

RULES OF STUDY AT THE FACULTY OF LAW OF CHARLES UNIVERSITY*

Under sections 27 (1) (b) and 33 (2) (f) of Act No. 111/1998 Sb., to regulate higher education institutions and to change and amend other laws (“the Higher Education Act”), as amended, the Academic Senate of the Faculty of Law of Charles University has adopted the following Rules of Study at the Faculty of Law as an internal regulation of the Faculty:

PART I

Introductory Provision

Article 1

These Rules of Study at the Faculty of Law¹ stipulate under Article 19 (2) of the Code of Study and Examination of Charles University (“the Code of Study and Examination of the University”) the requirements for master’s and doctoral programmes of study offered by the Faculty of Law of Charles University (“the Faculty”) and provide the detailed rules of study at the Faculty.

PART II

Requirements for Programmes of Study under the Code of Study and Examination of Charles University

CHAPTER I

Requirements for Master’s Programmes of Study

Article 2

Units of Study

(under Article 4 (6) of the Code of Study and Examination of the University)

The unit of study corresponds to a year of study.

Article 3

Minimum Number of Credits

(under Article 5 (6) of the Code of Study and Examination of the University)

The minimum number of credits required for registration for the next unit of study in the programme of study is as follows:

- a) 55 credits for registration for the second unit of study;
- b) 120 credits for registration for the third unit of study;
- c) 170 credits for registration for the fourth unit of study;
- d) 230 credits for registration for the fifth unit of study;
- e) 290 credits for registration for the sixth and higher units of study.

* Translator’s note: Words importing the masculine include the feminine, and unless the context otherwise requires, words in the singular include the plural, and words in the plural include the singular.

¹ Article 4 (4) of the Constitution of the Faculty of Law of Charles University.

Article 4

Proportion of Credits Acquired for Optional Subjects for Assessment of Eligibility for Registration for the Next Unit of Study

(under Article 5 (8) of the Code of Study and Examination of the University)

(1) When assessing whether a student has acquired a sufficient number of credits for registration for the second to fifth units of study, the maximum proportion of credits acquired for elective subjects that may be counted towards the credits for registration is one sixth of the normal number of credits for the first year of study, i.e., 10 credits.

(2) When assessing whether a student has acquired a sufficient number of credits for registration for the sixth or higher units of study, the maximum proportion of credits acquired for elective subjects that may be counted towards the credits for registration is one quarter of the normal number of credits for the first year of study, i.e., 15 credits.

Article 5

Right to Register for a Subject

(under Article 7 (2) of the Code of Study and Examination of the University)

(1) A student is entitled to register for a subject taught at the University via the Student Information System in the period designated for registration for subjects in a Rector's measure.

(2) If the curriculum of the programme of study so stipulates, it is possible to register for such subjects during the entire academic year.

(3) The registration for a subject is binding at the point when the preliminary registration is confirmed by the Student Registry. The dates for confirmation of preliminary registration by the Student Registry are published by the Faculty in the publicly accessible section of its website.

(4) If registration for a subject via Student Information System is not allowed, a student is entitled to register for such subject in the manner described in, and in accordance with the conditions published in, the Student Information System.

(5) Upon a written application of a student, the Dean may allow the student to register for a subject taught at the University after the deadline for registration for subjects stipulated in the academic calendar. Such application must always contain an opinion of the guarantor of the subject.

(6) Preliminary registration for a subject may be cancelled any time. Binding registration for a subject is cancelled by the Faculty if it is impossible to complete the subject due to reasons on the part of the Faculty.

(7) A binding registration for an elective subject forming part of a group of language elective subjects or a group of elective subjects of diploma thesis seminars may be cancelled providing that it is replaced by a binding registration for a subject from the same group of elective subjects for the same year of study in which such subject had been registered for; registration for such a subject may also be cancelled if the student has already completed the subject providing that the student explicitly waives the completion of such subject.

Article 6

Repeated Registration for a Subject

(under Article 7 (9) of the Code of Study and Examination of the University)

(1) Registration for a subject identified in the curriculum of a given programme of study as compulsory is possible only twice, and it is possible to register for the subject a second time only in the immediately subsequent unit of study.

(2) Registration for a subject taught at the Faculty identified in the curriculum of a given

programme of study as an elective is possible only twice.

(3) Registration for a subject taught at the Faculty identified in the curriculum of a given programme of study as an elective without the possibility of repeated registration is possible only once.

Article 7

Deadline for Assessment of Study of a Subject

(under Article 8 (3) of the Code of Study and Examination of the University)

The assessment of study of a subject may be carried out no later than at the end of the last examination period in the given academic year.

Article 8

Colloquium, Course Credit, Graded Course Credit, and Course Test

(under Article 8 (4) and (7) of the Code of Study and Examination of the University)

- (1) For subjects taught at the Faculty:
 - a) a colloquium or a course credit represents either an independent assessment of the subject or a prerequisite for taking an examination;
 - b) graded course credit or a course test is always an independent assessment of the subject.
- (2) Two resit dates are provided for the completion of a course test.
- (3) The number of resit dates for completion of a colloquium, course credit, or graded course credit is two in the case of compulsory and elective subjects, and one in the case of optional subjects. The guarantor of the subject may increase the number of resit dates upon agreement with the head of the department; this information is published by the guarantor in the Student Information System before the beginning of preliminary registration for such subjects. If the nature and manner of the assessment of subject is such that it does not allow for resitting the assessment, it is admissible that a subject does not have any resit dates.

Article 9

Deadline for Grading of a Written Form of Assessment of Subject

(under Article 8 (10) of the Code of Study and Examination of the University)

- (1) The examiner is obliged to grade a written form of assessment of subject and to publish the results via the Student Information System
 - a) in the case of a course test, no later than two weeks after the date of taking the test;
 - b) in other cases, no later than one week after the date the assessment was held.
- (2) The deadline under paragraph 1 always ends no later than on the last day of the examination period in the academic year.

Article 10

Parts of State Final Examination

(under Article 9 (5) and (9) of the Code of Study and Examination of the University)

- (1) The state final examination is divided into parts one, two, three, and four. The individual parts of the state final examination may be taken separately.

(2) Part one of the state final examination consists in the defence of the diploma thesis.

(3) Unless stipulated otherwise, part two of the state final examination focuses on a subject area identical with that of the diploma thesis, that is: Roman Law, Legal History, Theory of Law, Constitutional Law, Civil Substantive Law, Civil Procedural Law, Business Law, Labour Law, Public International Law, European Law, Private International Law and International Trade Law, Criminal Law, Administrative Law, Financial Law, Environmental Law, and Social Security Law. If the topic of the diploma thesis falls under Political Science, part two of the state final examination focuses on Theory of Law. If the topic of the diploma thesis falls under the Theory of State, part two of the state final examination focuses on Constitutional Law. If the topic of diploma thesis falls under Theory of National Economy, part two of the state final examination focuses on Business Law or Financial Law. The subject is determined by the Dean on the basis of the opinion given by the relevant department heads.

(4) Part one of the state final examination must always precede part two of the state final examination.

(5) Parts one and two of the state final examination are usually taken on the same day, part two may immediately follow part one.

(6) Part three of the state final examination (“the Private Law Part”) consists of the topics of Civil Substantive Law, Civil Procedural Law, and Business Law.

(7) Part four of the state final examination (“the Public Law Part”) consists of the topics of Criminal Law, Administrative Law, and Constitutional Law.

(8) The number of credits required to take parts one and two of the state final examination is 210, the number of credits required to take parts three and four of the state final examination is 300.

Article 11

Total Number of Credits Acquired for Compulsory and Elective Subjects *(under Article 9 (10) of the Code of Study and Examination of the University)*

The total number of credits acquired for all compulsory subjects required to take the last part of the state final examination, including the minimum number of credits acquired for elective subjects, is 285 credits.

Article 12

Additional Requirements for Graduating with Distinction *(under Article 9 (13) of the Code of Study and Examination of the University)*

An additional requirement for graduating with distinction consists in the acquisition of a normal number of credits in every continuous assessment during the course of study, and proper completion of study within a period not exceeding the standard period of study by more than one year. If the end of the standard period of study extended by one year falls within the period between 1 June and 29 September of a calendar year, it is sufficient for the study to be properly completed by 30 September of the same calendar year.

CHAPTER II
Requirements for Doctoral Programmes of Study

Article 13

Reviewers of the Dissertation

(under Article 11 (10) of the Code of Study and Examination of the University)

The board for the defence of dissertation appoints two reviewers of dissertation. The board may appoint a higher number of reviewers:

- a) if required by the interdisciplinary nature of the dissertation topic; or
- b) if other objective reasons exist.

CHAPTER III
Requirements Common to All Programmes of Study

Article 14

Competence to Process Students' Submissions Regarding Organisation of Study

(under Article 17 (3) of the Code of Study and Examination of the University)

(1) Unless the competence to process students' submissions regarding the organisation of study is stipulated otherwise, the submissions are processed by the relevant Vice-Dean. If the submission relates only to one subject, the guarantor of that subject provides an opinion on it.

- (2) Submissions for individual curricula are processed by the Dean.
- (3) Processing under paragraph 1 is reviewed by the Dean, processing under paragraph 2 is reviewed by the Rector.

PART III
Detailed Rules of Study in the Master's Programme

CHAPTER I
Transcript of Records

Article 15

(1) The transcript of records of study is formed exclusively by the transcript of data on the subjects and results of assessment of study from the Student Information System officially confirmed by the Faculty or containing the qualified electronic seal of the University.

(2) Upon the request of a student, the Student Registry will authorise also a paper document (the "study credit book") to confirm that the student passed oral examinations and the oral parts of combined examinations.

(3) A student is entitled to request that the result of an oral examination or an oral part of a combined examination be recorded in his study credit book immediately after the end of examination.

(4) In the case of loss or destruction of the study credit book, a student may request that a new study credit book be authorised for him, however, he is not entitled to have the data on previously passed oral examinations and oral parts of combined examinations added to the new study credit book.

(5) A student proves his identity by:

- a) a proof of identity in accordance with a legal regulation, in particular the identity card;
- b) student identification card;
- c) study credit book.

CHAPTER II
Rules for Assessments of Study

Article 16

Assessments of Study

(1) The requirements for completion of a colloquium, course credit, graded course credit, course test, and examination must be stated in the Student Information System before commencement of the preliminary registration for subjects.

(2) Course credits granted for the student's continuous work during the semester are published in the Student Information System within seven days of the commencement of the examination period in the academic calendar.

(3) Written forms of assessment of study are archived by the Faculty by the end of the subsequent academic year unless a longer period is stipulated herein or in another regulation.

Article 17

Course Credit and Graded Course Credit as an Independent Assessment of Subject

(1) The requirements for completion of a course credit or graded course credit are announced via and published in the Student Information System before the commencement of the preliminary registration for subjects, but no later than at the beginning of the semester.

(2) A Dean's measure may stipulate the details of the announcement and publishing of requirements for the completion of course credits and graded course credits.

(3) An overview of completed course credits and graded course credits filed by individual dates is maintained by the relevant department; the department is obliged to maintain the overview for at least 10 years; this time limit starts running at the beginning of the academic year following the completion of the course credit or graded course credit.

Article 18

Course Test

Course tests are in written form.

Article 19

Dates of Course Tests

(1) Every academic year, four dates are published for taking course tests for every subject that is completed by this form of assessment of study. The gap between the individual published dates of the course tests for the same subject must be at least three weeks. In extraordinary circumstances worthy of special consideration the Dean may publish an extraordinary fifth date for taking course test in an academic year.

(2) The dates of course tests are decided by the Dean after discussion with the heads of departments. The dates chosen are usually on a Friday. With the exception of the possible extraordinary fifth date, the dates are published by the Faculty in the publicly accessible section of its website and in the Student Information System before the beginning of the academic year.

Article 20

Registration for Course Tests

(1) A student who registered in the Student Information System for a subject whose assessment of study takes the form of a course test registers for the course test via the Student Information System; a student may register for any of the published dates no later than by 13:30 two days before the date of the course test.

(2) A student may cancel registration for the previously registered date via the Student Information System no later than by 12:00 on the date preceding the date of the course test.

(3) If a student fails to appear for a course test on the date for which he has registered without duly excusing himself in advance, he is not graded and the date of the course test lapses. A late excuse may be accepted only for serious reasons. The head of the department decides whether the excuse is legitimate.

(4) The head of the department may, due to capacity reasons, limit the number of students who can register for a course test. Such limitation must be published in the Student Information System in advance; once a student registers for a date he must be allowed to take the course test on that date. If it is required to limit the capacity it must not be lower than 500 students for a given date.

Article 21

The Organisation of the Course Test

(1) The course tests are organised by the staff members of the relevant department charged with the organisation by the department head; the department head publishes in advance the required information on the course test organisation.

(2) At the latest on the date of the course test the department head publishes the distribution of students into individual rooms.

(3) When taking attendance, the person charged with the organisation by the department head verifies the identity of the students.

(4) Students have 120 minutes to complete the course test.

Article 22

Publishing of Course Test Questions and Model Answers

The department publishes the course test questions and model answers in the publicly accessible section of the Faculty website no later than at the moment of publishing the results of the course test.

Article 23

Pedagogical Records of Course Tests

An overview of the grades of the course tests filed by individual dates is maintained by the relevant department; the department is obliged to maintain the overview for at least 10 years, this time limit starts running at the beginning of the academic year following the completion of the course test, or the academic year following the lapse of the date when a student was supposed to take the course test.

Article 24

Inspection of Written Tests

(1) A student may, for the purposes for consulting the answers to the written course credit, written graded course credit, course test, written examination, or written part of a combined examination (“the written test”), inspect such written test at the latest within 14 days

of publishing the result of the written test.

(2) More detailed conditions for inspection are decided by the head of the relevant department in the case of course tests and by the guarantor of the subject in other cases.

(3) A student may, at the latest within 14 days of publishing the results of the written test, consult his answers to the written test and its assessment with the teacher who assessed the test. The teacher may change the assessment of the written test. In such case, the teacher must change the grade of the written test in the Student Information System no later than by the end of the academic year.

(4) The grades are deemed final after 14 days of publishing the results of the written test.

(5) The course tests with final grades are entered in the student's file.

Article 25

Examination

(1) The possible forms of examination are oral, written, or combined.

(2) In the course of an oral examination or the oral part of a combined examination, a student may consult a relevant legal regulation with the consent of the examiner.

(3) The form of examination is stipulated by the curriculum.

Article 26

Registration for an Examination

(1) A student registers for an examination via the Student Information System; a student may register for any of the published dates no later than by 13:30 one working day before the date of the examination.

(2) A student may cancel the registration for a previously registered date of examination via the Student Information System. The student may cancel the registration no later than by 10:00 on the working day preceding the date of examination. After the lapse of the deadline for cancelling the registration, the student may only excuse himself from taking the examination in accordance with the Code of Study and Examination of the University.²

(3) The head of the department may, due to capacity reasons, limit the number of students who may register for an examination date. Such limitation must be published in the Student Information System in advance.

(4) No later than two hours after the deadline for registration for an examination or for the oral part of a combined examination, the list of examiners for the given date of examination is published in the Student Information System. In the case of examination before a board, the list of examination board members is usually published immediately before the beginning of the examination. The list of examiners for a given examination date may change before the beginning of the examination in justified cases.

(5) The examinations are held at the registered address of the Faculty. The examinations and other forms of assessment of study may be held elsewhere only in extraordinary cases and upon previous consent of the Dean.

² Article 8 (14) of the Code of Study and Examination of the University.

Article 27

**Examinations before a Board and Assessment
of Written Tests and Course Tests by a Board**

(1) Upon the request of a student, proposal of the examiner, or on the initiative of the department head the oral examination or oral part of a combined examination of a compulsory subject is held before a board of at least two members, who are determined by the department head. A written request from the student must be delivered to the department secretary office no later than two working days before the date of the examination for which the student requests examination before a board.

(2) The second resit date of an oral examination of a compulsory subject held in a given academic year is always before a board, irrespective of whether the student registered for the subject for the first or the second time.

(3) A written test or course test done on a second resit date in a given academic year is assessed by a board whose members are determined by the department head.

Article 28

Pedagogical Records of Oral Examinations

(1) An overview of the grades of oral examinations and the oral parts of combined examinations filed by individual dates is maintained by the relevant department; the department is obliged to maintain the overview for at least 10 years, this time limit starts running at the beginning of the academic year following the completion of the examination, or the academic year following the lapse of the date when a student was supposed to take the examination.

(2) The result of the examination must be entered by the examiner in the paper overview of examination grades in the presence of the student.

(3) The overview of examination grades is signed by the examiner. The examiner or a person in charge enters the results in the Student Information System without undue delay, but no later than on the last day of the examination period in the academic year, and records the fact that the results were entered in the Student Information System in the overview of the examination grades.

(4) Upon the request of a student, the examiner enters the date and the result of the oral or combined examination in the study credit book and signs the entry.

CHAPTER III

State Final Examination

Title 1

General Provisions

Article 29

Form of State Final Examination

The state final examination has the form of an oral examination.

Article 30

Parts of State Final Examination

(1) The state final examination is divided into parts one, two, three, and four³.

³ Article 10 of these Rules.

- (2) Each part of the state final examination is assessed separately.

Article 31

Holding of Part of State Final Examination

- (1) Every part of a state final examination is held before an examination board.
- (2) All members of the examination board must be present at the consultation on the assessment of a part of the state final examination.
- (3) At least two members of the examination board must always be present during the examination.

Article 32

Records

- (1) The chair of the examination board or a member designated by the chair creates a record of the course of a part of the state final examination.
- (2) The record includes:
 - a) the list of members of the examination board;
 - b) the questions drawn by the student; and
 - c) the grade.
- (3) Unless it is stated that the examination board reached the grade by a “majority vote,” the board is presumed to have voted unanimously.
- (4) If the grade is “fail” (“neprospěl/a”), the examination board must provide a sufficiently specific justification.
- (5) The examination board also includes in the record other important facts of the course of the examination.

Title 2

Parts One and Two of the State Final Examination

Article 33

Examination Board

- (1) The examination board for part one of the state final examination consists of at least three members, usually including the thesis advisor and the thesis reviewer.
- (2) The chair and other members of the examination board are appointed and removed by the Dean, usually on the advice of the head of the relevant department.
- (3) The proposal for appointment of the board for the defence of a specific diploma thesis is created by the head of the department together with the Dean based on the list of chairs and board members appointed by the Dean.
- (4) The examination board for part two of the state final examination may be identical with the board for part one of the state final examination.

Article 34

Dates of Parts One and Two of State Final Examination

- (1) The dates of the holding of parts one and two of the state final examination are determined by the head of the department so that they are held no later than within 90 days of the date of handing in the diploma thesis. This time limit is suspended over the summer holiday; if however the beginning of this time limit falls within the period from 1 May to 15 June, the last day of the time limit is the last day of the academic year.

- (2) Parts one and two may be held any time during the academic year.
- (3) A student registers for parts one and two of the state final examination simultaneously with the submission of the diploma thesis.
- (4) A student is informed of the date of the holding of parts one and two of the state final examination via the Student Information System no later than two weeks in advance; the time may be shortened with the student's consent.
- (5) The date of the holding of parts one and two of the state final examination is published by the department in the publicly accessible section of the website of the Faculty and on the notice board of the department.
- (6) A member of the staff of the department who is designated by the head of the department hands over, no later than 48 hours before the holding of parts one and two of the state final examination, a list of the registered students to the Student Registry. The Student Registry prepares and delivers to the department without undue delay the record in paper form, unless the record of parts one and two of the state final examination is taken in electronic form.
- (7) Immediately after the end of parts one and two of the state final examination, a duly filled in record is returned to the Student Registry. The results of parts one and two of the state final examination cannot be entered in the Student Information System without returning the record to the Student Registry.

Article 35

Cancelling Registration and Excuse

- (1) A student may cancel his registration for a notified date of parts one and two of the state final examination in writing and in person at the secretary office of the relevant department no later than three working days before the date of the holding of the state final examination. In such case, the head of the department assigns another date to the student for parts one and two of the state final examination.
- (2) If there are fewer than three working days before the planned holding of the state final examination, a student may present an excuse for not taking the state final examination exclusively in accordance with the Code of Study and Examination of the University⁴.

Article 36

Resitting the Examination

- (1) In the case of resitting part one of the state final examination, the examination board determines whether it is necessary to rewrite the diploma thesis. If the examination board determines that it is necessary to rewrite the diploma thesis, it may simultaneously propose to the head of the department that the thesis advisor be changed. The head of the department considers the proposal without undue delay.
- (2) Part one of the state final examination may be resat no sooner than after three months of an unsuccessful defence; this applies by analogy to part two.

⁴ Article 9 (12) of the Code of Study and Examination of the University.

Article 37

Plagiarism

(1) If the examination board for part one of the state final examination decides that the diploma thesis submitted contains plagiarism, i.e., that it is fully or partially copied without stating the relevant source, it will allow the student to express his opinion on this fact.

(2) If the examination board adopts a resolution stating that the thesis contains plagiarism, the student will be graded as “fail” (“neprospěl”) and the chair of the examination board will submit a motion to the Dean to launch disciplinary proceedings against the student.

Article 38

The Course of the Examination

(1) Both parts one and two of the state final examination are initiated by the chair of the examination board. The examination board verifies the identity of the student.

(2) The course of parts one and two of the state final examination is managed by the chair of the examination board.

(3) The record of the holding of part one of the state final examination includes the report of the diploma thesis advisor and the reviewer’s report.

Article 39

Examination Questions

(1) The head of the relevant department publishes the examination questions for part two of the state final examination before the beginning of the academic year in the Student Information System.

(2) The number of questions for each subject area ranges from 15 to 40.

(3) The examination questions are drawn by the student, and after drawing the questions the student is given adequate time for preparation.

Title 3

Diploma Theses

Article 40

Assignment of Diploma Thesis

(1) The topics of diploma theses for a given academic year are published by the department by the end of October:

- a) in the Student Information System; and
- b) on the notice board of the department.

(2) A student either chooses the topic of his diploma thesis from the list of topics published by the relevant department or proposes his own (individual) topic to the head of the department.

(3) A student registers for a topic chosen from the list via the Student Information System. The head of the department is entitled to limit the number of diploma theses with an identical topic assigned in a given academic year.

(4) A student submits the application for assignment of an individual topic of diploma thesis (of his choice) at the secretary office of the relevant department. The application must provide his personal and contact details, the topic, and a brief outline of the diploma thesis. The application may contain the student’s proposed thesis advisor; in such case the application must contain also the preliminary consent of the proposed thesis advisor. The application is approved by the head of the department.

(5) The choice of topic from the list or application for an individual topic of diploma thesis of the student's choice is carried out no sooner than after the beginning of instruction of the subject to which the topic of the diploma thesis is related.

(6) The head of the department determines the thesis advisor. If the application for assignment of an individual topic of diploma thesis contains the preliminary consent of the proposed thesis advisor, the head of the department takes it into consideration.

Article 41

Change of Topic of the Diploma Thesis

- (1) The topic of the diploma thesis may be changed only upon the request of the student.
- (2) A change of topic within the same department is possible only with consent of the thesis advisor and the head of the relevant department, who will at the same time determine whether the thesis advisor will be changed.
- (3) A change of topic including a change of the department in which the thesis will be defended is possible only with the consent of:
 - a) the original thesis advisor;
 - b) the head of the department in which the thesis was originally assigned;
 - c) the new thesis advisor; and
 - d) the head of the department where the diploma thesis is to be defended.
- (4) A student may change the topic of the diploma thesis only up to the moment of submission of the diploma thesis.

Article 42

Diploma Assignment

- (1) A diploma assignment contains in particular the following:
 - a) the confirmation of acceptance of the topic;
 - b) the name of the diploma thesis advisor; and
 - c) a request that the student make an appointment with the thesis advisor for the first consultation within 60 days of delivery of the diploma assignment.
- (2) During the first consultation, the student submits in particular the specific focus of the thesis, the thesis outline, and a list of sources.
- (3) The head of the department makes sure that the diploma assignment is sent to the student or made available in the Student Information System within 30 days of approval of the application.

Article 43

Scope and Elements of Diploma Thesis

- (1) The scope of the actual text of the diploma thesis including footnotes must be at least 108,000 characters including spaces.
- (2) In addition to the actual text, the thesis must contain:
 - a) a cover page;
 - b) the title of the diploma thesis and its translation into English;
 - c) a statement in accordance with paragraph 3;
 - d) a statement concerning the number of characters of the actual text of the diploma thesis including footnotes;
 - e) table of contents;
 - f) a list of references;

- g) an abstract in Czech, English, and possibly in the language of the thesis; the scope of abstract is at least 1,800 characters including spaces;
- h) at least three key words in Czech, English, and possibly in the language of the thesis.

(3) The text of the statement which must be signed by the student's own hand is as follows: "I declare that I wrote the submitted diploma thesis independently and that all the sources were duly stated and that the identical thesis has not been used to attain another or the same degree."

(4) The last page of the diploma thesis must contain the title of the diploma thesis, the abstract, and key words in English.

(5) The details of the thesis structure, sample cover page, and elements for citations are stipulated in a Dean's measure.

Article 44

Submission of Diploma Thesis

(1) The diploma thesis is submitted in electronic form in the relevant application of the Student Information System and in paper form in three copies at the secretary office of the relevant department.

(2) A student must submit separately in electronic form the abstract of the diploma thesis in the Czech and English languages; this abstract must be identical in terms of content with the abstract included in the diploma thesis.

Article 45

Language of Diploma Thesis

(1) The diploma thesis is produced in the Czech language.

(2) A student may apply to the head of the department for consent to write the diploma thesis in another language. In such case he must do so at the time of assignment of the diploma thesis. The other language of the diploma thesis must be explicitly stated in the diploma assignment.

(3) The defence of a diploma thesis produced in another language is always held in the Czech language.

(4) Slovak may be used equally to the Czech language.

Article 46

Reports

(1) The thesis advisor and the reviewer determined by the head of the department after the diploma thesis is submitted produce a report which either recommends or does not recommend the thesis for defence. The thesis advisor and reviewer submit the reports so that the time limit under paragraph 2 is complied with.

(2) The reports must be delivered to the student no later than two weeks before the stipulated date of part one of the state final examination; this time limit may be shortened with the consent of the student.

(3) With the consent of the thesis advisor and the thesis reviewer, the student may take the diploma thesis back for rewriting, the diploma thesis may be taken back by the student up to the time at which any of the reports is delivered.

Article 47

Records of Diploma Theses

(1) The Student Information System maintains records of assigned, submitted, and defended diploma theses. These records also include the date of delivery of the reports of the thesis advisor and the reviewer.

(2) After a successful or failed part one of the state final examination, the department in which the defence was held hands over one copy of the diploma thesis in paper form to the library of the Faculty within 30 working days.

(3) The Faculty library administers the collection of diploma theses in paper form.

(4) The paper form of the diploma thesis is kept in the library over a period of five years, after the expiration of this period it is handed over to the Charles University Archives or may be shredded based on the Dean's decision.

(5) The electronic form of the diploma thesis is saved in the relevant database via the Student Information System.

Title 4

Parts Three and Four of the State Final Examination

Article 48

Dates of Parts Three and Four of the State Final Examination

(1) Parts three and four of the state final examination are held in the relevant spring, autumn, and winter periods within the relevant examination periods.

(2) Students register electronically on the dates stated in the academic calendar.

(3) The registration takes place in the period published in the academic calendar. The Faculty publishes additional dates as required so that a student who registered in the Student Information System for subjects covering the subject areas of parts three and four of the state final examination may always register during the first week of registration for one of the dates of each part of state final examination.

(4) Registration for and change of dates of the state final examination may be carried out only electronically by the student himself no later than two weeks before the first date of the relevant part of the state final examination. Later, it is only possible to cancel the registration. The registration for a state final examination may be cancelled no later than by 10:00 one day before the holding of the state final examination.

(5) After the lapse of the deadline for cancelling the registration, the student may only excuse himself from taking the examination in accordance with the Code of Study and Examination of the University⁵.

(6) A student who cancelled his registration for a date of the state final examination, excused himself from a date of the state final examination, or failed to appear on the date of the state final examination may sit for the state final examination no sooner than in the next period for the holding of state final examinations.

(7) A student may take parts three and four of the state final examination in the sequence of his choice.

⁵ Article 9 (12) of the Code of Study and Examination of the University.

Article 49

Organisation of Parts Three and Four of State Final Examination

(1) Parts three and four of the state final examination are always organised so that a student who registered in the Student Information System for subjects covering the subject areas of parts three and four of the state final examination may register during the first week of registration for one of the dates within one examination period for both parts of the state final examination.

(2) The morning session of parts three and four of the state final examination begins on the stipulated dates at 9:00, the afternoon session begins at 13:30. At the above times, parts three and four of the state final examination are commenced by drawing the allocation of individual students to individual examination boards.

(3) The maximum number of students that may be allocated to one board for parts three and four of the state final examination is four students for the morning session and five students for the afternoon session.

Article 50

Membership of Examination Boards

(1) The heads of the relevant departments propose to the Dean the members for examination boards for parts three and four of the state final examination.

(2) The members of examination boards may include expert practitioners approved by the Research Board of the Faculty or full professors appointed in a related subject area.

(3) At least two examination boards are appointed for each date of parts three and four of the state final examination. These boards consist of at least three members.

(4) Upon the request of the Student Registry, the heads of departments propose members for the examination boards for a given period for the holding of parts three and four of the state final examination. The membership of examination boards and their chairs are determined by the Dean.

(5) The list of members of boards for individual dates of the examination is published in the publicly accessible section of the Faculty website; any changes to the membership of the boards are published within one week.

Article 51

Allocation of Students to Examination Boards

(1) Students are allocated to the examination boards by drawing lots.

(2) The drawing is managed by the relevant Vice-Dean or a member of the academic staff of the Faculty designated by him who allows the students to draw the lots.

(3) The result of the draw is immediately announced in front of the room where the drawing was carried out.

Article 52

The Course of Parts Three and Four of the State Final Examination

(1) Parts three and four of the state final examination are commenced by the chair of the examination board who informs the students of the course of the relevant part of the state final examination. The examination board verifies the identity of the student.

(2) If a student withdraws from the examination, he is always graded as “fail” (“neprospěl/a”). If a student withdraws before drawing the questions, the record states “withdrew after commencement of examination” (“odstoupil/a po zahájení zkoušky”).

If a student withdraws after drawing the questions, the record states the questions drawn by the student and a note “withdrew after drawing the questions” (“odstoupil po vylosování otázek”) or “withdrew in the course of examination” (“odstoupil v průběhu zkoušky”).

- (3) If a student who was present during the checking of the attendance does not take the examination he is deemed to have withdrawn from the examination.
- (4) The examination questions are drawn by the student. For drawing purposes, the texts of questions with numbers in accordance with the published list of questions for individual subject areas will be available. After drawing the questions a student has at least 20 minutes to prepare. The sequence of answers to the questions is chosen by the student.
- (5) In the course of answering the questions, the student may consult a relevant legal regulation with the consent of a member of the examination board.

Article 53

Assessment of Parts Three and Four of State Final Examination

- (1) The examination board enters in the record the partial grades of individual subject areas.
- (2) If, in the course of parts three or four of the state final examination, a student shows a lack of essential knowledge of any of the subject areas, the chair of the examination board may upon the proposal of the relevant member of the board (examiner) interrupt the examination. In such case the board may terminate the part of the state final examination and the student is graded as “fail” (“neprospěl/a”); the reasons are stated in the record. The record may also provide the opinion of the student upon the student’s request.
- (3) If part three or four of the state final examination are not terminated under paragraph 2, the examination board decides on the result of the relevant part of the state final examination in a closed session.
- (4) A student who passed by a majority of votes is graded as “satisfactory” (“dobře”). In the case of a student who passed by unanimous vote, the board votes on the grade. The grade is proposed by the chair of the board on the basis of initial grade proposals from the individual board members. In the case of an equal number of votes during the voting on the grade, the vote of the chair of the board is decisive.
- (5) If a student is graded as “fail” (“neprospěl/a”), he must resit the relevant part of the state final examination including all subject areas.
- (6) The overall assessment is announced publicly.

Article 54

Examination Questions

- (1) The relevant departments publish the questions for every subject area of parts three and four of the state final examination no later than before the beginning of the academic year.
- (2) The questions for every subject area of parts three and four are divided into two baskets of questions with 20 to 30 questions in each basket. A student draws one question from each of the two baskets. The head of the department determines in advance whether both questions for a given subject area will be drawn together or whether they will be drawn individually.
- (3) If needed, upon agreement of the relevant heads of departments, there may be joint questions for more subject areas of the same part of the state final examination.

CHAPTER IV
Rules for Recognition of Fulfilment of Study Obligations

Article 55

**Recognition of Fulfilment of the Relevant Form
of Assessment of Study of a Subject**

(1) Upon application of a student who previously studied at the Faculty and was again admitted to study, the Dean may recognize fulfilment of a prescribed form of assessment of study of a subject considering the teaching content and the manner of assessment of study of the subject.

(2) The Dean decides on the recognition of course credits and examinations passed in an identical or related programme of study at another faculty of the University or at another higher education institution on the basis of the opinion of the head of the relevant department.

(3) A student must attach to the application for recognition the syllabus of the subject and a copy of the document of the higher education institution proving completion of the subject including assessment of the study of the subject.

(4) In case of recognition, the student will be awarded a number of credits equal to the recognised assessment of study of a subject in accordance with the Faculty curriculum in the Student Information System. The diploma supplement will state “recognised” (“uznáno”) next to the given subject.

Article 56

**Recognition of Study Obligations Fulfilled
at a Foreign Higher Education Institution**

(1) Upon application of a student it is possible to recognize as fulfilled the study obligations related to compulsory and elective subjects in accordance with the curriculum of the Faculty that are identical in terms of content with the study obligations fulfilled at a foreign higher education institution.

(2) The student must attach to the application the syllabus of the subject and a copy of the “Transcript of Study Results” of the foreign higher education institution which will clearly state which subjects were completed by the student, the assessment, and the number of credits awarded for the completed study obligations including the conversion of credits to the common European system. The student’s application must state which study obligation from the curriculum of the Faculty is requested to be recognized on the basis of a completed study obligation at a foreign higher education institution. The documents are attached together with the translation into the Czech or Slovak languages. The translation does not need to be certified.

(3) The decision on recognition is made by the Dean after an opinion is given by the head of the relevant department.

(4) In case of recognition, the student will be awarded a number of credits equal to the recognised subject in accordance with the Faculty curriculum in the Student Information System. The diploma supplement will state “recognised” (“uznáno”) next to the given subject.

Article 57

**Recognition of Optional Subjects Based on Study
at a Foreign Higher Education Institution**

(1) Upon application of a student it is possible to recognize as fulfilled optional subjects all subjects completed at a foreign higher education institution within the framework of study stays to which the student was sent by the Faculty, unless such subjects have been already recognized as compulsory or elective subjects under Article 56.

(2) The student must attach to the application a copy of the “Transcript of Study Results” of the foreign higher education institution which will clearly state which subjects were completed by the student, the assessment, and the number of credits awarded for the completed study obligations including the conversion of credits to the common European system. The documents are attached together with the translation into Czech or Slovak language. The translation does not need to be certified.

(3) The decision on recognition is made by the Dean.

(4) In case of recognition the student will be awarded a number of credits awarded at the foreign higher education institution converted to common European system; the cases where no provable manner of conversion of foreign credits to the common European system exists will be addressed by analogy taking into consideration the content, scope, and study demands of the recognized subject; the aggregate of credits is rounded down to an integer; the recognized optional subjects will be recorded in the Student Information System. The diploma supplement will state “recognised” (“uznáno”) next to the given subject.

Article 58

Recognition of Diploma Seminar II

(1) Diploma Seminar II follows Diploma Seminar I, which forms part of the curriculum of the Faculty for the preparation of the diploma thesis.

(2) When a diploma thesis is submitted in which the student used findings from a study stay abroad to which he was sent by the Faculty, the student may usually, within one month of his return from abroad, apply for recognition of the Diploma Seminar II and the awarding of six credits.

(3) The thesis advisor decides on the recognition of completion of the Diploma Seminar II. The thesis advisor or a person designated by the head of the department enters the completed study obligation in the Student Information System.

PART IV

Rules of Study in Doctoral Programme of Study

CHAPTER I

Study in Doctoral Programme of Study

Article 59

Assignment to a Department

(1) A student of doctoral programme of study is, during his enrolment in study, assigned to a department appropriate from the point of view of the topic of his dissertation, usually the department of the student’s supervisor.

(2) In the case of doubts caused by the interdisciplinary character of the dissertation topic, the department to which the student will be assigned is determined by the Dean.

Article 60

Form of Study

(1) Study in a doctoral programme of study takes either a full-time or combined form.

(2) After expiration of the standard period of study, the Dean transfers a full-time student to a combined form of study.

(3) Upon application of a full-time student, the Dean transfers such student to a combined form of study.

(4) Upon application of a student in a combined form of study, the Dean may transfer such student to the full-time form of study. Such an application must include the

opinion of:

- a) the head of the department to which the student is assigned; and
- b) the supervisor.

Article 61

Content of Individual Curriculum

- (1) The individual curriculum defines the detailed requirements the student must fulfil in the course of study in a doctoral programme for the successful completion thereof.
- (2) The individual curriculum is prepared for a standard period of study.
- (3) The individual curriculum includes:
 - a) a list of examinations the student must pass and the deadlines for passing them;
 - b) an overview of planned publications and the anticipated dates of publication;
 - c) the title of the dissertation, draft methodology to be applied, and the anticipated date of its submission;
 - d) participation in specialist conferences, internships, or other study stays in the Czech Republic and abroad;
 - e) involvement in scientific research projects of the relevant department of the Faculty;
 - f) in the case of cotutelle, (an agreement on bi-national supervision of dissertation thesis between Charles University and a foreign university) the curriculum also includes the requirements stipulated by the relevant agreement.

Article 62

Production and Acceptance of Individual Curriculum

- (1) The draft individual curriculum is prepared by the student upon agreement with the supervisor in the Student Information System within the deadline stipulated in the academic calendar. The student passes the draft to the supervisor via the Student Information System.
- (2) If the deadline in paragraph 1 is not met, the individual curriculum is prepared in the Student Information System by the supervisor.
- (3) Within the deadline set in the academic calendar, the supervisor evaluates the draft individual curriculum. He returns an unsatisfactory individual curriculum to the student for correction or amendment via the Student Information System. If the supervisor agrees with the draft individual curriculum, he submits it via the Student Information System to the Subject Area Board for approval.
- (4) At its meeting, the Subject Area Board evaluates the draft individual curriculum that was submitted under paragraph 3. An unsatisfactory draft of the individual curriculum is returned via the Student Information System to the student or the supervisor for correction or amendment. If the Subject Area Board expresses consent to the draft individual curriculum, a designated person records this fact in the Student Information System, including the evaluation of the draft individual curriculum by the Subject Area Board.
- (5) A return of the individual curriculum for correction or amendment is recorded in the Student Information System.

Article 63

Course of Study

- (1) Instruction in the doctoral programme of study takes the form of lecture courses, seminars, and group or individual consultations.

(2) Full-time students may become involved in the teaching activities of the relevant department.

(3) Examination is the assessment of study of a subject.

(4) A student is informed of the examination result in the form of “pass” (“prospěl/a”) or “fail” (“neprospěl/a”) immediately after the end of examination. The results of grading are entered in the Student Information System by the examiner or a person designated by the head of the department.

(5) It is possible to resit the examination once. It is possible to register for the resit date no later than four weeks before such date.

Article 64

Recognition of Passing an Examination

(1) The Dean decides on recognition of an examination passed by the student in a doctoral programme of study in a previous similar doctoral study after an opinion is given by the supervisor and guarantor. If it is an examination of a foreign language, an opinion is also given by the foreign language department.

(2) An examination of a foreign language may be recognized if it was passed during law study at a foreign higher education institution providing that no more than 10 years have passed since the passing of the examination at the foreign higher education institution.

(3) Recognition of an examination is recorded in the Student Information System.

Article 65

Assessment of the Course of Study

(1) Compliance with the individual curriculum by a doctoral student is assessed annually on the date set in the academic calendar for doctoral study.

(2) A student creates a draft assessment of the course of study in the Student Information System containing the fulfilled study obligations set out in the individual curriculum for the given academic year. The draft assessment of the course of study states:

- a) a list of fulfilled study obligations including the results of creative activities;
- b) a list of the study obligations that were fulfilled in another academic year than that prescribed in the individual curriculum;
- c) a list of unfulfilled study obligations;
- d) own assessment of his activities for the past academic year;
- e) serious circumstances or reasons worthy of special consideration under the Code of Study and Examination of the University⁶ that prevented the student from fulfilling the study obligations.

(3) A student submits the draft assessment of the course of study to the supervisor via the Student Information System.

(4) The supervisor, in cooperation with the guarantor and the consultant, if appointed, on the date provided in the calendar of the doctoral programme of study, assess in the Student Information System the course of study of the student. The supervisor approves the draft assessment of the course of study, and returns it to the student for amendment or makes the required changes and approves it. The supervisor adds to the draft assessment of the course of study a proposed grade and submits it via the Student Information System to the Subject Area Board.

⁶ Article 10 (9) of the Code of Study and Examination of the University.

(5) The Subject Area Board considers the draft assessment of the course of study and approves the assessment on that basis. The conclusion of the assessment is a statement that the student:

- a) fulfilled the individual curriculum;
 - b) failed to fulfil some obligations under the individual curriculum; or
 - c) failed to fulfil obligations under the individual curriculum.
- (6) The Dean decides on the termination of study by virtue of office if the conclusion of the assessment is that the student failed to fulfil obligations under the individual curriculum.

Article 66

Results of Creative Activities

The results of creative activities are entered by the student in the doctoral programme of study in the relevant databases of the University.

Article 67

Subject Area Board

(1) Proposals for the appointment of members of the Subject Area Board, which is at the Faculty common for all doctoral programmes of study, are submitted by the Dean to the Rector so that the Subject Area Board has at least 21 members of which at least two thirds of whom are associate professors or full professors, at least one third of whom are not members of the academic staff of the Faculty, and at least one of whom is not a member of the academic community of the University. All guarantors of the relevant doctoral programmes of study are members of the Subject Area Board.

(2) The Subject Area Board has quorum if a simple majority of members is present. A resolution is adopted by a simple majority of members present.

(3) The Subject Area Board meets at least three times a year, as required.

(4) The meeting of the Subject Area Board is managed by its chair.

(5) The Subject Area Board in particular:

- a) is in charge of the development and updating of the programme of study, and initiates proposals for amendments or for constituting new doctoral programmes of study;
- b) proposes, in cooperation with the guarantors of individual programmes, the programme of lectures, courses, and other forms of study;
- c) evaluates and approves the individual curricula of doctoral students;
- d) monitors whether individual supervisors have an adequate number of students;
- e) proposes to the Dean the composition of admissions boards for every academic year;
- f) determines the requirements for state doctoral examinations;
- g) approves a change in the individual curriculum based on the opinion of the supervisor, and possibly the consultant;
- h) proposes the appointment of supervisors to the Dean;
- i) proposes, if required, the appointment of consultants to the Dean.

(6) Minutes are taken of every meeting of the Subject Area Board and are approved by the chair.

Article 68

Supervisors

A supervisor in particular:

- a) assists the student in producing draft individual curriculum of the student including the topic of the dissertation;
- b) approves the topic of the dissertation proposed by the student and a change thereto;
- c) is in charge of the professional development of a student, supervises the student, recommends literature for study, cooperates in the preparation of scientific papers, involves the student in scientific tasks of the department to which the student is assigned and in other projects, assists in contacting foreign entities, and monitors the fulfilment of the individual curriculum;
- d) may propose to the Subject Area Board that a consultant be appointed from among experts who thanks to their special expert knowledge or methodological and technical capabilities is able to guide the student within a section of the doctoral study defined in terms of subject matter or time;
- e) assesses the content of individual cotutelle agreement in particular with respect to the individual curriculum of the given student and gives an opinion on the content;
- f) every year assesses the fulfilment of the individual curriculum of the student and submits the draft assessment of the course of study to the Subject Area Board via the Student Information System.

Article 69

Consultants

- (1) A person who may be appointed a consultant of a doctoral student is an outstanding expert in a given subject area who is able to complement the professional guidance of the student by the supervisor.
- (2) A consultant is usually not from the same department as the supervisor.
- (3) A consultant is appointed and removed on the proposal of the Subject Area Board by the Dean. A supervisor or a student may suggest to the Subject Area Board that a consultant be appointed.

CHAPTER II

State Doctoral Examination

Article 70

Prerequisites for Taking State Doctoral Examination

- (1) The state doctoral examination is a comprehensive verification of knowledge of the student within the relevant doctoral programme of study. In this examination the student proves that he has mastered general theoretical knowledge, methods of independent research, and ways of applying new findings in the relevant subject area of legal science.
- (2) The state doctoral examination is oral, taken before a board and public.
- (3) The date of the state doctoral examination is determined in such a manner that the student may take it with sufficient advance before the defence of the dissertation, which makes it possible to record the result of the state doctoral examination in the Student Information System before filing an application for defence.
- (4) A student who has fulfilled all examinations required in the individual curriculum may apply for the state doctoral examination.
- (5) The application for the state doctoral examination includes an overview of publications and a report from the supervisor on the creative activities of the applicant which must be confirmed by the guarantor.

Article 71

State Doctoral Examination Board

(1) No later than four weeks before the date of taking the state doctoral examination, the Dean appoints the state doctoral examination board after an opinion has been given by the guarantor, and chooses the chair of the board from the members thereof. The examination board has at least three members and must always have an odd number of members. The supervisor is usually a member of the board. At least one member of the board is not a member of the academic community of the Faculty.

(2) The chair and other members of the state doctoral examination board are appointed by the Dean of the Faculty from among:

- a) full professors,
- b) special professors,
- c) associate professors; and
- d) outstanding experts with an academic degree approved in advance by the Research Board of the Faculty for the role of a member of the state doctoral examination board.

(3) The chair of the state doctoral examination board must not be the supervisor, consultant, or reviewer.

Article 72

Course and Assessment of State Doctoral Examination

(1) The course of the state doctoral examination is managed by the chair of the state doctoral examination board.

(2) The chair and at least two members of the state doctoral examination board must always be present during the course of the examination. The state doctoral examination board votes in a closed session on the assessment of the state doctoral examination on the day of the holding of the state doctoral examination. The board has a quorum if the chair and at least two members of the board are present. If there is an equal number of votes or the required majority has not been achieved, the student gets the more favourable grade. The student is informed of the result immediately after the vote.

(3) A record is created of the course and grading of the state doctoral examination which is signed by the chair and at least one other member of the state doctoral examination board. The chair of the board makes sure that the result of the examination is entered in the Student Information System.

(4) If the grade is “fail” (“neprospěl”), the student may register to resit the state doctoral examination which may be taken no sooner than six months after the day the student failed the state doctoral examination. The state doctoral examination may be resat only once.

CHAPTER III
Defence of Dissertation

Article 73

Dissertation

(1) A dissertation submitted at the end of study serves as proof of the doctoral student’s ability to produce independent creative activities focused on a defined area of the topic.

(2) The supervisor and the student inform the head of the department to which the student is assigned of the course of production of the dissertation.

(3) Partial outputs of the dissertation must be published or accepted for publishing before the defence.

(4) The dissertation complies with the requirements of the assigned topic and results in the presentation of new findings.

(5) The provision on plagiarism related to diploma theses applies to dissertations by analogy.

Article 74

Scope and Elements of Dissertation

(1) The scope of the actual text of the dissertation including footnotes is at least 324,000 characters including spaces.

(2) In addition to the actual text, the dissertation must contain:

- a) a cover page;
- b) the title of the dissertation and its translation into English;
- c) a statement in accordance with paragraph 3;
- d) a statement concerning the number of characters of the actual text of the dissertation including footnotes;
- e) a table of contents;
- f) a list of references;
- g) an abstract in Czech, English and possibly in the language of the dissertation; the abstract must be at least 1,800 characters including spaces;
- h) at least three key words in Czech, English, and possibly in the language of the dissertation.

(3) The text of the statement which must be signed by the student's own hand is as follows: "I declare that I wrote the submitted dissertation thesis independently and that all the sources were duly stated and that the identical dissertation has not been used to attain another or the same degree."

(4) The last page of the dissertation must contain the title of the dissertation, the abstract, and key words in English.

(5) The details of the dissertation structure, sample cover page, and elements for citations are stipulated in a Dean's measure.

Article 75

Submission of the Dissertation

(1) The dissertation thesis is submitted by the doctoral student in electronic form in the relevant application of the Student Information System and in paper form in four copies.

(2) A student must submit separately in electronic form the abstract of the dissertation in the Czech and English languages; these abstracts must be identical in terms of content with the abstracts included in the dissertation.

Article 76

Language of the Dissertation

(1) The dissertation is produced in the Czech language. Submission of a dissertation in a foreign language may be permitted by the Dean upon application of the student with the consent of the supervisor and upon discussion with the guarantor.

(2) The defence of a dissertation produced in another language is always held in the Czech language.

- (3) Slovak may be used equally to the Czech language.

Article 77

Preliminary Debate (“Small Defence”)

(1) Preliminary debate means a discussion of a working version of the dissertation in a team of the department to which the doctoral student is assigned.

(2) A preliminary debate may be held only upon the proposal of the supervisor, or possibly the head of the department to which the student is assigned. A student may also apply for a preliminary debate. The guarantor determines whether the preliminary debate will be held.

(3) If a preliminary debate is to be held, a student submits his thesis with an opinion of the supervisor and possibly the consultant, to the head of the department to which the student is assigned who determines the date of the preliminary debate.

(4) The purpose of the preliminary debate is to evaluate whether the dissertation complies with the requirements for this kind of thesis. The head of the department to which the student is assigned requests that the thesis be evaluated by another member of the department, other member of the academic staff of the faculty, or possibly an expert who is not a member of the academic community of the Faculty.

(5) Minutes are taken of the preliminary debate including a recommendation for defence or to rewrite the dissertation. The minutes are immediately handed over by the head of the department to which the student is assigned to the Student Registry.

Article 78

Application for Defence of Dissertation

(1) Application for the defence of dissertation is submitted by the doctoral student in writing to the Dean via the Student Registry after passing the state doctoral examination.

(2) Together with the written application for defence the student submits:

- a) an up-to-date professional *curriculum vitae*;
- b) four bound copies of the dissertation of which at least one must be in hard cover;
- c) at least 10 copies of the dissertation summary;
- d) a list of all published as well as unpublished papers of the student, in particular peer-reviewed papers, chapters in monographs, his presentations at seminars, specialist conferences, and other specialist events as listed in the Student Information System; the list is confirmed by the supervisor.

(3) The summary of the dissertation contains:

- a) the summary of the dissertation in the language of the thesis usually up to 36,000 characters including spaces stating the objective, content, findings of the dissertation, characteristics of the original solution, and sources used;
- b) a brief summary of the dissertation in the English language.

(4) The Student Registry supplements the application of the student with a confirmation of the passed state doctoral examination and the minutes of the preliminary debate, if one was held.

Article 79

Procedure after Filing Application for Defence

- (1) After filing the application for the defence of dissertation, the Dean appoints the board for the defence of dissertation no later than four weeks before the date of the defence.
- (2) The Dean, in cooperation with the guarantor, hands over to the chair of the board for the defence of dissertation the application filed for the defence of dissertation and the materials filed by the student together with the application.
- (3) The chair of the board verifies that the dissertation complies with all formal elements.
- (4) If the dissertation shows serious formal defects, the chair of the board calls on the student to correct the defects and provides a reasonable time limit therefor. Until the student corrects the defects it is impossible to appoint the reviewers and hold the defence of the dissertation; this does not apply if the student insists on the defence of the dissertation originally submitted or if the time limit lapses to no effect.
- (5) The student is informed in writing of the date and place of the defence no later than three weeks in advance.

Article 80

Board for the Defence of Dissertation

- (1) The chair and other members of the board for the defence of dissertation are appointed by the Dean of the Faculty from among:
 - a) full professors;
 - b) special professors;
 - c) associate professors; and
 - d) outstanding experts with an academic degree approved in advance by the Research Board of the Faculty for the role of a member of the board for the defence of dissertation.
- (2) The board for the defence of dissertation is composed of at least five members and must always have an odd number of members. The supervisor is usually a member of the board.
- (3) At least two members of the board are not members of the academic community of the Faculty.
- (4) Only a full professor may be appointed the chair of the board. It is possible, in exceptional cases, to appoint an associate professor of the same or a related subject area as the chair of the board, after an opinion has been given by the Research Board of the Faculty.
- (5) The chair of the board for the defence of dissertation must not be the supervisor, consultant, or reviewer.
- (6) If the topic covers several subject areas, the chair of the board recommends to the Dean before appointing reviewers an expansion of the board with additional experts.

Article 81

Reviewers of Dissertation

At least one reviewer of dissertation must be a full professor or associate professor, and at least one reviewer must not be member of the academic community of the Faculty.

Article 82

Reports on Dissertation

- (1) The reviewers produce written reports on the dissertation submitted.
- (2) The supervisor produces a brief written report on the dissertation submitted.
- (3) The reports are handed over in paper form and in electronic form to the chair of the board for the defence of dissertation, who ensures that the reports are published in the Student Information System and that the reports in paper form are inserted in the record.
- (4) Every report is always concluded by the sentence: "I recommend the dissertation for defence before the relevant board for the defence of dissertation," or "I do not recommend the dissertation for defence before the relevant board for the defence of dissertation."
- (5) The reports must be available to the student no later than three weeks before the planned date of defence.

Article 83

Course of the Defence of Dissertation

- (1) The defence of dissertation is public.
- (2) The chair is responsible for the course of the defence of dissertation and for the activities of the board for the defence of dissertation.
- (3) The defence of dissertation includes an introduction of the student, opinion of the supervisor and the reviewers, responses to the questions from the reports, and a scientific discussion.

Article 84

Assessment of the Defence of Dissertation

- (1) After the end of the defence, the board for the defence of dissertation votes in a closed session on the result of the defence. The board has a quorum if at least three members of the board are present, usually including the chair and a member who is not a member of the academic community of the Faculty.
- (2) The board votes on the result of the defence of dissertation in a closed session by a show of hands. If any member of the Board so requires, the voting is done by secret ballot. In such a case all voting members tick on voting papers one alternative, either "pass" ("prospěl/a") or "fail" ("neprospěl/a"). The student is informed of the result by the chair publicly and immediately after the counting of the votes.
- (3) The grade "pass" ("prospěl/a") is approved if a simple majority of the members of the board present voted in its favour. If there is an equal number of votes or the required majority has not been achieved, the student gets the more favourable grade. In other cases, the student failed the defence of the dissertation.
- (4) If the student failed to defend the dissertation, the board for the defence of the dissertation determines whether it is necessary to rewrite or to supplement the dissertation.

Article 85

Record of the Course and Result of the Defence of Dissertation

- (1) A record is produced of the course and the result of the defence of dissertation including the following:

- a) the name of the doctoral programme of study;
 - b) the names of members of the board present;
 - c) all important facts that occurred during the defence;
 - d) the result of the voting.
- (2) The record is signed at least by the chair and one member of the board for the defence of dissertation.

Article 86

Records of Dissertations

- (1) The Student Information System maintains records of assigned, submitted, and defended dissertations. These records also include the date of delivery of the reports of the reviewers and the supervisor.
- (2) After a successful or failed defence of dissertation, the department where the defence was held hands over one copy of the dissertation in paper form to the library of the Faculty within 30 working days.
- (3) The Faculty library administers the collection of dissertations in paper form.
- (4) The paper form of the dissertation is kept in the library for a period of five years; after the expiration of this period it is handed over to the Charles University Archives or may be shredded based on the Dean's decision.
- (5) The electronic form of the dissertation is saved in the relevant database via the Student Information System.

CHAPTER IV

Failure to Appear for an Examination, State Doctoral Examination, or Defence of Dissertation

Article 87

Failure to Appear for Examination

- (1) If a doctoral student fails to appear on the date of examination due to serious reasons, he excuses his failure to appear to the examiner and agrees on a new date.
- (2) If the student's failure to appear for an examination is not reasonably excused, he is not graded and the date lapses.

Article 88

Failure to Appear for State Doctoral Examination or Defence of Dissertation

- (1) If a doctoral student fails to appear due to serious reasons for the state doctoral examination or for the defence of dissertation, he excuses his failure to appear in writing to the Dean and asks for an alternative date.
- (2) If the Dean finds the reasons for the excuse legitimate, he permits, in writing, the student to take the state doctoral examination or defend the dissertation on an alternative date and determines the date upon agreement with the chair of the state doctoral examination board or with the chair of the board for the defence of dissertation.
- (3) If the student's failure to appear on the date of defence of dissertation or the state doctoral examination is not reasonably excused, he is not graded and the date of defence of dissertation or the state doctoral examination lapses. In such a case, the student cannot register for dates of the state doctoral examination or defence of dissertation that will take place sooner than four months of the original date of the holding of the defence.

- (4) The time limit under paragraph 3 may be shortened by the Dean upon application of the student in cases worthy of special consideration.

CHAPTER V
Provision on Interpretation

Article 89

Guarantor

In this part of the Rules, guarantor means guarantor of the relevant doctoral programme of study.

PART V

Common, Transitional, and Final Provisions

Article 90

Programme of Study Implemented in a Foreign Language

The provisions of these Rules shall apply with the necessary modifications to a programme of study implemented in a language other than the Czech language.

Article 91

Departments and their Heads

- (1) In these Rules, department also means an institute or a centre.
- (2) In these Rules, head of department also means a director of an institute or a head of a centre.

Article 92

Transitional Provisions

- (1) The proceedings commenced under the previous Rules of Study will be finished in compliance with these Rules.
- (2) Students who enrolled in the first unit of study for the academic years that had begun before the date of effect of these Rules are governed by these Rules with the exception of matters under Article 4 and Article 11, which are governed by the previous Rules.
- (3) Students who enrolled in the first unit of study for the academic year beginning on the date of effect of these Rules are governed by these Rules.
- (4) The provisions of these Rules on implementing programmes of study shall apply with the necessary modifications to implementing fields of study within the framework of the doctoral programme of study accredited under the Higher Education Act in the wording effective before 1 September 2016.

Article 93

Final Provisions

- (1) The Rules of Study at the Faculty of Law of Charles University approved by the Senate of the Faculty on 2 June 2006, as amended by the Senate of the Faculty, are hereby repealed.

- (2) These Rules were approved by the Academic Senate of the Faculty on 25 May 2017.
- (3) These Rules come into force on the date of approval by the Academic Senate of Charles University.⁷
- (4) These Rules become effective on 1 October 2017.

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President of the Academic Senate
of the Faculty of Law of Charles University

Prof. JUDr. Jan Kuklík, DrSc.
Dean of the Faculty of Law
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PhDr. Tomáš Nigrin, Ph.D.
President of the Academic Senate of Charles University

⁷The Academic Senate of Charles University approved these Rules on 2 June 2017.