

# Organization of studies – MU Study and Examination Regulations

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## Enrolment

### Enrolment in studies and enrolment in the first semester

In accordance with section 10, subsection 1 of the [MU Study and Examination Regulations](#) (hereinafter “Regulations”), an applicant admitted to studies in a degree programme implemented at MU faculty gains the right to enrolment in studies and enrolment in the first semester. Enrolment in studies must be carried out in person at the faculty responsible for implementing a given programme (or field of study) on a designated date and time.

An applicant becomes a student only following enrolment in studies. In case an applicant fails to enrol during the period specified by the academic year chart and timetable or by an alternate date, he/she must provide evidence of circumstances preventing him/her from enrolment within five days. Failure to do so shall result in the loss of the right to enrolment.

### Re-enrolment in studies

A person whose studies have been interrupted in accordance with section 13 of the Regulations is entitled to re-enrolment in these studies and may (section 10, subsection 2) enrol in a semester (following the provisions of section 12) once the interruption period has expired. Re-enrolment in studies is to be communicated to the relevant faculty by **e-mail** via the designated IS MU application.

Should an applicant fail to enrol in studies in the prescribed period or at an alternate date and subsequently fail to provide compelling reasons which prevented them from doing so in a period of five workdays, their right to enrolment in studies shall expire and their **studies shall be terminated** in accordance with section 56, subsection 1, letter b) of [Act No. 111/1998 Coll.](#), on Higher Education Institutions and on the Modification and Amendment of Other Acts (hereinafter “Higher Education Act”) and section 15, subsection 1, letter b, of the Regulations.

### Enrolment in an upcoming semester

In accordance with section 12 of Regulations, a student has the right to enrol in the following semester of his/her studies if he/she has successfully completed all **repeated courses** enrolled in the immediately preceding semester and **met the conditions of enrolment** in the following semester as specified in section 2, subsection 2 of the Regulations. The conditions of enrolment in the following semester are considered met in case a student meets the following conditions:

- Gaining a minimum of 20 credits aggregated in all of his/her studies in courses enrolled in the immediately preceding semester, or gaining a minimum of 45 credits aggregated in all of his/her studies in courses enrolled in two immediately preceding semesters;
- Achieving the minimum credit value of one of his/her studies while not exceeding the standard length of studies in any of his/her studies;

- Gaining a number of credits in one of his/her studies which is at least thirty times the number of semesters completed in these studies while not exceeding the standard length of studies in any of his/her studies.

Enrolment in the following semester is carried out via the appropriate IS MU application. In case a student fails to earn the right to enrolment in the following semester by the last day of the period designated for enrolment in a semester, his/her **studies are terminated** in accordance with section 56, subsection 1, letter b) of the Higher Education Act and section 15, subsection 1, letter b) of the Regulations. In accordance with section 68, subsection 4 of the Higher Education Act, an applicant may **lodge an appeal** with the issuing authority within 30 days of receiving a decision on the termination of studies.

## **Course of studies**

### **Total duration of studies**

In accordance with section 13, subsection 3 of the Regulations, the sum of the total duration of studies in a master degree programme and the duration of interrupted studies must not exceed **double the standard length of studies** specified for a given programme. This excludes periods for which study was interrupted for parental leave or serious health reasons or periods of interrupted studies due to an unsuccessful state examination or thesis defence.

### **Minimum credit value of studies**

In accordance with section 6, semester 4 of the Regulations, minimum credit value of studies is set at **thirty times the standard length of studies in a programme** as expressed in the number of semesters. This value thus constitutes 120 credits in the case of two-year master degree programmes.

### **Course enrolment, completion and course repetition**

In accordance with section 11 of the Regulations, a student shall select courses for each of his/her studies during the enrolment period. Course enrolment requests are submitted via the IS MU during the course **registration period**. Conditions restricting course enrolment apply, especially prerequisites stipulating the completion of certain course(s) prior to enrolment; in addition, the dean may limit the number of students scheduled for enrolment in a given programme as well as defining conditions for the enrolment of elective courses.

**Completion of a course**, in accordance with section 16 of the Regulations, constitutes meeting the course requirements in one of the four ways (Credit, Colloquium, Examination, Graded credit). Deadlines for course completion are scheduled during the examination period or take place during the last two weeks of tuition in a semester.

In case a student did not successfully fulfil the conditions of a credit or graded credit (section 18 of the Regulations) or colloquium or examination (section 19), he/she is entitled to a maximum of **two repetitions** in the case of a course enrolled for the first time and a maximum of **one repetition** in the event of a repeated course.

In case a student did not complete an enrolled course successfully, he/she is obliged to re-enrol in the first semester when the course is offered again (see section 21 of the Regulations). A student who failed to complete a **repeated course**, exhausting all possibilities specified in section 18 and/or section 19 of the Regulations, thus loses the right to enrolment in the following semester (section 12, subsection 1, letter a) of the Regulations); his/her **studies are thereby terminated** in accordance with section 56, subsection 1, letter b) of the Higher Education Act. In accordance with section 68, subsection 4 of the Higher Education Act, an applicant may **lodge an appeal** with the issuing authority within 30 days of receiving a decision on the termination of studies. A student may decide not to fulfil the obligation to repeat a course if such a course is elective for the studies in question; the amount of courses thus not repeated must not exceed **one tenth** of the minimum credit value of such studies.

### **Interruption of Studies**

In accordance with section 13 of the Regulations, a student's studies may be interrupted on his/her request; the dean shall comply with the request in case the student meets the conditions of enrolment in the following semester in accordance with section 12 of the Regulations. If this is not the case, the dean will make a ruling based on the substantiation provided by the student. Should the dean decide to comply with the request, he/she will simultaneously set the beginning and end dates of the interruption period as well as additional conditions of enrolment in the semester immediately following re-enrolment in studies.

With respect to applying for a state examination or a thesis defence, the end of the interruption of studies period may be set to a designated period at the end of the last semester prior to the state examination or thesis defence. In all other cases, studies are interrupted for a period of several semesters including the remainder of the semester when the request seeking interruption of studies was filed. In accordance with section 10 of the Regulations, a person **ceases to be a student of MU** on the day of interruption of studies; the status of student may only be restored following re-enrolment in studies.

Should an applicant fail to enrol in studies in the prescribed period or at an alternate date and subsequently fail to provide compelling reasons which prevented them from doing so in a period of five workdays, their right to enrolment in studies shall expire and their **studies shall be terminated** in accordance with section 56, subsection 1, letter b) of the Higher Education Act and section 15, subsection 1, letter b), of the Regulations. In accordance with section 68, subsection 4 of the Higher Education Act, an applicant may **lodge an appeal** with the issuing authority within 30 days of receiving a decision on the termination of studies.

### **Closure of studies**

#### **Closure of studies**

In accordance with section 15 of the Regulations, closure of studies in a master degree programme may take place in the following ways:

- successful completion of a master state examination and diploma thesis defence in accordance with section 47, subsection 4 of the Higher Education Act,

- loss of the right to enrolment in studies in accordance with section 10 or 12, or due to failure to meet conditions specified in sections 31 or 32 of the Regulations (section 56, subsection 1, letter b) of the Higher Education Act),
- abandoning studies (section 56, subsection 1, letter a) of the Higher Education Act),
- expulsion in accordance with section 65, subsection 1, letter c), or section 67 of the Higher Education Act (section 56, subsection 1, letter e) of the Higher Education Act),
- revocation of accreditation or expiry of programme accreditation in accordance with section 80, subsection 4 of the Higher Education Act (section 56, subsection 1, letters c) or d) of the Higher Education Act).

A person **ceases to be a student** of MU on the day of closure of his/her studies. Students whose **studies were successfully completed** are issued a university diploma and diploma supplement as proof of completion of studies. Graduates of studies implemented in a foreign language are issued diplomas in that language. Master studies graduates are granted the academic title of Master, abbreviated as Mgr.

### **Final state examination and thesis defence**

In accordance with section 22 of the Regulations, prerequisites for submitting a final state examination application include the **fulfilment of all requirements** specified in section 22a of the Regulations. The **diploma thesis** must be submitted no later than at application submission date.

Should a student fail some part of the final state examination, he/she is entitled to **repeat the examination no more than once**. In case a student is absent on the designated date of the examination and subsequently fails to provide an acceptable reason for his/her absence within five workdays following that date, his/her performance is assessed as “unacceptable”. A student's **studies may be interrupted** by the dean until the alternate examination date (this period does not count towards the total duration of studies).

### **Exceptions to the Study Rules**

It is recommended that you always try hard to fulfil the duties and requirements specified in the Study Rules, for instance by earning at least 20 credits each semester and successfully completing all registered courses. If you are unable to fulfil the study requirements, your studies do not continue automatically from semester to semester. To prevent your studies from being terminated, you must write a letter addressed to the FI Dean stating the reasons why you have not been able to fulfil the requirements, and ask for an exception to the study rules.

You need to officially submit this letter via the Study Administrator (you can also discuss the situation before) in person, or send it as a registered mail, and you will receive a decision in the matter soon.

Whole MU Study and Examination Regulations:

[http://www.muni.cz/general/legal\\_standards/study\\_examination\\_regulations](http://www.muni.cz/general/legal_standards/study_examination_regulations)