

Third amendment of the Rules of Study  
Consolidated Rules of Study for the meeting of the Academic Senate of the Faculty of Law  
of Charles University held on 21 June 2019.

## **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 Law<sup>1</sup> 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 programme 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 the University**

##### **CHAPTER I**

#### **Requirements for the Law and Jurisprudence Master’s Programme 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.

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\* 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

<sup>1</sup> Article 4 (4) of the Constitution of the Faculty of Law of Charles University.

### Article 3

#### **Minimum Number of Credits**

*(under Article 5 (11) 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) 60 credits for registration for the second unit of study;
- b) 120 credits for registration for the third unit of study;
- c) 180 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.

### Article 4

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

*(under Article 5 (13) 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 the academic calendar stipulated in a Rector's directive and a Dean's directive ("academic calendar").

(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 for a subject assessed by means of a "course test" 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 may be cancelled providing that it is replaced by a binding registration for a subject from the same group 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 not yet completed which is identified in the curriculum of a given programme of study as compulsory or elective 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 not yet completed compulsory subjects titled Theory of Law II, Roman Law and the Foundations of Modern Private Law II, Constitutional Law I, Substantive Civil Law I, and Introduction to Law Study is possible only once.

(3) Registration for a subject not yet completed which is identified in the curriculum of a given programme of study as optional is possible only once.

(4) It is possible to register for an already completed elective or optional subject for a second time if it is so determined by the guarantor of the programme of study after an opinion was expressed by the guarantor of the subject. The fact that it is possible to register twice for a completed elective or optional subject is published by the guarantor of the subject in the subject description in the Student Information System before the beginning of the preliminary registration for subjects stipulated in the academic calendar.

#### Article 7

##### **Deadline for Assessment of Study of a Subject**

*(under Article 8 (4) 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 unit of study.

#### 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 compulsory and elective subjects:

- a) A course credit represents a prerequisite for taking an examination;
- b) A colloquium, 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 subject description in the Student Information System before the beginning of preliminary registration for such subjects stipulated in the academic calendar. 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; this information is published by the subject guarantor in the subject description in the Student Information System before the beginning of preliminary registration for such subjects stipulated in the academic calendar.

#### Article 8a

##### **Deadline for Recognition of Assessment of Subject**

*(under Article 8 (16) of the Code of Study and Examination of the University)*

The deadline for recognition of assessment of subject is 7 years.

#### 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 last examination period in the academic year.

#### Article 10

##### **Parts of the 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 the following parts: defence of the diploma thesis, subject area, private law, and public law.

(2) With the exception of a resit date, it is not possible to take the defence of the diploma thesis and the subject area part separately, while the private law and public law parts can be taken separately. The defence of the diploma thesis must always precede the subject area part.

(3) The minimum number of credits required for taking the defence of the diploma thesis and the subject area part of the examination is 120.

(4) The subject area part is to be taken in the following subject areas: European Law, Financial Law, International Law, Private International Law and International Trade Law, Civil Substantive Law, Civil Procedural Law, Business Law, Labour Law, Legal History, Law and Economics, Law and Politics, Social Security Law, Environmental Law, Roman Law, Administrative Law, Theory of Law, Criminal Law, Constitutional Law, and Theory of State.

(5) The private law part consists of the topics of Civil Substantive Law, Civil Procedural Law, and Business Law. The public law part consists of the topics of Criminal Law, Administrative Law, and Constitutional Law.

(6) The minimum number of credits required to take the private law part is 240. The minimum number of credits required to take the public law part is 240.

(7) Students are required to acquire at least 300 credits before they can take the last part of the state final examination, whichever it may be.

## 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 (2) 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 Law and Jurisprudence 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 including an ID photo (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, including the requirements set for individual seminar groups of a subject, are published by the guarantor of the subject in the Student Information System before commencement of the preliminary registration for subjects stipulated in the academic calendar.

(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

##### **Graded Course Credit as an Independent Assessment of Subject**

An overview of completed graded course credits filed by individual dates is maintained

by the relevant department; the department is obliged to maintain the overview for at least 5 years; this time limit starts running at the beginning of the academic year following the completion of the 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 5 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.



### **Inspection of Written Tests**

(1) A student may inspect the written course credit, written graded course credit, course test, written examination, or written part of a combined examination (“the written test”) at the latest within 14 days of publishing the result of the written test; a student may do so even later due to reasons worthy of special consideration.

(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) If the written test assessment is not changed under paragraph 3, the student may submit substantiated objections to the guarantor of the relevant subject within 14 days of the publication of the results of the written test. The guarantor considers whether the objections are justified without undue delay; if the guarantor finds the objections justified he changes the written test assessment.

(5) The grades are deemed final after 14 days of the publication of the results of the written test or of dealing with the objections under paragraph 4.

### Article 25

#### **Examination**

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

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

(3) After commencement of the oral examination or the oral part of a combined examination of a compulsory subject, a student draws one or more examination questions. After drawing the questions, the student is given at least 10 minutes for written preparation.

### Article 25a

#### **Use of Legal Regulations and Other Resources During Examination**

(1) A student may use legal regulations and other resources during the examination.

(2) The subject guarantor determines a list of legal regulations and other resources which may be used during examination, whether the regulations and other resources may be used in the case of an oral examination or the oral part of a combined examination in the course of preparation or when answering the question and any other rules of the use.

(3) The subject guarantor may decide that a student is not allowed to use legal regulations or other resources during the examination.

(4) The facts under paragraphs 2 and 3 are published by the subject guarantor in the Student Information System in the description of the relevant subject before the commencement of the preliminary registration for subjects stipulated in the academic calendar.

### 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.<sup>2</sup>

(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 oral examination or for the oral part of a combined examination, the 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 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.

#### 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

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<sup>2</sup> Article 8 (14) of the Code of Study and Examination of the University.

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 the State Final Examination**

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

##### Article 30

#### **Parts of the State Final Examination**

(1) The state final examination is divided into the following parts: defence of the diploma thesis, subject area, private law, and public law<sup>3</sup>.

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

##### Article 31

#### **Holding of Part of the 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.

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<sup>3</sup> Article 10 of these Rules.

(4) If the grade is “fail” (“neprospěl/a”), the examination board must provide a sufficiently specific justification including clear reasons for the grade so that the grade may be reviewed.

(5) The examination board also includes in the record other important facts of the course of the examination.

## Title 2

### **Defence of the Diploma Thesis and the Subject Area Part of the State Final Examination**

#### Article 33

##### **Examination Board**

(1) Persons who may be the chairs and members of the examination board for the defence of the diploma thesis or for the subject area part of the state final examination are appointed by the Dean from among full professors, extraordinary professors, associate professors, and experts. The experts must be approved by the Research Board of the Faculty and if they are members of the academic community of the Faculty they must have a scientific degree.

(2) The examination board for the defence of the diploma thesis consists of at least three members, usually including the thesis advisor and the thesis reviewer.

(3) The chair and other members of the examination board are appointed by the Dean, usually on the advice of the head of the relevant department.

(4) The examination board for the subject area part of the state final examination may be identical with the board for the defence of the diploma thesis.

#### Article 34

##### **Dates of the Defence of the Diploma Thesis and the Subject Area Part of the State Final Examination**

(1) The dates of the holding of the defence of the diploma thesis and the subject area part of 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) The defence of the diploma thesis and the subject area part of the state final examination may be held any time during the academic year.

(3) A student registers for the defence of the diploma thesis and the subject area part 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 the defence of the diploma thesis and the subject area part 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 the defence of the diploma thesis and the subject area part 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 report of the defence of the diploma thesis and the subject area part of the state final examination is drafted in electronic form.

(7) Immediately after the end of the defence of the diploma thesis and the subject area part of the state final examination a duly filled in report generated from the Student Information System and signed by all members of the examination board is handed over in paper form to the Student Registry.

## Article 35

### **Cancelling Registration and Excuse**

(1) A student may cancel his registration for a notified date of the defence of the diploma thesis and the subject area part 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 the defence of the diploma thesis and the subject area part 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 University<sup>4</sup>.

## Article 36

### **Resitting the Examination**

(1) In the case of resitting the defence of the diploma thesis, 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) The defence of the diploma thesis and the subject area part of the state final examination may be resat no sooner than after 14 days of an unsuccessful defence and, if it is necessary to rewrite the diploma thesis, no sooner than three months of an unsuccessful defence.

## Article 37

### **Plagiarism**

(1) If any of the reports states or any of the members of the examination board for the defence of the diploma thesis expresses a concern that the diploma thesis submitted contains plagiarism, i.e., that it is fully or partially copied without stating the relevant source, the board will allow the student to express his opinion on this fact.

(2) If the examination board for the defence of the diploma thesis 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) The defence of the diploma thesis and the subject area part 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 the defence of the diploma thesis and the subject area part of the state final examination is managed by the chair of the examination board.

(3) The report of the holding of the defence of the diploma thesis includes the report of the diploma thesis advisor and the reviewer’s report.

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<sup>4</sup> Article 9 (12) of the Code of Study and Examination of the University

### **Examination Questions**

- (1) The head of the relevant department publishes the examination questions for the subject area part 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. The subject area part of the state final examination may focus on a subsection of a subject area.
- (3) The examination questions are drawn by the student, and after drawing the questions the student is given adequate time for preparation.
- (4) The relevant legal regulations and other resources are available to the student in the course of preparation and answering the questions. The list of relevant legal regulations and other resources is published by the department in the Student Information System before the beginning of the academic year.

### 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 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 directive.

#### 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, who must be at least a graduate of a master's programme of study and is 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 the defence of the diploma thesis; 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) The electronic form of the diploma thesis is saved in the relevant database via the Student Information System.

#### Title 4

### **Private Law and Public Law Parts of the State Final Examination**



#### Article 48

##### **Dates of Private Law and Public Law Parts of the State Final Examination**

- (1) The private law and public law parts 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 the private law part or the public law part of the state final examination may always register during the first week of registration for one of the dates of the relevant part of the state final examination.
- (4) Registration for and change of dates of the private law and public law parts 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 the private law part or the public law part of the state final examination may be cancelled no later than by 10:00 one day before the holding of the examination.
- (5) After the lapse of the deadline for cancelling the registration, the student may only excuse himself from taking the private law part or the public law part of the state final examination in accordance with the Code of Study and Examination of the University<sup>55</sup>.

#### Article 49

##### **Organisation of Private Law and Public Law Parts of the State Final Examination**

- (1) The private law and public law parts of the state final examination are always organised so that a student who registered in the Student Information System for the private law or the public law part of the state final examination may register at the latest by the end of the first week of the beginning of registration for one of the dates within one examination period for both these parts of the state final examination.
- (2) The morning session of the private law and public law parts of the state final examination begins on the stipulated dates at 9:00, the afternoon session begins at 13:30. At the above times, the relevant session is 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 the private law and public law parts of the state final examination is four students for the morning session and five students for the afternoon session.

#### Article 50

##### **Examination Board**

- (1) Persons who may be the chairs and members of the examination board for the public law and private law parts of the state final examination are appointed by the Dean from among full professors, extraordinary professors, associate professors, and experts. The experts must be approved by the Research Board of the Faculty, and if they are members of the academic community of the Faculty they must have a scientific degree.
- (2) The examination board for the private law and public law parts of the state final examination consists of at least three members. At least two examination boards are appointed for each date of the private law and public law parts of the state final examination.

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<sup>5</sup> Article 9 (12) of the Code of Study and Examination of the University.

(3) The chair and the members of the examination board are appointed usually by the Dean upon the advice of the relevant department.

(4) The list of members of boards for individual dates of the examination is published in the publicly accessible section of the Faculty website no later than three weeks before the first date of the relevant part of the state final examination; any changes to the membership of the boards are published within one week.

#### Article 51

##### **Allocation of Students to Examination Boards**

(1) Students arrive to the room for the allocation to examination boards determined in advance; the room is published in the Student Information System.

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

(3) 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.

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

(5) After becoming acquainted with the allocation, the students wait for the commencement of the state final examination in front of the room of the examination board to which they were allocated by drawing lots.

#### Article 52

##### **The Course of the Private Law and Public Law Parts of the State Final Examination**

(1) The private law and public law parts of the state final examination are commenced by the chair of the examination board who checks whether all students allocated to the examination board are present and informs the students of the course of the relevant part of the state final examination. The examination board verifies the identity of the students.

(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 report states “withdrew after commencement of examination” (“odstoupil/a po zahájení zkoušky”). If a student withdraws after drawing the questions, the report 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 and other resources with the consent of a member of the examination board. The list of relevant legal regulations and other resources is published by the department in the Student Information System before the beginning of the academic year.

#### Article 53

##### **Assessment of the Private Law and Public Law Parts of the State Final Examination**

(1) The examination board enters in the report the partial grades of individual subject areas.

(2) If, in the course of the private law part or the public law part 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 unanimously terminate the part of the state final examination and the student is graded as “fail” (“neprospěl/a”); the reasons are stated in the report. The report may also provide the opinion of the student upon the student’s request.

(3) If the private law part or the public law part of the state final examination is 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 head of the relevant departments publishes the questions for every subject area of the private law part and the public law part of the state final examination no later than before the beginning of the academic year.

(2) The questions for every subject area of the private law and the public law parts are divided into up to 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 Subject Assessment**

#### Article 55

#### **Recognition of Assessment of Study of Subjects Completed at the Faculty, another Faculty of the University, or another Higher Education Institution**

(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 completed 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 assessment of study of a subject 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 an application filed by the student and after the head of the relevant department expresses his opinion. The Dean does not recognise an assessment of study of a subject completed at another higher education institution within a study in the Law and Jurisprudence programme or a similar programme of study which has not been completed.

(3) A student must attach to the application under paragraph 2:

- a) Syllabus of the subject;
- b) List of requirements for completion of the assessment of study of the subject; and
- c) A copy of the document of the higher education institution proving completion of the subject including assessment of the study of the subject or a copy of the transcript of records in the student information system proving completion and assessment 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 curriculum of the programme of study. The diploma supplement will state “recognised” (“uznáno”) next to the given subject.

(5) The application under paragraph 1 and 2 is usually filed no sooner than after expiration of one month of the beginning of the academic year.

#### Article 56

##### **Recognition of Assessments of Study of Subjects Fulfilled at a Foreign Higher Education Institution**

(1) Upon application of a student it is possible to recognize as fulfilled the assessments of study of compulsory and elective subjects based on assessments of study of subjects completed at a foreign higher education institution if the compulsory and elective subjects are identical in terms of content with the subjects completed at a foreign higher education institution.

(2) The student must attach to the application the syllabus of the subject, the list of requirements for completion of assessment of study of the subject, and a copy of the transcript of records in the student information system 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 subjects including the conversion of credits to the common European system. The student’s application must state which assessment of study of a subject is requested to be recognized on the basis of a completed subject 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 assessment of study of a subject in accordance with the curriculum of the programme of study. 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 assessments of study of optional subjects the assessments of study of 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 fulfilled assessments of study of compulsory or elective subjects under Article 56.

(2) The student must attach to the application a copy of the transcript of records in the student information system 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 subjects including the conversion of credits to the common European system. The documents are attached together with the translation into Czech or Slovak languages. 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 fulfilled assessment of study of a subject; the aggregate of credits is rounded down to an integer; the recognized fulfilled assessments of study of 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 Fulfilment of Assessment of Study of a Subject Conditional upon Passing a Bridging Examination**

(1) If a student fulfilled assessment of study of a subject which is recognised before the relevant date for taking the bridging examination, the recognition of assessment of study of the subject with the option of bridging examination is made conditional upon passing the bridging examination in accordance with the conditions stated in the Code of Study and Examination of the University.

(2) The subject with the option of bridging examination, relevant dates for taking bridging examination in these subjects, content, scope and criteria of assessment of the bridging examination and other details are stipulated in a Dean’s directive.

#### PART IV

### **Detailed Rules of Study in Doctoral Programmes of Study**

#### CHAPTER I

### **Study in Doctoral Programmes of Study**

#### Article 59

### **Assignment to a Department**

(1) A full-time student of doctoral programme of study is 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 59a

### **Transcript of Records**

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.

## Article 60

### **Form of Study**

- (1) Study in a doctoral programme of study takes either a full-time or combined form.
- (2) The Dean transfers a full-time student to a combined form of study, if
  - a) The student applies for it; and
  - b) The supervisor recommends such assignment.
- (3) The Dean may transfer a full-time student to a combined form of study without recommendation under paragraph 2 (b) after expiration of the standard period of study.
- (4) The Dean transfers a student studying in a combined form of study to a full-time form of study if
  - a) The student applies for it; and
  - b) The supervisor and usually the Subject Area Board recommends such assignment.

## 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 subjects, forms of their assessment, 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 educational activities and 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 educational activities of the relevant department.

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

(4) A student is informed of the result of assessment of study of a subject 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 assessment of study of a subject 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.

(4) State doctoral examination cannot be recognised.

## Article 65

### **Assessment of the Course of Study**

(1) Compliance with the individual curriculum by a doctoral student is assessed at least once a year 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 educational and 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 University<sup>6</sup> 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 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.

(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 Boards**

(1) The number of members of Subject Area Boards of individual doctoral programmes of study is set out in a Dean's directive, the Academic Senate of the Faculty expresses its opinion on the directive in advance. At least two thirds of the Subject Area Board are associate professors or full professors, at least one third of the members are not members of the academic staff of the Faculty, and at least one of them is not a member of the academic community of the University.

(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 which is the guarantor of the relevant doctoral programme of study.

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

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<sup>6</sup> Article 10 (9) of the Code of Study and Examination of the University.



### **Subject Area Board Powers**

(1) The Subject Area Board in particular:

- a) Monitors and evaluates the study in doctoral programme of study so that it is in accordance with the content of the programme of study;
- b) Proposes, in cooperation with the guarantors of individual programmes, the programme of lectures, courses, and other forms of study in the given programme of study in accordance with its content;
- c) Proposes to the Dean the composition of admissions boards for every academic year;
- d) Proposes to the Dean the appointment and removal from office of the supervisors for a doctoral student in accordance with the programme studied;
- e) Evaluates and approves the individual curricula of doctoral students;
- f) Approves a change in the individual curriculum based on the opinion of the supervisor, and possibly the consultant;
- g) Monitors that the topic of the dissertation is in accordance with the programme of study studied by the student;
- h) Approves a change of the dissertation topic based on the opinion of the supervisor and consultant, if any;
- i) Proposes to the Dean the appointment of consultants, if required;
- j) Determines the requirements for state doctoral examinations in accordance with the content of the valid accreditation;
- k) Monitors and evaluates fulfilment of individual curricula of students based on the information of the supervisor at least once a year;
- l) Proposes to the Dean in specific cases adjustments to bursaries and scholarships;
- m) Recommends to the Dean transfer of a student studying in a combined form of study to a full-time form of study.

(2) The Subject Area Board may use remote voting (in writing) to decide on facts under paragraph (1) (c),(d) and (h).

### Article 68

#### **Supervisors**

A supervisor in particular:

- a) Produces, together with the student, a draft individual curriculum including the topic of the dissertation; if the student does not exercise his right to be involved in the production of the individual curriculum, the supervisor produces an individual curriculum within two months of the beginning of the academic year;
- b) Approves the topic of the dissertation proposed by the student and assists the student with its wording, if required;
- c) Continuously monitors the fulfilment of study obligations by the student and regularly consults the results of the study with the student;
- d) Checks that the content of the dissertation is in accordance with the content of the programme of study studied; in case of a discrepancy with the content of the programme of study, the supervisor proposes a solution to the Subject Area Board;

- e) At least once a year assesses the fulfilment of the individual curriculum and submits the assessment, for the correctness of which he is responsible, to the Subject Area Board for approval;
- f) Gives an opinion on the content of individual cotutelle agreement (agreements on joint supervision of dissertations between Charles University and a foreign higher education institution) in particular with respect to the individual curriculum;
- g) Recommends to the Dean the transfer of a student in a combined form of study to the full-time form of study and the transfer of a student in a full-time form of study to the combined form of study;
- h) May propose to the Subject Area Board that a consultant be appointed from among experts of the given programme of study 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;
- i) Together with the department to which the student is assigned provides the student with operating and technical facilities;
- j) Guides the student, recommends sources of knowledge, teaches the student how the expert community works, how to make public presentations of the research results (soft skills), teaches the student how to obtain financial resources for funding of his projects, helps the student with establishing relations with experts on a national and international scale and with entry to the international research community, teaches him how to share the research findings with the students in instruction, and provides assistance in carrying on the pedagogical activities set in the individual curriculum.

#### 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 assessments of study of all subjects 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) Persons who may be the chairs and members of the state doctoral examination board are appointed by the Dean from among full professors, extraordinary professors, associate professors, and outstanding experts. The outstanding experts must be approved by the Research Board of the Faculty and if they are members of the academic community of the Faculty they must have a scientific degree.

(2) No later than two weeks before the date of taking the state doctoral examination, the Dean appoints the chair of state doctoral examination board and upon the advice of the chair the other members of the board. 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.

(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 of which at least one is not a member of the academic community of the Faculty must always be present during the course of the state doctoral 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 report 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) Partial outputs of the dissertation must be published or accepted for publishing before the defence.

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

(4) 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 directive.

#### 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 five 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.

(6) In case of a student in the combined form of study the department to which the student is assigned is the department whose purpose is the closest to the programme of study of the student and the topic of the student’s dissertation.

#### 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) Five bound copies of the dissertation;
- c) At least 10 copies of the dissertation summary;
- d) A document or confirmation that the dissertation or partial outputs were published or have been accepted for publishing;
- e) 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 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 two weeks in advance.

Article 80

**Board for the Defence of Dissertation**

- (1) Persons who may be the members of the board for the defence of dissertation are appointed by the Dean from among full professors, extraordinary professors, associate professors, and outstanding experts. The outstanding experts must be approved in advance by the Research Board of the Faculty and if they are members of the academic community of the Faculty they must have a scientific degree.
- (2) The chair of the board for the defence of dissertation, who must be a full professor, or exceptionally an associate professor, and upon his advice the members are appointed by the Dean. The board for the defence of the 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) The chair of the board for the defence of dissertation must not be the supervisor, consultant, or reviewer.
- (5) 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, so that the time limit under paragraph 5 can be

complied with, 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 two weeks before the planned date of defence; this time limit may be shortened with the consent of the student.

#### 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.

### **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) 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.

(2) 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.

(3) The time limit under paragraph 2 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 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 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.<sup>7</sup>
- (4) These Rules become effective on 1 October 2017.

Doc. JUDr. Radim Boháč, Ph.D.  
President of the Academic Senate  
of the Faculty of Law of Charles University

Prof. JUDr. Jan Kuklík, DrSc.  
Dean of the Faculty of Law  
of Charles University

PhDr. Tomáš Nigrin, Ph.D.  
President of the Academic Senate of Charles University

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<sup>7</sup> The Academic Senate of Charles University approved these Rules on 2 June 2017