credits**

2) Number of credits for each written output:

Types of written outputs	Number of credits (ECTS)	
	On-site mode of study	Combined mode of study
Seminar thesis	6	10
Course-credit thesis	2	3
Practical thesis (practical/professional study)	5	7
Professional practice - 12/8 weeks (Bc./Ing.)*	5	7
Application study (Skillport / Guests of VŠEM)	2	2
Essay from Guests of VŠEM	1	1
Presentation (except essays)	2	2
* credits for presentation already included		

Article 7

Consultation of Written Theses

- 1) Sending entire written theses by a student to an assessor or another consultant within VŠEM is considered to be a classification examination attempt and a violation of the VŠEM Internal Regulations.
- 2) In order to preserve the objectivity of the assessment of theses it is inadmissible to influence in any way the appointed assessor, to demand an earlier assessment of the thesis, or to exert any other pressure by the student or by any person linked to him/her.

Article 8

Seminar for BT/MT (Bachelor's / Master's thesis)

- 1) Seminar for BT/MT is compulsory for all students; it is not possible to approve the assignment of the respective final thesis (BT/MT) without passing the seminar for BT/MT.
- 2) The dates of the seminars for BT/MT are set out in the student's timetable (commencement of studies in October 2014 or later) or in SIS VŠEM / Teaching and Examinations Calendar.

Article 9

Attendance at Seminars for BT/MT

- 1) Participation in the Seminar for BT/MT is registered by the student through the Attendance Registration System of VŠEM (DRS).
- 2) In case of passing the relevant seminar on the date not specified in the schedule the attendance is registered according to the date of the event.

Article 10

BT/MT Assignment

- 1) The time for drafting a Bachelor's thesis is at least 3 months and for drafting a Master's thesis is at least 5 months (calculated from the date of the assignment of the thesis to the date of submission of the thesis).
- 2) In order to be eligible for assignment of Bachelor's / Master's thesis, the student must have at least one written thesis assessed with classification in the range 1 – 3.

Article 11

Revision Board of VŠEM

- 1) The purpose of the Revision Board is the possibility of revision and change of assessment of partial written theses (seminar/course-credit/practical) assessed by the mark "unsatisfactory" (4) or "NZP" in case of an essay.
- 2) A request for review of assessment of a partial written thesis shall be sent by the student within 30 days of the submission of the assessment by the assessor to SIS VŠEM (the request must include relevant justification).
- 3) The Revision Board may, on the basis of a review evaluation, propose/recommend to the Rector of VŠEM a change of classification in the range of 1 - 3 / ZP, or confirm the original assessment (4 / NZP).
- 4) Members of the RB shall be appointed by the Rector of VŠEM.

Article 12

Validity of the Decree

- 1) The decree enters into force on 1 September 2017, updated on 1 April 2018.

Decree of the Rector No. 07/2011
Written Final Examinations (EZZK)

Article 1

Definition

Written final examination is an electronic test for the relevant degree programme/field of study. The student may take the relevant written final examinations already during the standard length of studies.

Article 2

Form and Assessment of EZZK

- 1) Form of written final examination:
 - a) Bachelor's degree programme (Bc.) - 4 open questions (1 question / 25 points)
 - b) Follow-up Master's degree programme (Ing.) - 4 open questions (1 question / 25 points)
 - c) Professional Master's degree programme (MBA) - 4 open questions (1 question / 25 points)
- 2) Written final examination shall be evaluated, in all degree programmes / fields of study, in the range of 0 – 100 points and classified in the standard range expressed as a percentage (0 – 50 = 4 / 51 – 70 = 3 / 71 – 90 = 2 / 91 – more = 1).

Article 3

Contents of EZZK

The contents of written final examination are governed by the examination database of questions for given academic year.

Article 4

Validity of the decree

The decree enters into force on 1 September 2011.

Decree of the Rector No. 05/2013
Inclusion of Written and Oral Final Examinations

Article 1

Assessment of the Examination in Written Final Examination

- 1) In the case of passing partial examinations from the relevant subjects (ZK) in given time period (in the academic year in which the relevant subjects/modules are included in the schedule) and according to the stipulated classification (number of points from the examination test or examination), the student is entitled to inclusion of the classification assessment in his/her written final examination (ZZK), with the appropriate number of credits, without the necessity to pass the relevant written final examination.
- 2) The conditions for inclusion of classified partial ZKs in the assessment of the respective ZZK are as follows:
 - a) Classification "1 / excellent" from the relevant courses which are included in the given final examination (ZZK), in the regular (first) examination date and within given academic year.
 - b) The classification assessment "1 / excellent" from given subject is based on the score of the examination without bonus points for the student's attendance (10/20 points), i.e. on the actual score for the examination test.

Article 2

Administration of Inclusion of ZKs and Classification of ZZK

- 1) The contents of the final examinations are determined by the relevant structure and schedule of study of the respective degree programme and mode of study.
- 2) Assessment (classification) of partial examinations shall be included in the relevant ZZK on the basis of a request of the student for recognition of the relevant ZZK after completion and classification of the last partial examination within the ZZK, through SIS VŠEM / Study Form / Request/inquiry.
- 3) The final assessment of the final examination shall be calculated and subsequently entered into SIS VŠEM / eIndex (Classification Overview) as the arithmetic mean of all partial examinations of the relevant courses.
- 4) In case the student does not make the request or fails to meet the stipulated study and administrative conditions, (s)he is obliged to pass the written final examination according to the VŠEM Internal Regulations within the standard assessment of studies, regardless of the classification assessments of the respective courses.

Article 3

Validity and Entry into Force of the Decree

- 1) The decree as updated and in force from 1 September 2016.

Decree of the Rector No. 01/2014

Number of Examination Attempts and Repetition of Parts of Studies

Article 1

Number of Examination Attempts (EZK, ZP, ST)

- 1) The student is entitled to one regular (1), two re-sit (2) and one extraordinary attempt (1) in the framework of assessment of studies (Electronic Examination Attempt – EZK, Course credit – ZP).
- 2) The maximum number of examination attempts in the framework of assessment of studies (EZK, ZP, WT) is 4; in case this number is spent, the student can request a rectoral attempt.
- 3) Within the framework of re-sit and extraordinary attempts for classification of a course credit (ZP) the "Electronic Course Credit" (EZP) is introduced, to be passed by the student within the standard dates of EZKs (the form of EZP for re-sit and substitute attempts shall be established by the relevant department/lecturer).

Article 2

Number of Examination Attempts (ZZK)

- 1) The student is entitled to one regular (1) and two re-sit (2) examination attempts as part of the assessment of studies (ZZK).
- 2) The total number of examination attempts in the framework of assessment of studies (ZZK, ST) is three (3); in case this number is spent, the student can request a rectoral attempt.

Article 3

Substitute Examination Attempts

- 1) Extraordinary and rectoral examination attempts are subject to a fee according to the VŠEM Administrative Price List and shall be paid by the student within 7 days of the examination (by transfer based on the issued invoice).
- 2) In case of failure to pay for the examination attempt, the passed examination attempt is forfeited (classification "unsatisfactory – 4").
- 3) Administration for passing an extraordinary examination attempt shall be performed as a rule as part of the application for EZK or EZP in SIS VŠEM.

Article 4

Repetition of Parts of Studies (of a Course)

- 1) Repetition of studies in connection with the change in the number of examination attempts according to Article 1 is no longer mandatory; a student can repeat any course provided that (s)he does not prevent the study of a student enrolled in the teaching according to his/her timetable in given trimester/academic year.
- 2) Repetition of a part of studies (except for the price level Premium) is subject to a fee according to the VŠEM Administrative Price List; unauthorized participation (without payment of study fees) shall be considered to be a disciplinary misdemeanour of the student.

- 3) The repetition of any part of studies without a link to the schedule of the student does not affect the attendance and registration system (DRS) and the student is not entitled to add 20 points to the examination test within the assessment of studies.
- 4) Paid repetition of studies (beyond the relevant price level) must be paid for by the student at the latest on the day of the commencement of the repetition of the relevant course/teaching block (via the VŠEM ePlatby application).

Article 5

Validity of the Decree

The decree enters into force on 1 January 2014. Updated from 1 September 2017.



Decree of the Rector No. 01/2017
Supervision and Quality of Final Theses

Article 1
Requirements for Supervision of Final Theses

In order to ensure the quality of the final theses drafted at VŠEM the following applies:

- 1) In case of final theses, the supervisors must have achieved a degree at least one level higher than the level of education (type) of the degree programme under which they supervise qualification theses.
- 2) It is unacceptable to have final theses supervised by supervisors with only Bachelor degree.
- 3) Supervision of theses by external staff with no employment at the higher education institution is only possible in individual justified cases. In this case, "external staff" does not include employees of a legal entity who, together with the higher education institution, applies for accreditation of a degree programme, if it is the case of joint implementation of a degree programme with another legal entity pursuant to Section 81 of the Higher Education Act.
- 4) The maximum number of theses supervised by one supervisor is 15, so that, in terms of capacity, high quality supervision of all theses as well as other activities, in particular the teaching and creative activities of the supervisor, are possible.
- 5) All supervisors must undergo a training for supervision of final theses with the Vice-Rector for Studies.
- 6) All supervisors must know in detail the Instructions for Writing Theses at VŠEM. All final theses must be supervised in accordance with the Instructions for Writing Theses at VŠEM, which stipulate basic qualitative and formal requirements.
- 7) The supervisors of final theses are responsible for supervising the contents of the thesis. The formal appearance is above all a matter to be handled by the student who must follow the Instructions for Writing Theses at VŠEM.
- 8) In order to check the essential features of the final theses, all the theses shall be checked by the Pedagogical Committee after their submission. Theses that are found to be non-compliant with basic formal requirements shall be returned to students for revision. The Pedagogical Committee follows the rules set out in the Decree of the Rector "Formal Assessment of Final Theses, No. 03/2016".
- 9) All students are required to pass a Bachelor's or Master's thesis seminar before being assigned the final thesis. Conditions for passing are stipulated by the Decree of the Rector No. 02/2017.
- 10) An anti-plagiarism control system is used to check the final and all other theses at VŠEM. Both the student and the supervisor, the opponent, the chairman and the members of the board for state final examination and for the defence of seminar theses have access to the results of the checks performed on the thesis by the anti-plagiarism system. If plagiarism or other fraudulent behaviour within studies is detected, the student shall be promptly invited to give an explanation before the Disciplinary Committee. The Disciplinary Committee shall then proceed according to the Disciplinary Code.

11)The topics and focus of the theses must be consistent with the profile of the graduate of given degree programme.

Article 2

Validity of the Decree

The decree enters into force on 1 February 2017.



Decree of the Rector No. 02/2015

Entry and Exit Tests

Article 1

General Provisions

- 1) Entry and exit tests are compulsory and serve to determine the general knowledge of the student throughout his/her studies at VŠEM, i.e. before their commencement and before their completion.
- 2) Results of the entrance tests (score from the test) do not affect the proper conclusion/completion of studies, i.e. in the case of classification "unsatisfactory", the student does not undergo a re-sit attempt (except for holders of the Scholarship/students with the price level Classic); the test scores shall be included in the classification overview of the student (eIndex).
- 3) For holders of the Scholarship and students with the price level Classic, it is a prerequisite to successfully pass the entrance tests (with mark 1 – 3).
- 4) All students must pass the exit tests with a positive result (with mark 1 – 3).
- 5) Students with commencement of studies in October 2017 or later shall be invited to a personal consultation in the event of an unsuccessful entry test in order to set up a plan of passing the study requirements.
- 6) The student shall pass the entrance/exit tests within the Electronic Examination Dates (EZK/EZZK) according to his/her individual time preferences.

Article 2

Dates of Entry/Exit Tests

- 1) The entrance tests (general knowledge, foreign language – EN/DE) must be completed by the student within 60 days of completing the Introduction to Study.
- 2) The final tests (basis of the field of study) must be completed by the student as part of his/her conclusion of studies (partial examinations, seminar theses, final examinations), not later than 20 days before the relevant date of the final thesis defence (before 10 October / 10 January / 10 June).
- 3) In case of failure to undergo the entrance/exit tests, the student is not allowed to defend the final thesis, i.e. to complete the studies, due to failure to meet the conditions for closure of studies at VŠEM.

Article 3

Validity and Entry into Force of the Decree

- 1) Students who did not have mandatory entrance tests as part of the commencement of their studies (commencement of studies in April 2012 or earlier) shall only pass the final test according to Art. 2(2).
- 2) The decree as updated and in force from 1 September 2017.

Decree of the Rector No. 04/2014

Outputs from Practical Applications (PA)

Article 1

Administration and Classification of Outputs from Practical Applications

- 1) Outputs from practical applications within the on-site mode of study (P1/P2) shall be administered and classified as follows.
- 2) Guests of VŠEM (written thesis of a student within the Guests of VŠEM series) – if the first version of the written output of the student received a “failed” (nezapočteno, NZP) assessment, the student shall not send it again in corrected version (in SIS VŠEM / E-index, the thesis is classified with NZP).
- 3) Professional practice/internship (compulsory feature of a practical application for P1/P2) – following the end of the compulsory practice, the student shall send a standardised VŠEM form, see the Protocol from Professional Practice.
- 4) Outputs from practical applications (PAs) – in case of failure to meet the conditions within the regular examination date set by the lecturer (ex. oral examination, attendance, presentation, test), it is only possible to have another examination attempt within a re-sit or substitute attempt as an electronic course-credit (EZP).

Article 2

Oral Examination Attempts

- 1) In case of failure of a student to attend a relevant oral examination within a PA (a Sick Day cannot be applied), the substitute attempt is performed as an EZP; the student must cover the oral examination within another PA, on the basis of free capacity established by the Information and Advisory Centre in a way that prevents blocking capacities for other students.
- 2) The rate of oral examinations within PAs for a student must, for the entire length of studies, be at least 20%; this percentage shall apply to students who, by 1 September 2015, do not have 100% of credits within PAs.

Article 3

Validity of the Decree

The decree as in force and updated on 1 September 2015.

Decree of the Rector No. 06/2011
Examination Period at VŠEM

Article 1

Definition

- 1) Examination period (EP) is a **period defined in terms of time/dates** within the academic year, in which students can undergo examination blocks as part of their individual assessment of studies (ZP, ZK, ZZK, RAE, WT presentation, defence of a BT/MT).
- 2) EP I / EP II (10/12 months): examination blocks take place during the entire examination period according to the examination schedule, except for the days of the admission procedure, administrative enrolment, and defences of final theses.
- 3) EP III (3 months): examination blocks (ZP/ZK/ZZK/RAE) are offered depending on the teaching blocks of the given trimester with the possibility of overlapping into the next calendar month, with the length of one month/30 days (ex. 5 January – 5 February / 20 May – 20 June).

Article 2

Examination Period

- 1) The examination period is defined in the specific price level:
 - a) Classic / Standard (EP I)
 - b) Premium / Scholarship / Exclusive (EP II)
 - c) Classic with commencement in October 2012 or earlier (EP III)
- 2) Students who commenced their studies in October 2010 or earlier and thus have no price level selected in SIS VŠEM are entitled to use EP I.

Article 3

Rectoral Examination Attempt

- 1) Since AY 2011/2012, the rectoral examination attempt (RAE) only takes place in electronic form within the standard assessment of studies (EZK).
- 2) The student's application for an RAE must be sent at least 7 days before the date of the relevant RAE (23:59 hrs.) with an indication of the respective course and of the date of the event.
- 3) RAE is subject to approval, there is no legal entitlement to be granted a rectoral attempt.

Article 4

Validity of the Decree

The decree enters into force on 1 September 2011.

Decree of the Rector No. 05/2016
Methods of Closing Courses

Article 1

Methods of Closing Courses

The outputs from courses (examinations) within the assessment of studies may have the following forms of closure:

- 1) An electronic test (EZK) composed of questions with defined options of answers (multiple-choice questions).
- 2) An electronic test (EZK) composed of both questions with options of answers (multiple-choice questions) and open-ended questions which are sent for assessment electronically to the teacher who scores the open-ended questions. The result of the exam corresponds to the sum of the points from both the multiple-choice questions and the open-ended questions. Courses in which the tests include open-ended questions shall be defined by the Vice-Rector for Studies on the basis of proposal of the pedagogical departments.
- 3) Oral examination (UZK) shall be performed in given dates and under the conditions set by the pedagogical department or by the guarantor of the course; the possibility of undergoing a UZK is conditioned by the price level (Premium / Exclusive) within MTS.
- 4) The course guarantor (teacher) can also set up another form of output (passing the examination) than EZK in the framework of individual teaching blocks; this alternative examination takes place according to the instructions of the teacher (before or after the teaching block).
 - a) If a student wants to pass the examination through an alternative form during the lessons, (s)he shall fulfil the assigned tasks continuously and participation in teaching blocks is necessary. The examination during teaching consists of partial tasks, projects, tests, or activities according to the focus of the course and assignment provided by the teacher.
 - b) The student can choose the form of passing the examination himself/herself, either at the last teaching block or via electronic test. It is not compulsory to pass the examination during the teaching blocks.

Article 2

Validity of the Decree

The decree enters into force on 1 September 2016.

ORGANIZATION OF STUDIES

Free-of-charge Period for Completion of Studies	40
Twin-field Studies at VŠEM	42
VŠEM Microdiplomas	45
Protection of Personal Data.....	47
Rights to the Results of Research, Development, and Innovation Activities, and Modes of Handling them	50
Powers and Responsibilities of a Guarantor	52
Powers Delegated by the Rector of VŠEM	55
Graduation Ceremony of VŠEM Graduates.....	57
VŠEM Student Board and VŠEM Student Senate	58
Award of the Master of Business Administration (MBA) Professional Degree within a Bachelor's (Bc.) and Master's (Ing.) Degree Programme at VŠEM	59
No Smoking and No Consumption of Alcohol and Other Addictive Substances on the Premises of VŠEM and in their Surroundings	61
Changes in the Names of Courses/Modules/Seminar Blocks in Degree Programmes (Bachelor's, Master's)	62

Decree of the Rector No. 06/2013
Free-of-charge Period for Completion of Studies

Article 1

12 Non-charged Months for Graduation

- 1) Only students with the appropriate price level and given date of commencement of studies are entitled to a free-of-charge period (12 non-charged months) for completion of studies.
- 2) Students with tuition price level Premium (for the entire standard length of studies) with commencement of studies in April 2013 or earlier.
- 3) Students without tuition price level with commencement of studies in October 2010 or earlier.
- 4) Students with price level Exclusive with commencement of studies in October 2016 or later.

Article 2

Price Level Premium (until April 2013)

- 1) A student is entitled to 12 non-charged months for completion of his/her studies (passing and classification of ZZK, defence of BT/MT) from the time of conclusion of studies; the decisive date for commencement of the 12 non-charged months for completion of studies is the date of the end of the standard length of studies specified in the Contract on Study of the relevant degree programme (i.e. the standard length of studies + 12 months for completion of studies).
- 2) For a student with an individual curriculum, the 12 non-charged months start from the beginning of the month following the designated date of the completion of studies (passing and classification of ZKs, ZPs, STs).

Article 3

Without Price Level (until October 2010)

- 1) A student with commencement of studies in October 2010 or earlier is entitled to 12 non-charged months for completion of studies (passing and classification of ZZK, defence of BT).
- 2) The decisive date for the commencement of the 12 non-charged months for completion of studies is the date of the end of the standard length of studies specified in the Contract on Performance of Studies in the relevant degree programme (i.e. the standard length of studies + 12 months for completion of studies; this is due to the cancellation of the maximum length of studies effective on 1 September 2012).

Article 4

Price Level Exclusive (since October 2016)

- 1) The student is entitled to 12 non-charged months for completion of his/her studies from the end of the standard length of studies (i.e. the standard length of studies + 12 months for completion of studies).
- 2) If the studies are not completed by the student in the non-charged period (12 non-charged months), the student is obliged to pay the full amount of the annual study-related fees for the extension of study until 1 December / 1 March / 1 August. (according to the date of

commencement of studies – January / April / October) or within 30 days from the date of abandoning studies, exclusion from studies, or another closure of studies other than their completion.

Article 5

Returning 90% of Study-related Fees

- 1) A student with price level Standard, Premium, or Exclusive, with length of studies at VŠEM equal to at least twice the standard length of studies and without completion of his/her studies is entitled to a refund of 90% of the annual study-related fees for the year in which (s)he achieved completion of his/her studies by defence of the final thesis (BT/MT).
- 2) Total length of Bachelor's degree studies (Bc.) at VŠEM of 6 years (3 years of standard length + 3 years of extension of studies).
- 3) Total length of follow-up Master's degree studies (Ing.) at VŠEM of 4 years (2 years of standard length + 2 years of extension of studies) for graduates of a Bachelor's degree programme at VŠEM.
- 4) Total length of follow-up Master's degree studies (Ing.) at VŠEM of 5 years (2 years of standard length + 3 years of extension of studies) for graduates of previous Bachelor's / Master's degree programme at another higher education institution.
- 5) The student shall claim the 90% of annual study-related fees on the basis of a request sent within 30 days of the completion of studies at VŠEM (indicating the bank account number).

Article 5

Validity of the Decree

In force and updated from 1 September 2017.

Decree of the Rector No. 04/2015

Twin-field Studies at VŠEM

Article 1

General Provisions

A student of VŠEM in the price level Premium (with commencement of studies in October 2016 or earlier) / Exclusive is entitled to study simultaneously two fields of study within the Bachelor's (Bc./Bc.) and Master's degree/professional programmes (Ing./MBA) with reduced study-related fees (tuition).

Article 2

Implementation of Twin-field Studies

- 1) The study of two fields of study within Bachelor's studies (Bc./Bc.) must be commenced at the same date of commencement.
- 2) In case of study of two degree programmes, i.e. Master's degree programme and professional programme (Ing./MBA), it is necessary to commence the MBA professional programme no later than in the next two dates of commencement after the commencement of the Master's degree programme (Ing.).
- 3) The student shall complete identical courses in one of the studied fields of study and subsequently request their recognition in the second parallel field of study.
- 4) Seminar theses (ST), written/oral final examinations (ZZK) and final thesis (BT/MT) shall not be recognized in the other field of study/degree programme.
- 5) Other requirements of studies shall be fulfilled by the student according to the Code of Study and Examination of VŠEM (SZŘ VŠEM) and according to study plans/study structure for given fields of study.
- 6) After completion of studies by defence of final theses, two diplomas and two diploma supplements shall be issued to the graduate.

Article 3

Study-related Fees (Price Level Premium, Commencement in October 2016 or Earlier)

- 1) Twin-field Bachelor's degree studies: CZK 50,000/year + CZK 25,000/year (in total for standard length of studies: CZK 150,000 + CZK 75,000).
- 2) Twin-field Master's degree studies: CZK 50,000/year + CZK 40,000/year (in total for standard length of studies: CZK 100,000 + CZK 40,000).
- 3) If the studies (Bc./Ing./MBA) are not completed within the standard length of studies, the student shall be obliged to pay the difference between the reduced and full tuition fees for the fields of study studied for the entire standard length of studies (price level Premium).

Article 4

Study-related Fees (Price Level Exclusive)

- 1) Twin-field Bachelor's degree studies, commencement in October 2016 or earlier: CZK 70,000/year (in total for standard length of studies: CZK 210,000).

- 2) Twin-field Bachelor's degree studies, commencement in January 2017 or later: CZK 80,000/year (in total for standard length of studies: CZK 240,000).
- 3) Twin-field Master's degree studies, commencement in October 2016 or earlier: CZK 100,000/year (1st year of studies) + CZK 70,000 (2nd year of studies).
- 4) Twin-field Master's degree studies, commencement from January 2017 until January 2018: CZK 100,000/year (1st year of studies) + CZK 80,000 (2nd year of studies).
- 5) Twin-field Master's degree studies, commencement in April 2018 or later: CZK 120,000/year (1st year of studies) + CZK 80,000 (2nd year of studies).
- 6) If the studies (Bc./Ing./MBA) are not completed within the standard length of studies, the student shall be obliged to pay the difference between the reduced and full tuition fees for the fields of study studied for the entire standard length of studies (price level Exclusive).

Article 5

Interruption of Studies

The twin-field studies can only be interrupted in both fields of study simultaneously, under the conditions stipulated in SZŘ VŠEM.

Article 6

Validity of the Decree

In force and updated from 1 July 2016.



Decree of the Rector No. 01/2018

VŠEM Microdiplomas

Article 1

General Provisions

- 1) VŠEM Microdiploma is a document awarded by VŠEM on the basis of meeting the specified conditions.
- 2) The following are entitled to be awarded a VŠEM Microdiploma:
 - a) Students during their studies based on their request.
 - b) Students who have left their studies and have fulfilled the conditions for leaving their studies according to the VŠEM Internal Regulations.

Article 2

Conditions for Awarding a VŠEM Microdiploma

- 1) Passing all courses in given field.
- 2) Achieving the specified minimum number of compulsory credits in given degree programme.
- 3) Achieving the specified minimum attendance at teaching (videolearning, videoexercises, lectures).
- 4) Involvement in VŠEM / StartUp VŠEM projects.
- 5) Submission of a request via SIS VŠEM.

Article 3

Types of Microdiplomas

1) Bachelor's degree programme (Bc.)

VŠEM Microdiploma (focus)	Courses / Award conditions	Year of studies
Communication & Society	<ul style="list-style-type: none">• Communication and Communication Skills• Political Science and International Relations• Economic Thinking and Society	I.
Project Mastery	<ul style="list-style-type: none">• Written thesis in the first year of studies (ST/CCT/PT)• Seminar on Writing Theses (ZP)	I.
Management & Leadership	<ul style="list-style-type: none">• Management• Ethics and Social Responsibility• Human Resources Management	II.
Business Plan	<ul style="list-style-type: none">• Business and Organization Economics• Innovation and Business• Legal Environment and Society)	II.
Entrepreneurship	<ul style="list-style-type: none">• Involvement in at least 1 VŠEM project	I.-III.
Self-Development	<ul style="list-style-type: none">• Active participation in teaching (min. 60% per academic year)	I.

Junior Business Administration	<ul style="list-style-type: none"> Assessment of studies (min. 50% of credits per degree programme) 	I.-III.
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2) Master's degree programme (Ing.)

VŠEM Microdiploma (focus)	Courses / Award conditions	Year of studies
Strategy & Management	<ul style="list-style-type: none"> Strategic Management Human Resources Management Project Management 	I.
Project Mastery	<ul style="list-style-type: none"> Written thesis in the first year of studies (ST/CCT/PT) Seminar on Writing Theses 	I.
System Thinking	<ul style="list-style-type: none"> Managerial Economics Management Systems Financial Management 	I.
Entrepreneurship	<ul style="list-style-type: none"> Involvement in at least 1 VŠEM project 	I.-II.
Self-Development	<ul style="list-style-type: none"> Active participation in teaching (min. 60% per academic year) 	I.
Advanced Business Administration	<ul style="list-style-type: none"> Assessment of studies (min. 50% of credits per degree programme) 	I.-II.

3) MBA professional programme:

VŠEM Microdiploma (focus)	Courses / Award conditions	Year of studies
Strategy & Management	<ul style="list-style-type: none"> Strategic Management Human Resources Management Project Management 	I.
Project Mastery	<ul style="list-style-type: none"> Written thesis by the end of 2nd trimester (ST/CCT/PT) Seminar on Writing Theses (EZP) 	I.
Entrepreneurship	<ul style="list-style-type: none"> Involvement in at least 1 VŠEM project 	I.
Self-Development	<ul style="list-style-type: none"> Active participation in teaching (min. 60%) 	I.
Practical Business Administration	<ul style="list-style-type: none"> Assessment of studies (min. 50% of credits) 	I.

Article 4

Validity of the Decree

1. Students can request the VŠEM Microdiploma retrospectively.
2. In force from 1 April 2018.

Decree of the Rector No. 02/2018

Protection of Personal Data

On 25 May 2018, the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (the General Data Protection Regulation) enters into force.

Article 1

Basic Principles of Personal Data Processing

- 1) When processing personal data, VŠEM proceeds in accordance with the law (both European and national) and only in order to perform the duties assigned to it by the law and other activities arising from its status of higher education institution.
- 2) Only when necessary does VŠEM require consent to be granted with the processing of personal data; this consent must be granted freely, unambiguously, for a specific purpose, and after being informed about the purpose of granting consent. Consent shall be provided voluntarily.

Article 2

Identification Data of the Controller and of the Data Protection Officer

The controller of personal data is the University of Economics and Management (Vysoká škola ekonomie a managementu), Nárožní 2600/9a, Prague 5, 158 00, Czech Republic,

Article 3

Purpose of Personal Data Processing

VŠEM is processing personal data for these purposes:

1. implementation of accredited degree programmes,
2. implementation of lifelong learning programmes,
3. performance of admission procedure
4. ensuring equal access to studies,
5. conducting research, development and innovation, and other creative activities,
6. pursuing complementary activities,
7. working with graduates,
8. promotion,
9. ensuring the safety of people and property,
10. providing for supplementary (administrative) activities

Article 4

Categories of Personal Data Processed (Candidates, Students, Graduates, Employees)

VŠEM processes the following categories of personal data for the purposes stated above:

1. basic identification data – name, surname, surname at birth, date and place of birth, birth number, identification document numbers;
2. contact data – phone numbers, e-mail addresses, mailing addresses;
3. descriptive data – age, gender, nationality, ethnicity, personal status, photograph, health insurance company;
4. study-related data – study results, outputs of assessment of studies, identification of previous studies;
5. employment-related data – job title, other current employers;
6. economic data – bank account numbers, information on receiving pensions, parental allowances, data on payments of candidates, students;
7. health-related information – occupational medical assessments, health-related documents in case of persons with specific learning needs;
8. operating and location data – information from chip card sensors;
9. data on the subject's activities - publishing activity, professional profile;
10. where appropriate, other data.

Article 5

Sources of Personal Data

VŠEM obtains personal data directly from the data subjects.

Article 6

Recipients of Personal Data

VŠEM only provides access to your personal data to other entities if these entities provide services ensuring the proper functioning of the higher education institution (information systems management) or to entities for which VŠEM is the founding entity. The data shall only be provided to these other persons if a personal data processing contract is concluded with them, so they are bound by the same obligations with respect to the personal data as VŠEM.

Article 6

Duration of Personal Data Processing

VŠEM only processes personal data for the duration of the legal relationship with it and for the necessary period after its completion in order to fulfil track-keeping, control, statistical, and archival purposes and for scientific and historical research purposes.

Article 7

Rights in Case of Personal Data Processing

In relation to the personal data being processed, you may exercise the following rights at VŠEM:

1. right to access personal data – you have the right to demand the following from VŠEM: a confirmation stating whether it processes personal data and, if so, what the purpose of the processing is, the category of personal data concerned, who the recipient of personal data is or what the categories of recipients are, information about the transfer of personal data to third countries, the retention period of personal data, the right to lodge a complaint with the Office for Personal Data Protection, information about the source of personal data, information whether automated processing or profiling occurs;
2. right to rectification – right to have inaccurate or incomplete personal data corrected;
3. right to erasure (right to be forgotten) – this concerns the obligation of the controller to erase personal data being processed; however, this right does not always apply, as there are cases where personal data must be processed by VŠEM in order to perform its tasks properly (compliance with a legal obligation);
4. right to restriction of processing – can be exercised if you do not want VŠEM to process personal data for other than necessary legal reasons;
5. right to personal data portability – you may request that VŠEM transmits, where this is not prevented by a legal impediment, the personal data to a controller designated by you;
6. right to object and automated individual decision-making – you can object in this way if you believe that VŠEM is unauthorised to process personal data; you can also object directly against automated decision-making and profiling;
7. the right to lodge a complaint with the Office for Personal Data Protection – you can contact the Office for Personal Data Protection at any time with a request, suggestion, or complaint.

The exercise of rights is possible via the e-mail info@vsem.cz, via VŠEM databox ("datová schránka"), or via standard mail addressed to VŠEM.

Article 8

Validity and Entry into Force of the Decree

The decree of the Rector No. 01/2015 enters into force on 25 May 2018.

Decree of the Rector No. 10/2013

Rights to the Results of Research, Development, and Innovation Activities, and Modes of Handling them

Article 1 Basic Provision

The subject of this decree is the mode of handling and the right to the results of activities in research, development, and innovation that are not public contracts in accordance with Section 16(3) of Act No. 130/2002 Sb. and were created within the framework of a labour-law or similar relationship with CES VŠEM.

Article 2 Definition of Terms

Result of research, development, and innovation activities – the results of activities that the originator/author has created and which have arisen within the performance of tasks resulting from his employment or other similar labour-law relationship with VŠEM. The results denote in particular industrial property and authored works.

- 1) Result creator – any natural person in a labour-law relationship with the employer (employment or similar labour-law relationship) who contributed to the creation of the result (employee of VŠEM – member of academic or non-academic staff, but also visiting professor, visiting assistant professor, or any person who temporarily works or conducts research at VŠEM).
- 2) Employer – Vysoká škola ekonomie a managementu, a.s., Nárožní 2600/9a, 158 00, Praha 5, Identity No.: 01801376

Article 3 Keeping Records of Results

All results of research, development, and innovation activities (hereinafter referred to as “results”) created on the basis of an employment or similar relationship with VŠEM shall be kept in records. Records of results shall be kept by VŠEM. The result creator (hereinafter referred to as “the creator”) is responsible for transmitting the information on results for purposes of keeping records. All results shall be recorded in the VŠEM results database and transmitted to the RIV.

Article 4 Mode of Handling the Results

- 1) The result creator is obliged to transmit the information on the result created to the authorized employee of VŠEM immediately after the result is created/published (but no later than after the call for the transmission of results data to the RIV). In order to transmit this information, the creator is obliged to use the form distributed to collect data for records in the Registry of Information on Results (RIV).
- 2) The authorized employee of VŠEM shall ensure the registration of the result.

- 3) The steps to ensure protection of intellectual property in accordance with applicable law shall be provided by VŠEM.
- 4) VŠEM is responsible for transmitting data on results, in accordance with the valid methodology for evaluating research, development, and innovation results, to the Registry of Information on Results (RIV).

Article 5 Rights to Results

Unless otherwise agreed, VŠEM as the employer performs in its own name and on its own behalf the property rights of the creator to the work created by the creator to fulfil his/her obligations arising from the labour-law or similar relationship with the employer. The employer may assign the right of performance to a third party only with consent of the creator. All rights to works created by an employee during working hours and/or at the premises of the employer and/or with the help of facilities or equipment of the employer shall be considered employee works to which the employer has the property rights. Authorship as a personal right of the employee to the work remains unaffected.

Article 6 Final Provisions

The Rector of VŠEM is authorised to decide on issues related to handling and to rights to the results of research, development, and innovation activities not specified herein and not regulated by other generally applicable standards.

Article 7 Validity of the Decree

The decree enters into force on 1 June 2013 (updated on 1 January 2017)

Decree of the Rector No. 03/2017
Powers and Responsibilities of a Guarantor

Article 1
Guarantor of a Degree Programme

- 1) For the degree programmes offered, a guarantor shall be appointed from members of the full-time academic staff, based on a proposal of the Rector, Vice-Rectors, or Academic Board.
- 2) The guarantor of a degree programme mainly coordinates the preparation of contents of the degree programme, supervises the quality of its implementation, evaluates the degree programme, and develops it.
- 3) The proposal for appointment of a guarantor shall be discussed at a meeting of the Academic Board. The proposal shall be approved by an absolute majority of all members of the Academic Board.
- 4) For Bachelor's degree programmes, the guarantor of the degree programme can be a member of the academic staff who has been appointed professor or associate professor, or who has the scientific degree of "Candidate of Sciences" (abbreviated as "CSc.") or education obtained by completing a doctoral degree programme. The Guarantor shall have professional qualification related to given Bachelor's degree programme or to degree programme with similar or related contents, and shall have pursued, in the last five years, creative activity that corresponds to the area or areas of education within which the Bachelor's degree programme is implemented, or shall have worked in relevant professional practice during this time.
- 5) Only an associate professor or professor, who is a member of academic staff of given higher education institution, can be the guarantor of a Master's degree programme.
- 6) The Guarantor is a member of academic staff of the relevant higher education institution who is a member of its academic staff on the basis of employment. Possible other employment or civil service relationships of the guarantor of a degree programme, on the basis of which (s)he acts as a member of academic staff at the same higher education institution or at other higher education institutions or at a foreign higher education institution or in a domestic legal entity pursuant to Section 93a of the Higher Education Act, shall not constitute a duty to work or be present in the workplace to the extent exceeding in total half of the weekly working time set according to Section 79 of the Labour Code.
- 7) The guarantor of a degree programme shall be dismissed upon initiative of members of academic staff, the Academic Board, vice-rectors, or the Rector. The dismissal of a guarantor shall be discussed and approved by the Academic Board at its meeting. The proposal shall be approved by an absolute majority of all members of the Academic Board. A guarantor may be dismissed based on the following reasons:
 - a) The guarantor no longer meets the conditions in the field of creative activity in terms of his/her professional qualifications (in the last 5 years (s)he has not performed creative activities corresponding to the area or areas of education in which the degree programme is implemented);

- b) Discrepancy between the development of the degree programme and the strategy of the school;
 - c) At the initiative of the guarantor himself for personal or other reasons (retirement, etc.).
- 8) At the same time, a guarantor may only guarantee a maximum of 1 Bachelor's and 1 Master's degree programmes.
- 9) The guarantor must meet (with respect to the last 5 years) the following conditions in relation to the guaranteed area:
- a) running or completed national or international research project (ex. GAČR or EU projects);
 - b) at least 5 publications of scientific articles in SCOPUS or Web of Science databases (it is necessary that (s)he is the first or second author in the list of authors of a given work and some works must be published separately – with no co-authors);
 - c) h-index at least 1 (preferably more);
 - d) responses to publications on the Web of Science (citations of articles);
 - e) at least 1 independent authorship of a recognized scientific monograph and at least 1 co-authorship of the same quality monograph ("recognized" means that RIV points have been awarded);
 - f) at least 1 published peer-reviewed textbook and 1 lecture notes;
 - g) future perspective (i.e. the age of the person concerned and his/her progressive publication development as compared to a regressive one – see the Web of Science indicators);
 - h) recognition abroad – meaning a longer stay at a foreign university (at least 6 months) or cooperation with foreign entities on grants, projects, or other provable events;
 - i) recognition by the scientific community – at least 1 invited lecture, at least 1 chairmanship of a section at an international conference;
 - j) participation in the preparation and drafting of course concepts, their guarantee, development and updating;
 - k) ideally, the CV should also feature some practice in the guaranteed area – especially for professional programmes, there it is necessary;
 - l) the degree (Ph.D., doc., prof.) must be obtained in the Czech Republic or must be validated in the Czech Republic (foreign degrees are not recognized for the purpose of guaranteeing).

Article 2

The Role of the Guarantor in the Development of the Degree Programme

The guarantor of a degree programme shall be actively involved in and responsible for:

- a) Contents of courses taught within the degree programme;
- b) Staffing of course guarantors and lecturers active in teaching in the degree programme;
- c) Development of the degree programme and its updating;
- d) Contents of final examinations;

- e) Forms of assessment of studies;
- f) Levels of teaching, studies, and examinations;
- g) Defining and fulfilling the learning outcomes of the degree programme, curriculum, and profile of the graduates;
- h) Cooperation with employers and linking the degree programme with practice;
- i) Supervision of employability of the graduates;
- j) Resolving deviations.

Article 3 Guarantor of a Course

The competences and responsibilities of the guarantor of a course are the following:

- a) conducting lectures, seminars, and exercises on the subject;
- b) formulating test questions;
- c) oral examination, if relevant, or defence of a project instead of test or oral examination;
- d) formulating the concept of the course, its updating and development;
- e) preparation of study materials and their updating;
- f) defining the learning outcomes and the application of learning outcomes;
- g) compiling compulsory and recommended study literature;
- h) supervising students' success in examinations and resolving deviations.

Article 4 Guarantor of Internships (Practice)

The competences and responsibilities of the guarantor of internships are the following:

- a) keeping records of internships;
- b) approval of the internship at the selected employer;
- c) checking the progress and performance of the internship;
- d) development of cooperation with employers and expanding the list of cooperating organizations;
- e) specification of the contents of the internship in accordance with the degree programme;
- f) cooperation with mentors in organizations who are responsible for supervising the internship at employers;
- g) development of cooperation with graduates for potential expansion of cooperating organizations and employers.

Article 5 Validity of the Decree

The decree enters into force on 1 September 2017.

Decree of the Rector No. 08/2014
Powers Delegated by the Rector of VŠEM

Article 1

Basic Provision

The Rector of VŠEM delegates parts of his powers resulting from the VŠEM Internal Regulations by a written decision to an authorized employee of VŠEM, whose decisions within the mandate have the same effect as a decision of the Rector.

Article 2

Powers Delegated to the Vice-Rector for Studies

The Rector, by his decision, delegates the following powers to the Vice-Rector for Studies:

- a) in the matter of establishing the conditions of the credit system;
- b) in the matter of establishing the conditions of the administrative points system;
- c) in the matters of disciplinary proceedings (except for review of the decision);
- d) in the matter of approval of requests for recognition of an examination;
- e) in the matter of selection process of academic staff;
- f) in the matter of appointment of the examination board for state final examinations and defences of STs;
- g) in the matter of approval of requests for revision of an examination, seminar thesis, final examination;
- h) in the matter of recognition of examinations from life-long learning programme;
- i) in the matter of issuing the conditions for admission to the life-long learning programme;
- j) in the matter of management and development of international accreditations;
- k) in the matter of setting the strategic goals of VŠEM;
- l) in the matter of creating and updating the strategic plan;
- m) in the matter of the annual report;
- n) in the matter of developing international partnerships and establishing foreign contacts;
- o) in the matter of consultancy in the preparation and submission of grant applications, including selected EU structural funds.

Article 4

Powers Delegated to the Head of the Information Advisory Centre

The Rector, by his decision, delegates the following powers to the Head of the Information Advisory Centre:

- a) in the matter of determination of the mode and date of enrolment and of the date of matriculation ceremony;
- b) in the matter of approving a request for an extraordinary date for introduction to studies;
- c) in the matter of approval of an individual curriculum;
- d) in the matter of approval of requests for a Rector's attempt in case of examinations and seminar theses;

- e) in the matter of approving apologies;
- f) in the matter of approval of requests for interruption of studies;
- g) in the matter of approval of requests for extension of studies;
- h) in the matter of setting the date of the final state examinations;
- i) in the matter of determination of dates of graduation ceremony.

Article 5

Powers Delegated to the Head of the Rectorate

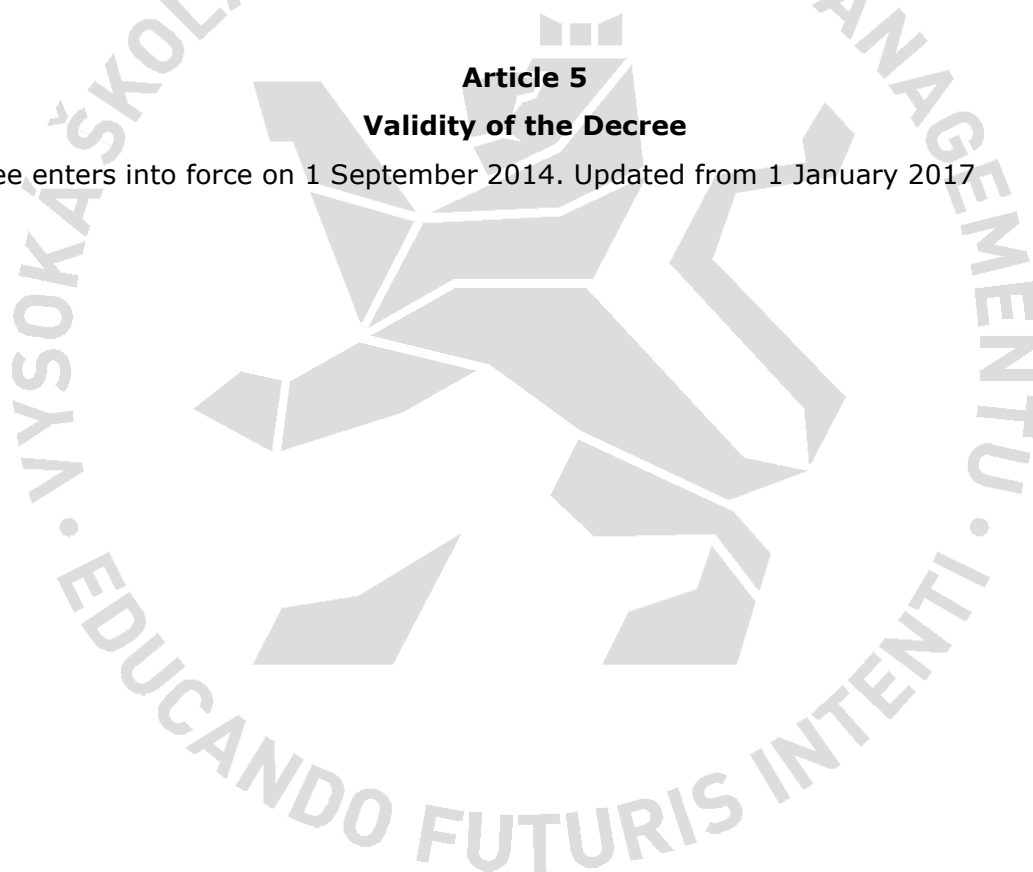
The Rector, by his decision, delegates the following powers to the Head of the Rectorate:

- a) arising from the Rules of Procedure of the VŠEM Student Board;
- b) arising from the Rules of Procedure of the VŠEM Student Senate;
- c) in the matters of decision-making by the VŠEM Administrative Committee;
- d) in the matter of creating and updating the strategic plan;
- e) in the matter of the annual report,

Article 5

Validity of the Decree

The decree enters into force on 1 September 2014. Updated from 1 January 2017



Decree of the Rector No. 07/2009
Graduation Ceremony of VŠEM Graduates

Article 1

General Conditions for Handover of the Diploma to Graduates of VŠEM

- 1) The handover of higher education institution diploma is part of the graduation ceremony of graduates from the degree programme.
- 2) The dates of graduation ceremonies are fixed (September / November / February), depending on the date of closure of studies.
- 3) The student of a higher education institution becomes a graduate by completing the state final examinations, by being handed the diploma and taking the graduate oath in front of the Rector of VŠEM.
- 4) Student participation in graduation ceremony is compulsory.
- 5) Absence of a graduate from graduation ceremony is only possible after the rector approves a request by the student to this end and can only be excused for serious reasons by supplying relevant documents (confirmation from a doctor, employer, public authority, etc.) to the Information and Advisory Centre of VŠEM.
- 6) If the graduate does not attend the graduation ceremony, the diploma and diploma supplement are handed over to him/her no sooner than 14 days after the date of the graduation ceremony.

Article 2

Validity of the Decree

The decree enters into force on 1 July 2009.

Decree of the Rector No. 06/2014
VŠEM Student Board and VŠEM Student Senate

Article 1
General provision

- 1) The Rector of the University of Economics and Management (VŠEM) hereby establishes the Student Senate, and changes the way of appointing members of the VŠEM Student Board.
- 2) The VŠEM Student Board and the VŠEM Student Senate are self-governing bodies of the academic community (students); the two bodies differ in the way their members are chosen.
- 3) Members of the Student Board are nominated by the VŠEM Academic Board, by the Rector's Office of VŠEM, and by the pedagogical departments of VŠEM, and are appointed by the Rector of VŠEM.
- 4) The Student Board is governed by the Rules of Procedure of the VŠEM Student Board, which are included in VŠEM Internal Regulations.
- 5) Members of the VŠEM Student Senate are elected by students of VŠEM under the conditions laid down in the Rules of Procedure of the VŠEM Student Senate.
- 6) The Student Senate is governed by the Rules of Procedure of the VŠEM Student Senate.

Article 2
Validity of the Decree

The decree enters into force on 1 January 2014.

Decree of the Rector No. 03/2014

Award of the Master of Business Administration (MBA) Professional Degree within a Bachelor's (Bc.) and Master's (Ing.) Degree Programme at VŠEM

Article 1

Conditions for Awarding an MBA Degree

- 1) It is also possible to award the Master of Business Administration (MBA) degree and diploma after completing a bachelor's (Bc.) and a follow-up Master's (Ing.) degree programme at the University of Economics and Management (VŠEM) in on-site or combined mode of study (P/K), concluded by defence of relevant final theses (BT/MT).
- 2) A graduate of VŠEM is obliged to fulfil the following conditions:
 - a) The average of marks within the standard length of studies (Bc., Ing.) must not exceed 2.5 (courses, seminar theses).
 - b) The average of marks from final examinations (Bc., Ing.) must not exceed 2.0 (ZZK, defence of BT/MT).
 - c) The degree programmes (Bc., Ing.) must be completed by the student within the standard length of studies (the student must not extend the standard length of studies).
 - d) Practical experience at a middle or senior management position of at least 2 years (the graduate submits a document confirmed by the statutory body of the company/organization proving the length of the practice of the graduate in the relevant job position).
 - e) Participation of the graduate in student/extra-curricular activities of VŠEM to the extent defined by VŠEM (ex. development projects, DOD, AP, Introduction to Studies, Guests of VŠEM etc.).
- 3) The graduate of VŠEM applying for a professional MBA degree on the basis of completing degree programmes at VŠEM (Bc., Ing.) must not have received disciplinary sanction (admonition, conditional expulsion from studies, expulsion from studies) during his/her studies at VŠEM.
- 4) The graduate of VŠEM must not have any unpaid financial obligation towards VŠEM for his/her previous studies (study-related fees/tuition fees, administrative fees).

Article 2

Issuance and Handover of an MBA Diploma

- 1) The graduate of both degree programmes at VŠEM, having fulfilled the conditions stipulated in Article 1, shall make request to be awarded the MBA degree via SIS VŠEM.
- 2) After verifying the conditions stipulated by VŠEM, the graduate of VŠEM shall be awarded the MBA degree and handed an MBA diploma; the diploma can be received only in person within a graduation ceremony of VŠEM.

Article 3

Validity of the Decree

- 1) Graduates of VŠEM who fulfil the conditions stipulated in Article 1 may apply for issuance of an MBA diploma retrospectively.

2) The decree enters into force on 1 January 2014 (updated on 1 October 2016).

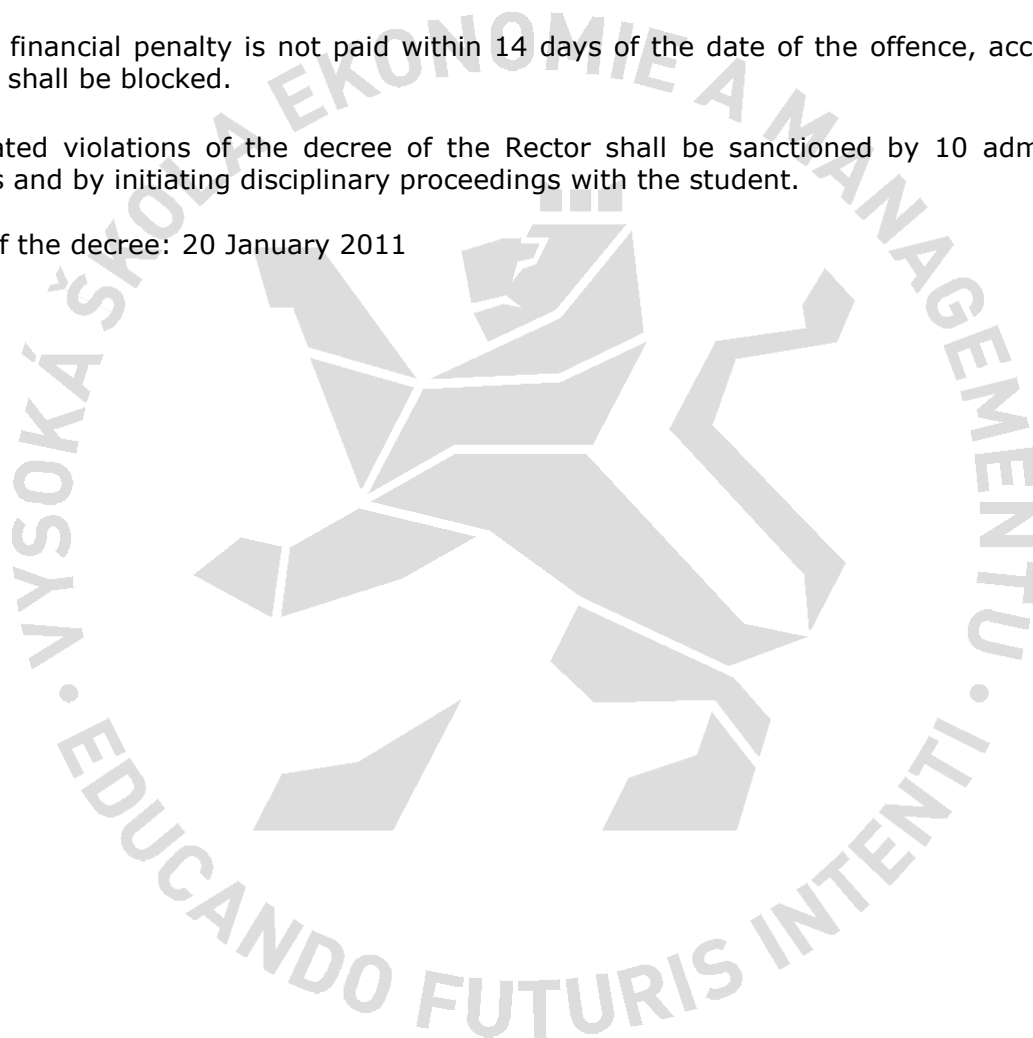


Decree of the Rector No. 02/2011

No Smoking and No Consumption of Alcohol and Other Addictive Substances on the Premises of VŠEM and in their Surroundings

- 1) Smoking, drinking alcohol, and consumption of other addictive substances is prohibited on the premises of VŠEM and in their surroundings.
- 2) The premises of VŠEM are defined as follows: building on Nárožní St. 2600/9a, 158 00 in Prague 5.
- 3) The surroundings of the premises of VŠEM are defined as follows: area within 20 m from the premises of VŠEM.
- 4) In case of violation of this regulation, the student shall be fined CZK 1,000.
- 5) If the financial penalty is not paid within 14 days of the date of the offence, access to SIS VŠEM shall be blocked.
- 6) Repeated violations of the decree of the Rector shall be sanctioned by 10 administrative points and by initiating disciplinary proceedings with the student.

Validity of the decree: 20 January 2011



Decree of the Rector No. 12/2013

Changes in the Names of Courses/Modules/Seminar Blocks in Degree Programmes (Bachelor's, Master's)

Article 1

Change in names of courses/modules/seminars

The names of selected courses and seminars are changed; the contents remain the same.

Course / Module / Seminar block	
Original name	New name
Analysis of the International Environment	International Environment
Target Groups and the Infrastructure of Marketing Communication	Intercultural Marketing
Financial and Legal Aspects of Business Transactions	Business Transactions
Financial Management and Financial Analysis	Financial Management
Innovation and Innovative Marketing	Innovation Strategy
Innovation and Competitiveness	Competitiveness
Communication Mix	Communication Strategy
Management of Quality, Safety, and Environment	Management Systems
Management in Health-care and Social Services	Quality Management in Health care
Marketing of Sport Services and Events	Marketing of Sport Events
Marketing Management	Marketing (MBA from October 2013)
Marketing Research on Innovation and Competitiveness	Innovation and Competitiveness
Monetary Integration and Exchange Rate Risk	Monetary Union
Methods and Techniques of Quality Management	Methodology for Quality Management
International Financial Transactions - Revenues and Risks	Financial Transactions
International Marketing Communication	Marketing Communication
Organization and Management of Sport	Sports Management
Law in Health-care and Social Services	Health-care Law
Public Relations in Sports Organizations	PR in Sports
Advertising and Sponsoring in Sports	Advertising in sports
Sports in Social Context	Sports and Society
Consumer Behaviour and Market Segmentation	Market and Consumption
Strategic Human Resources Management	Human Resources Strategy
Strategy and Strategic Analysis	Strategic Analysis

Article 2
Examination Registration

The student shall register for the examinations (EZK) already under the new names of courses.

Article 3
Validity of the Decree

The decree enters into force on 1 January 2014.



STUDY-RELATED FEES

Tax Deductibility of Study-related Fees / Tuition Fees	65
Payments of Study-related Fees and Payment in Instalments.....	67
Shifting the Due Date of Study-related Fees.....	74



Decree of the Rector No. 03/2015
Tax Deductibility of Study-related Fees / Tuition Fees

Article 1

Conditions of Tax Deductibility

- 1) These conditions for tax deductibility are based on the interpretation of the Income Tax Act (Act No. 586/1992 Sb.) and of the Labour Code (Act No. 262/2006 Sb.).
- 2) Study-related fees / tuition fees can be recognized, under paragraph 1, as tax-relevant costs of the taxpayer (company) subject to the conditions of Section 227 et seq. and in particular Section 231 et seq. of the Labour Code, in particular:
 - a) The subject and contents of studies are demonstrably closely related to activities of the employer.
 - b) The employer requires (internal regulation, organizational schedule, systematization, etc.) relevant higher education for the job position for which the student employee is preparing or in which (s)he is working.
 - c) The employer provides the employee with the requisites and concessions according to the Labour Code.
 - d) The employer has entered into a stabilization agreement with the employee, i.e. a contract according to the Labour Code which proves that the employee will work for the employer for a certain period of time after graduation.
 - e) Study-related fees must be paid for the student in full by the employer, i.e. no part of the fees can be paid by the student (employee).

Article 2

Self-employed Persons

- 1) Employee education under Section 24(2)(j)(3) of the Income Tax Act is not applicable to self-employed persons and therefore it is not possible to infer, on the basis of this provision, the possibility of tax deductibility of tuition costs for self-employed persons.
- 2) The possibility of applying the costs of examinations verifying the results of further education, both in the form of an item deductible from the tax base pursuant to Section 15(8) and as expenditure under Section 24(2)(z), may not be applied to tuition or examinations at higher education institutions, as according to Act No. 179/2006 Sb. studies in accredited fields of study at higher education institutions do not constitute a "further education," but rather "initial education" (see Section 2 of Act No. 179/2006 Sb).
- 3) Given the somewhat ambiguous definition in the relevant legal act, it is strongly recommended to make individual consultations with or gather information from the relevant tax administrator.

Article 3

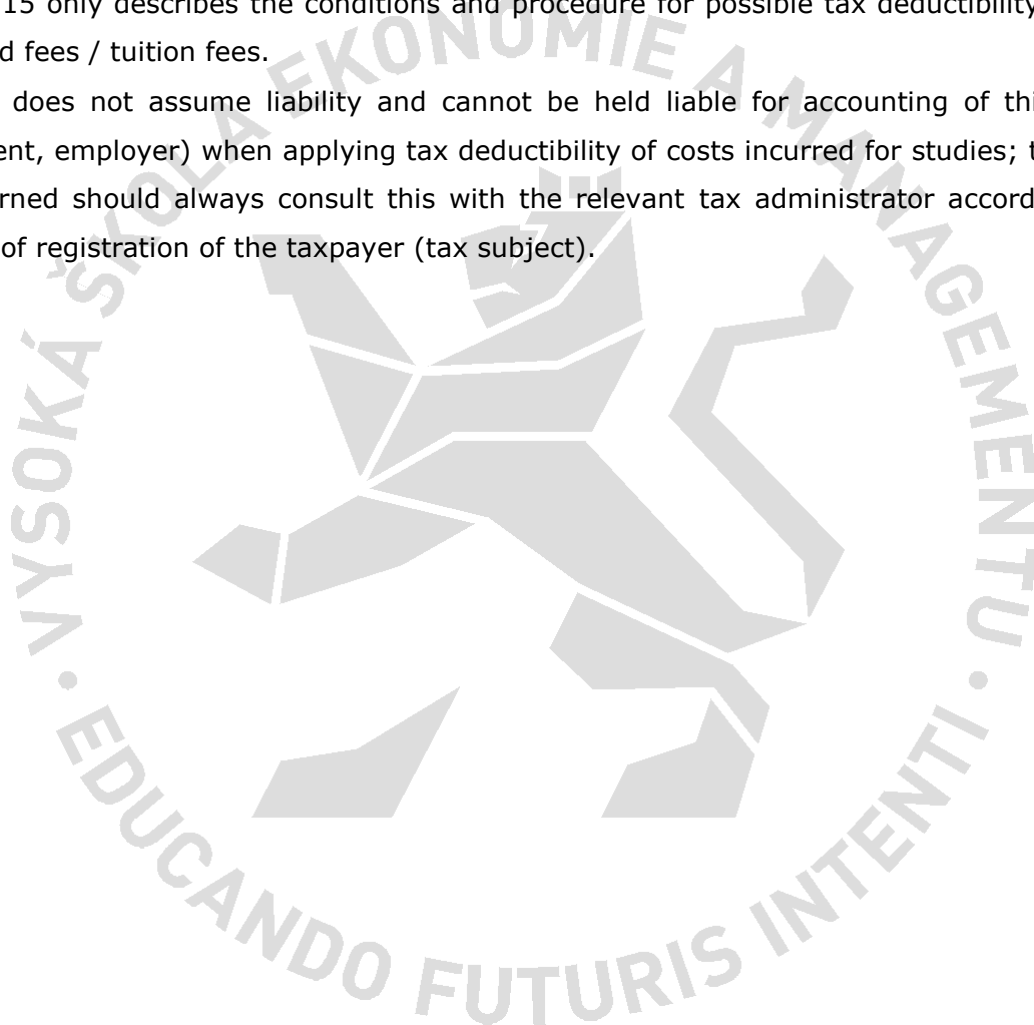
Exemption from Personal Income Tax

The employer has to pay the tuition fees for the employee directly to the higher education institution (VŠEM) because only then is the income of the employee (study-related fees / tuition fees paid for him/her) exempt from personal income tax.

Article 4

Validity and Entry into Force of the Decree

- 1) The validity and enforceability of the tax deductibility of study-related fees / tuition fees at higher education institutions is stipulated by the Income Tax Act (Act No. 586/1992 Sb.), and by the Labour Code (Act No. 262/2006 Sb.); the decree of the Rector of VŠEM No. 03/2015 only describes the conditions and procedure for possible tax deductibility of study-related fees / tuition fees.
- 2) VŠEM does not assume liability and cannot be held liable for accounting of third parties (student, employer) when applying tax deductibility of costs incurred for studies; the person concerned should always consult this with the relevant tax administrator according to the place of registration of the taxpayer (tax subject).



Decree of the Rector No. 01/2015

Payments of Study-related Fees and Payment in Instalments

Article 1

Study-related Fees

- 1) The study-related fees / tuition fees shall be paid by the applicant / student through the ePlatby VŠEM application by the stipulated due date and in the amount of the relevant price level chosen by the student.
- 2) The level of study-related fees is guaranteed for the entire standard length of uninterrupted studies at a given price level.
- 3) The annual study-related fees for extension of the length of studies, i.e. for studies beyond the standard length of studies, are determined by the amount of annual study-related fees for the last year of studies within the standard length of studies.
- 4) The amount of study-related fees according to the relevant price level within the standard length of studies, i.e. the commencement of studies from January 2019:
 - a) Bachelor's degree programme (Bc.):
Standard: CZK 40,000/year (in total for standard length of studies: CZK 120,000).
Premium: CZK 60,000/year (in total for standard length of studies: CZK 180,000).
 - b) Master's degree programme (Ing.):
Standard: CZK 40,000/year (in total for standard length of studies: CZK 80,000).
Premium: CZK 60,000/year (in total for standard length of studies: CZK 120,000).
 - c) Master of Business Administration (MBA):
Standard: CZK 50,000/year
Premium: CZK 70,000/year
 - d) Doctoral degree programme (Ph.D.)
Standard: CZK 40,000/year (in total for standard length of studies: CZK 120,000).
Premium: CZK 60,000/year (in total for standard length of studies: CZK 180,000).
- 5) The amount of study-related fees according to the relevant price level within the standard length of studies, i.e. the commencement of studies from April 2018 until October 2018:
 - e) Bachelor's degree programme (Bc.):
Scholarship: CZK 40,000/year (in total for standard length of studies: CZK 120,000).
Premium: CZK 60,000/year (in total for standard length of studies: CZK 180,000).
Exclusive: CZK 80,000/year (in total for standard length of studies: CZK 240,000).
 - f) Master's degree programme (Ing.):
Scholarship: CZK 40,000/year (in total for standard length of studies: CZK 80,000).

- Premium: CZK 60,000/year (in total for standard length of studies: CZK 120,000).
Exclusive: CZK 80,000/year (in total for standard length of studies: CZK 160,000).
- g) Master of Business Administration (MBA):
Scholarship: CZK 60,000/year
Premium: CZK 90,000/year
Exclusive: CZK 120,000/year
- h) Doctoral degree programme (Ph.D.)
Scholarship: CZK 40,000/year (in total for standard length of studies: CZK 120,000).
Premium: CZK 60,000/year (in total for standard length of studies: CZK 180,000).
Exclusive: CZK 80,000/year (in total for standard length of studies: CZK 240,000).
- 6) The amount of study-related fees according to the relevant price level within the standard length of studies, i.e. the commencement of studies from October 2017 until January 2018:
- i) Bachelor's degree programme (Bc.):
Scholarship: CZK 20,000/year (in total for standard length of studies: CZK 60,000).
Classic: CZK 20,000/year (in total for standard length of studies: CZK 60,000).
Standard: CZK 40,000/year (in total for standard length of studies: CZK 120,000).
Premium: CZK 60,000/year (in total for standard length of studies: CZK 180,000).
Exclusive: CZK 80,000/year (in total for standard length of studies: CZK 240,000).
- j) Master's degree programme (Ing.):
Scholarship: CZK 20,000/year (in total for standard length of studies: CZK 40,000).
Classic: CZK 20,000/year (in total for standard length of studies: CZK 40,000).
Standard: CZK 40,000/year (in total for standard length of studies: CZK 80,000).
Premium: CZK 60,000/year (in total for standard length of studies: CZK 120,000).
Exclusive: CZK 80,000/year (in total for standard length of studies: CZK 160,000).
- k) Master of Business Administration (MBA):
Scholarship: CZK 30,000/year
Premium: CZK 80,000/year
Exclusive: CZK 100,000/year
- l) Doctoral degree programme (Ph.D.)
Scholarship: CZK 20,000/year (in total for standard length of studies: CZK 60,000).
Standard: CZK 40,000/year (in total for standard length of studies: CZK 120,000).
Premium: CZK 60,000/year (in total for standard length of studies: CZK 180,000).
Exclusive: CZK 80,000/year (in total for standard length of studies: CZK 240,000).

7) The amount of study-related fees according to the relevant price level within the standard length of studies, i.e. the commencement of studies from January 2017 until April 2017:

m) Bachelor's degree programme (Bc.):

Scholarship: CZK 20,000/year (in total for standard length of studies: CZK 60,000).

Premium: CZK 50,000/year (in total for standard length of studies: CZK 150,000).

Exclusive: CZK 80,000/year (in total for standard length of studies: CZK 240,000).

n) Master's degree programme (Ing.):

Scholarship: CZK 20,000/year (in total for standard length of studies: CZK 40,000).

Premium: CZK 50,000/year (in total for standard length of studies: CZK 100,000).

Exclusive: CZK 80,000/year (in total for standard length of studies: CZK 160,000).

o) Master of Business Administration (MBA):

Scholarship: CZK 30,000/year

Premium: CZK 80,000/year

Exclusive: CZK 100,000/year

p) Doctoral degree programme (Ph.D.)

Scholarship: CZK 20,000/year (in total for standard length of studies: CZK 60,000).

Premium: CZK 50,000/year (in total for standard length of studies: CZK 150,000).

Exclusive: CZK 80,000/year (in total for standard length of studies: CZK 240,000).

8) The amount of study-related fees according to the relevant price level within the standard length of studies, i.e. the commencement of studies from October 2014 until October 2016:

a) Bachelor's degree programme (Bc.):

Scholarship Classic: CZK 20,000/year (in total for standard length of studies: CZK 60,000).

Standard: CZK 40,000/year (in total for standard length of studies: CZK 120,000).

Premium: CZK 50,000/year (in total for standard length of studies: CZK 150,000).

Exclusive: CZK 70,000/year (in total for standard length of studies: CZK 210,000).

b) Master's degree programme (Ing.):

Scholarship Classic: CZK 20,000/year (in total for standard length of studies: CZK 40,000).

Standard: CZK 40,000/year (in total for standard length of studies: CZK 80,000).

Premium: CZK 50,000/year (in total for standard length of studies: CZK 100,000).

Exclusive: CZK 70,000/year (in total for standard length of studies: CZK 140,000).

c) Master of Business Administration (MBA); from AY 2015/2016:

Scholarship Classic: CZK 50,000/year

Standard: CZK 70,000/year

Premium: CZK 80,000/year

Exclusive: CZK 100,000/year

d) Doctoral degree programme (Ph.D.)

Scholarship Classic: CZK 30,000/year (in total for standard length of studies: CZK 90,000).

Standard: CZK 50,000/year (in total for standard length of studies: CZK 150,000).

Premium: CZK 60,000/year (in total for standard length of studies: CZK 180,000).

Exclusive: CZK 80,000/year (in total for standard length of studies: CZK 240,000).

9) The amounts of tuition fees and the maturity dates for students with date of commencement of studies in April 2014 or earlier (Bc./Ing.) or in October 2014 or earlier (MBA) are stipulated in the Contract on the Provision of Studies or in the notification of fulfilment of the admission conditions, see the Archive of Price Levels (SIS VŠEM).

10) The applicant/student shall be obliged to pay all his/her financial obligations in the academic year into which enrolment has been performed according to the VŠEM Internal Regulations.

11) In case of extension of studies, the student shall be obliged to pay study-related fees within the given price level for the entire period for which his/her studies were extended.

Article 2

Payment in Instalments and Due Dates

1) Within the relevant price level, the student is allowed, after fulfilling the relevant conditions, to split the annual study-related fees into instalments set by VŠEM and in given due dates.

2) The applicant/student does not request the splitting of payments (with the exception of point 5); (s)he shall pay the relevant amount of payment through the ePlatby VŠEM application within the stipulated due date.

3) If a student receives administrative points for non-compliance with the conditions for payment of study-related fees (i.e. administration of payments), (s)he loses the entitlement to split the annual payments within the next payment period and must pay the remaining instalments of tuition fees in the amount of the annual study fees according to the relevant price level.

4) Fixed due dates for study-related fees within standard length of studies:

a) Commencement of studies in January:

Payment 1x/year until 1 December;

Payment 2x/year until 1 December / 1 May;

Payment 3x/year until 1 December / 1 May / 1 July;

Payment 4x/year until 1 December / 1 May / 1 July / 1 September;

b) Commencement of studies in April:

Payment 1x/year until 1 March;

Payment 2x/year until 1 March / 1 August;

Payment 3x/year until 1 March / 1 August / 1 October;

Payment 4x/year until 1 March / 1 August / 1 October / 1 December;

c) Commencement of studies in October:

Payment 1x/year until 1 August;

Payment 2x/year until 1 August / 1 January;

Payment 3x/year until 1 August / 1 January / 1 March;

Payment 4x/year until 1 August / 1 January / 1 March / 1 May;

- 5) In the case of VŠEM Student Loan, i.e. the division of payments into 10 + 1 instalments, the student pays individual instalments through the ePlatby VŠEM application to VŠEM on or before the first day of given month.
- 6) Application for VŠEM Student Loan shall be sent (shall be approved) for each academic year in which the student enrolled; there is no legal entitlement to be granted a VŠEM Student Loan, and the approval of the application is conditioned by previous fulfilment of study and administrative duties by the student. In case of failure to meet the due date, i.e. in case of receipt of administrative points for non-compliance with the conditions for payment of study-related fees (administration of payments), the student loses his/her entitlement to VŠEM Student Loan and must pay the remaining instalments within the annual study-related fees.

Article 3

Administrative Fees

- 1) In the event of non-compliance with the terms of payment of the tuition, i.e. the amount of payments, the due date, the variable symbol of payment, etc., or with the stipulated conditions for payment, the applicant/student shall be obliged to pay the relevant administrative fees.
- 2) Administrative fees shall be paid by the student on the basis of invoices or documents issued by the Information and Advisory Centre of VŠEM according to point 1.
- 3) In case of non-fulfilment of study duties at the price level Classic within the standard length of studies, i.e. obtaining at least 90% of credits for closure of the year of studies and passing at least 90% of teaching in given year of studies according to the schedule in SIS is student obliged to pay administrative fees according to the Administrative Price List.

Article 4

Abandonment of Studies

- 1) Studies can only be abandoned on the basis of a request submitted by the student via SIS VŠEM, stating a specific reason.
- 2) The student is obliged to return the VŠEM student card and pay all financial obligations towards VŠEM for the relevant period according to the price level of the student: In the academic year in which the electronic enrolment was performed (price levels Premium, Exclusive) or for the entire standard length of studies (price levels Standard, Scholarship, Classic). In case of extension of studies, the student shall commit to pay study-related fees within given price level for the entire period by which his/her studies were extended.

- 3) In case of a discounted yearly Premium / Exclusive tuition fees for total length of studies of 3 years (follow-up Master's degree programme Ing., professional programme MBA) or 5 years (Bachelor's degree programme Bc., follow-up Master's degree programme Ing.), or 6 years (Bachelor's degree programme Bc., follow-up Master's degree programme Ing., professional programme MBA), the student shall be obliged to pay all the study-related fees (i.e. without the discount) for the entire standard length of studies of the currently studied degree programme (for which the enrolment was performed) in case of non-continuing studies at VŠEM.
- 4) Within the standard length of studies, the student must submit a request to abandon studies before the electronic enrolment for given academic year (i.e on or before 30 June).
- 5) As part of the extension of standard length of studies, the student must also submit a request to abandon studies by the deadline according to the date of the extension of studies (September until 30 June, November until 31 October, January until 31 December, May until 30 April).
- 6) Abandonment of studies is effective on the date of request.

Article 5

Interruption of Studies

- 1) The approval of a request for interruption of studies is conditioned by submission of the request by the established deadline and by payment of all financial obligations for the relevant period according to the price level of the student: In the academic year to which the electronic enrolment was performed, or for the entire standard length of studies.
- 2) The student shall use the pre-paid study-related fees after re-enrolment into studies; in case of termination/abandonment of studies, these fees are non-refundable.
- 3) It is possible to pay the study-related fees according to point 1 in instalments on the basis of an approved request, at the latest by the date of re-enrolment into studies. The splitting of payments is conditioned by signing an Instalment Agreement specifying the instalment schedule; the student must not have any obligations towards VŠEM.
- 4) Abandonment of studies during the interruption of studies does not relieve the student/applicant of the obligation to pay all financial obligations arising from the hitherto unpaid tuition payments according to the instalment schedule.
- 5) In case of interruption of studies by more than 12 months (price levels Scholarship, Classic, Standard) or 24 months (price levels Premium, Exclusive), the student loses the guaranteed level of study-related fees of his/her price level and is subject to the level of study fees of the current level at time of his/her re-enrolment into studies with the obligation to pay any difference.
- 6) The conditions of studies and of assessment of studies (ex. examinations, course credits, written theses, annotations of courses, administration of studies, etc.) are determined by the period into which the the student performed the re-enrolement in studies.

Article 6

Price Levels Scholarship and Standard

1) Price levels Scholarship (commencement in October 2018 or earlier) and Standard (commencement in January 2019 or earlier) are subject to the fulfilment of the stipulated conditions for each academic year/payment period:

- Student and development activities in points according to the mode of study (on-site 20 points; combined/distance 15 points).
- Fulfilment of one of these conditions: a) 50% of credits, or b) average of marks of 2.0, or c) 50% attendance

a) At least 50% of credits in the year of studies:

- 50% of credits from all enrolled courses in given year of studies.
- 50% of credits from written theses ST/PT/CCT (in the 1st and 2nd years of studies, half of the total number of credits for written outputs ST/CCT/PT is considered to constitute 100%).
- 50% credits from PA in on-site mode of study (Bc.: one third of credits for the entire studies is considered to constitute 100%; Ing.: half of credits for the entire studies is considered to constitute 100%).
- EZZK written final examinations (if the student had courses in his/her schedule that are included in them).
- Written theses BT/MT (3rd/2nd year of studies).

b) Average of marks of 2.0 out of 100% of EZK examinations of courses enrolled in in given year of studies.

- All examination attempts taken are included in the average of marks.
- The average of marks is calculated at the end of the year when the examinations of all courses enrolled in must be passed.
- The EZK classification assessment is based on the point evaluation of the examination without bonus points for student attendance (10/20 points), i.e. the actual score for the examination test.

c) At least 50% attendance in given year for each course (videolearning, videoexercises, lectures).

- "Participation" means duly registered participation in direct teaching (lectures) and in the framework of videoexercises and videolearning (its viewing is relevant only before passing the examination from given course).

2) In the event that the above-mentioned Scholarship / Standard conditions are not met, the student is obliged to top-up his/her payment for the periods in which (s)he used the price level Scholarship / Standard to the price level Premium.

Article 5

Validity and Entry into Force of the Decree

The decree of the Rector No. 01/2015 enters into force on 1 May 2015. Updated from 1 January 2019.

Decree of the Rector No. 09/2013
Shifting the Due Date of Study-related Fees

Article 1

Regular Shift in the Due Date of Study-related Fees

- 1) A request for regular and free shift in the due dates of study-related fees for given due date shall be sent by the student via SIS VŠEM / Study Forms / Request/inquiry (Subject: Shift in Due Date) no later than 14 days before the due date.
- 2) Regular and free shift in the due dates of study-related fees is only possible for payments of annual study-related fee; regular and free shift in the due dates is not possible when the payments are split into two or three yearly instalments and in case of VŠEM Student Loan (10 + 1 instalments).
- 3) Approval of a request for regular shift in due dates of study-related fees is conditioned by fulfilment of the study and administrative duties of the student (or by non-awarding administrative points in given academic year or for payment non-discipline).
- 4) The request of the applicant/student must contain specific and relevant reasons for postponing the payment (provable upon request by VŠEM).
- 5) There is no legal claim for shift in the due dates of study-related fees.

Article 2

Substitute and Irregular Due Dates for Study-related Fees

- 1) In case of non-compliance with the due date of study-related fees, rates are set within the scope of substitute and irregular due dates for study-related fees.
- 2) Rates for postponement or non-compliance with the due date by the student:
 - a) Shift in due date/payment of study-related fees in the range of 1 - 30 days within the substitute date (CZK 1,000).
 - b) Shift in due date/payment of study-related fees in the range of 31 - 60 days within the irregular date (CZK 3,000).
 - c) Shift in due date/payment of study-related fees by more than 60 days within the irregular date (CZK 5,000).
- 3) In the case of non-payment of fees for a substitute or irregular due date of study-related fees (issuance of an invoice), the student shall be denied access to the SIS until the due amounts are properly paid.
- 4) The day of payment of study-related fees is the date of crediting the specified amount to the bank account of VŠEM under the correct variable symbol.
- 5) Waiver of administrative fees for failure to meet the due date is possible on condition of waiver of the advantage of slitting the study-related/tuition fees (if this option is included in the price level of the student) within the standard length of studies, based on approval of such request by the Head of the Rector's Office. The request shall be sent by the student by the due date of the administrative fee (see point 2).

- 6) When deciding on the waiver of administrative fees, the study activity of the student (classification of courses, attendance at teaching, study and extra-curricular activities, etc.) may be taken into account.

Article 3

Validity of the Decree

The decree enters into force on 1 December 2013. Updated from 1 October 2017.

