

RULES OF STUDY AT THE FACULTY OF SCIENCE 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, and under Article 33 of the Constitution of the Faculty of Science the Academic Senate of the Faculty of Science has adopted the following Rules of Study at the Faculty of Science as an internal regulation of the Faculty:

Article 1

Introductory Provision

These Rules of Study at the Faculty of Science (“the Rules”) stipulate under Article 19 (2), (3), (4) and the related provisions of the Code of Study and Examination of Charles University (“the Code” and “the University”) the requirements for programmes of study offered by the Faculty of Science (“the Faculty”) and provide the detailed rules of study at the Faculty.

PART ONE

Requirements for Bachelor’s and Master’s Programmes of Study under the Code

Article 2

Units of Programmes of Study

Under Article 4 (6) of the Code

1. In bachelor’s programmes of study offered by the Faculty, the first two units of study correspond to a semester, the following units of study correspond to years of study.
2. In the following master’s programme offered by the Faculty, the units of study correspond to years of study.

Article 3

Specialisations in Programmes of Study

Under Article 5 (4) of the Code

1. The specialisations offered within the framework of the programmes of study are listed in Appendix No. 3A and No. 3B to these Rules. No change can be made to the choice of specialisation.

* 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.

2. A student of a master's programme which is a continuation of a bachelor's programme ("post-bachelor programme of study") makes a binding choice of specialisation at the moment of enrolling in study.
3. A student of a bachelors's programme makes a binding choice of specialisation at the moment of enrolling in study, except for the specialisations of study programmes listed in Appendix No. 5 of these Rules. The specialisation of the study programmes listed in Appendix No. 5 of these Rules shall be chosen by the student when enrolling in the third study section.

Article 4
Minimum Number of Credits
Under Article 5 (11) of the Code

1. The minimum number of credits required for registration for the next unit of study in bachelor's and post-bachelor programmes of study that are accredited for the standard period of study of 3 years is as follows:
 - a) 12 credits for registration for the second unit of study;
 - b) 45 credits for registration for the third unit of study;
 - c) 95 credits for registration for the fourth unit of study;
 - d) 150 credits for registration for every subsequent unit of study.
2. The minimum number of credits required for registration for the next unit of study in post-bachelor programmes of study that are accredited for the standard period of study of 2 years is as follows:
 - a) 45 credits for registration for the second unit of study;
 - b) 90 credits for registration for every subsequent unit of study.
3. The minimum number of credits required for registration for the next unit of study in post-bachelor programmes of study that are accredited for the standard period of study of 3 years is as follows:
 - a) 45 credits for registration for the second unit of study;
 - b) 90 credits for registration for every subsequent unit of study;
 - c) 150 credits for registration for every subsequent unit of study.
4. The provisions on the minimum number of credits under paragraph 1 for registration for the third unit of study are not applicable if a student in the first and second units of study acquires more than 70 credits for the subjects registered for ("the subjects"). In such a case, the student must acquire the minimal number of credits for the advancement to third unit of study in the amount of 60 credits (equivalent to the normal number of credits).
5. The provisions on the minimum number of credits under paragraph 1 for registration for the fourth unit of study are not applicable if a student in the third unit of study acquires

- more than 140 credits for the subjects registered for. In such a case, the student must acquire the minimal number of credits for the advancement to fourth unit of study in the amount of 120 credits (equivalent to the normal number of credits).
6. The provisions on the minimum number of credits under paragraph 2 for registration for the second unit of study are not applicable if a student in the first unit of study acquires more than 70 credits for the subjects registered for. In such a case, the student must acquire the minimal number of credits for the advancement to second unit of study in the amount of 60 credits (equivalent to the normal number of credits).
 7. The provisions on the minimum number of credits under paragraph 2 for registration for the third unit of study are not applicable if a student in the second unit of study acquires more than 140 credits for the subjects registered for so far. In such a case, the student must acquire the minimal number of credits for the advancement to third unit of study in the amount of 120 credits (equivalent to the addition of normal number of credits).
 8. The provisions on the minimum number of credits under paragraph 3 for registration for the second unit of study are not applicable if a student in the first unit of study acquires more than 70 credits for the subjects registered for. In such a case, the student must acquire the minimal number of credits for the advancement to second unit of study in the amount of 60 credits (equivalent to the normal number of credits).
 9. The provisions on the minimum number of credits under paragraph 3 for registration for the third unit of study are not applicable if a student in the second unit of study acquires more than 140 credits for the subjects registered for so far. In such a case, the student must acquire the minimal number of credits for the advancement to third unit of study in the amount of 120 credits (equivalent to the addition of normal number of credits).

Article 5

Registration for a Subject, Cancellation of Registration for a Subject, Cancellation of Registration and Replacement with Another Subject

Under Article 7 (2) and (8) of the Code

1. When registering for subjects, students registering for a subject as a compulsory subject in accordance with their curriculum take precedence.
2. Registration for a subject may be cancelled and replaced with another subject upon application by the student. Such request cannot be granted if the student has already attempted to complete a form of assessment of study for the subject currently registered for.
3. Registration for a compulsory, elective, or optional subject may be cancelled in the following cases:
 - a) due to unexpected health reasons which make it impossible for the student to participate in the instruction of a subject which involves field trips, field tutorials, physical training, etc.;
 - b) due to a conflict in the dates and times of instruction of a subject which involves

field trips, field tutorials, physical training, etc. where the dates and times of instruction were not known before the binding registration in the Student Information System (“SIS”); if a student registered for two or more such subjects, it is possible to cancel the registration for all subjects except one; the opinion of the guarantors of the subject concerning the conflict of dates and times of instruction forms part of the application for cancellation.

4. The registration for an elective or optional subject may also be cancelled if:
 - a) SIS stipulates a minimum number of students who must register and this number is not reached, and therefore the subject is not taught;
 - b) the subject is not taught due to an unexpected long-term indisposition of the teacher;
 - c) the instruction of the subject conflicts with the instruction of a compulsory subject; the registration in this case may be cancelled providing that the schedule of the elective or optional subject was published after the binding registration for subjects in SIS.
5. Replacement of an elective or optional subject with another subject is possible only based on the reasons and according to the conditions stated in paragraphs 3 and 4.
6. An application to cancel registration for a subject or to replace a subject registered for with another subject is filed by the student with the Student Registry of the Faculty, without undue delay after he became aware of the fact that one of the reasons mentioned in paragraphs 3 and 4 has arisen. With the exception of the reason under paragraph 4 (b), the student must substantiate the reasons given in the application.

Article 6

Repeated Registration for a Subject

Under Article 7 (9) of the Code

It is possible to repeat compulsory, elective, and optional subjects where the student failed to fulfil the requirements only once. If a compulsory subject that was not completed is no longer taught, the guarantor of the programme of study decides on the subject the student must register for instead; registration for such a subject is deemed to be repeated registration. It is impossible to register for a second time for a subject unless the SIS explicitly states that repeated registration for the subject is possible.

Article 7

Deadline for Assessment of Study of a Subject Registered for in a Given Academic Year

Under Article 8 (3) of the Code

1. The assessment of study of a subject registered for in a first unit of bachelor programme of study may be carried out no later than on the final working day of the winter semester in which the student studied in the given unit of study. The assessment of study of a subject registered for in a following units of bachelor programme of study may be

carried out no later than on the penultimate working day of the academic year in which the student studied in the given unit of study.

2. The assessment of study of a subject registered for in a given unit of study in the post-bachelor programme of study may be carried out no later than on the penultimate working day of the academic year in which the student studied in the given unit of study.

Article 8

Assessments of Study

Under Article 8 (4), (7) and (10) of the Code

The requirements for the assessment of study of a subject are published in SIS before the beginning of instruction (together with the course description, syllabus, and obligatory literature), however no later than the beginning of the semester.

1. The oral component of the examination for one subject cannot be further divided into parts examined by various examiners. The written component of the examination is not divided into parts.
2. The granting of course credit may be made conditional upon participation in instruction, successful passing of tests (entrance, midterm, final), submission of protocols, completion of assignments within deadlines, etc. The conditions cannot be changed during the course of the semester in which the subject is taught.
3. If both course credit and examination is required for completing a subject, the course credit is a prerequisite for taking the examination of the given subject, unless it is regulated differently for the given subject in the curricula or unless stipulated otherwise by the guarantor of the subject. Such a change must be recorded in SIS before the commencement of instruction, and no later than at the commencement of the semester.
4. A course credit for a project or a seminar on a bachelor's or diploma thesis cannot be granted if the binding assignment of the bachelor's or diploma thesis has not been performed in SIS.
5. If a final test constitutes part of the conditions for obtaining a course credit, the student may take the test three times, i.e., is entitled to two resit dates of the final test. In the case of the second resit date, the provision of Article 16 (6) applies by analogy. The first and second sentences are applied with the necessary modifications to other requirements necessary for granting a course credit, unless it is impossible due to the nature of the requirements.
6. The results of the assessment of study of the subject are recorded in SIS by the teacher immediately after performing the assessment, and no later than within five working days;

in justified cases the teacher may do so within up to fourteen days from the date of performing the assessment of study.

Article 9

Recognition of Fulfilment of Assessment of a Subject

Under Article 8 (17) and (18) of the Code

1. The Dean may recognize the fulfilment of assessment of a subject if a similar study requirement was fulfilled at the University or at another higher education institution in the Czech Republic or abroad and if not more than six years have elapsed since the fulfilment of similar study requirement on the day of filing of the application for recognition.
2. A subject that has been recognized once cannot be recognized again, including in another programme of study.
3. After an attempt has been made to fulfil the assessment of a subject, it is no longer possible to recognize the fulfilment of assessment for this subject.
4. The Dean may, by issuing his measure, establish a list of subjects related to the making of the final thesis, the examination of which cannot be recognised.
5. It is not possible to recognize the fulfilment of assessment if the subject is repeatedly registered in current study.
6. In the case of recognition of the fulfilment of assessment of subjects completed within the framework of concurrent study or previous study, the Dean, based on the opinion given by the guarantor of the subject, usually recognizes the subjects as fulfilled for the required programme of study without awarding the credits and the grade. In the case that the recognized subjects are included in the study plan as elective subjects, for the purpose of checking the performance of the given group of elective subjects, the credits are counted.
7. The assessments of study fulfilled within a bachelor's programme of study may be recognized within a post-bachelor programme of study including the grade and credits, providing that the following conditions are fulfilled simultaneously:
 - a) the subject is neither compulsory nor elective in the bachelor's programme of study and is compulsory or elective in the post-bachelor programme of study being studied; and
 - b) the number of credits acquired for the subject in the bachelor's programme of study

was above the limit of credits necessary for completion of the bachelor's study (i.e., more than 180 credits).

8. The application for subject recognition is submitted at the beginning of the academic year, but no later than on October 31.

Article 9a

Total Number of Credits for Compulsory and Elective Subjects

Under Article 9 (10) of the Code

The total number of credits corresponding to all compulsory subjects for the individual parts of the state final examination in the study programmes listed in Appendix No. 4 of these Rules implemented at the Faculty, together with the minimum number of credits from elective subjects, is set at 95 per cent.

Article 10

Parts of State Final Examinations

Under Article 9 (5) and (9) of the Code

1. The sequence of the parts of state final examinations ("state examinations") and the possibility to take individual parts of state examinations separately is stipulated in Appendixes No. 1A and 1B to these Rules. In programmes of study not listed in this Appendixes it is possible to take individual parts of state examinations separately and the sequence of individual parts is not stipulated.
2. The number of credits required to take other than the last part of the state examination is 180 in bachelor's programmes of study, 120 in two-year post-bachelor programmes of study and 180 in three-year post-bachelor programmes of study, unless stipulated otherwise for the given part of state examination in the programmes of study listed in the Appendixes No. 2A and 2B to these Rules.

Article 11

Additional Requirements for Graduating with Distinction

Under Article 9 (13) of the Code

Additional requirements for graduating with distinction are:

- a) proper completion of study within the standard period of study;
- b) simple average grade achieved over the entire period of study not exceeding 1.25.

PART TWO

Detailed Rules of Study in Bachelor's and Master's Programmes of Study

Article 12

Curricula, Specialisations, and Focus of Final Thesis

1. One recommended curriculum is created for every programme of study. The recommended curriculum respects the standard period of study. The recommended curriculum forms the basis for creating the timetable.
2. If a programme of study is divided into several specialisations, one recommended curriculum is created for every specialisation.
3. Students of bachelor programmes of study focused on education and post-bachelor teacher-training programmes of study choose the focus of their final thesis on or before the dates stipulated in a Dean's measure. This does not apply to students who acquire comprehensive profiling knowledge and skills from two study programmes, one of which they study according to the main study plan and which is supplemented by an associated study plan belonging to another study programme ("combined study student").
4. Combined study students may, with the approval of the guarantor of the subject, request the Dean to determine the topic of the final thesis which will correspond in content to the associated study plan.

Article 13

Academic Year

1. The duration of the period of instruction according to the schedule is usually at least twelve weeks in every semester.
2. The duration of the examination period is usually at least four weeks in every semester.

Article 14

Interruption of Study

The Dean disposes in the affirmative of the applications to interrupt study for a definite period (until the end of semester or the end of the academic year) providing that the applicants have fulfilled the requirements for registration for the next unit of study.

Article 15

Registration for Subjects

1. A student registers for subjects in SIS within the dates stipulated in a Dean's measure ("the preliminary registration").

2. The registration for subjects in SIS becomes binding (“the binding registration”) after the Student Registry verifies that the subjects for which a student registered comply with the requirements stipulated by the Faculty under Article 7 (5) of the Code of the University.
3. If a subject for which a student registers as optional does not have credits assigned, the number of credits is stipulated by the guarantor of the programme, respecting the principles of the European Credit Transfer System (ECTS).
4. A student who registers for a subject the requisite of which was fulfilled in previous study makes preliminary registration for the subject in SIS and applies in writing for a binding registration for the subject with a requisite fulfilled in previous study. The opinion of the guarantor of the subject being registered for and a transcript of the records of completed subjects from SIS form appendices to the application for binding registration for a subject. The application, including the appendix, is filed with the Student Registry before the date of refusal of registration for subjects preliminarily registered for which have another subject as a requisite and the requisite was not met under Article 7 (5) (a) and (b) of the Code of the University. This date is stipulated in the Dean’s measure regulating the academic calendar.
5. If a student applies for recognition of a subject, he has the duty to register for the subject in SIS. This does not apply to the recognition of fulfilment of assessment of a subject under Article 16 (5).

Article 15a

Teaching practice

Students of teaching programmes who are obliged to undergo teaching practice during their studies shall usually arrange such practices individually and well in advance at recommended primary and secondary schools, according to the instructions of the guarantor of teaching practice. If this is necessary in terms of the organisation of the school year at the school in question, it is also possible to do so before the start of the academic year or semester in which they wish the practice to take place.

Article 15b

Abroad study stays and internships

Students who carry out a study stay or internship abroad other than Erasmus+:Erasmus that lasted longer than 30 days, regardless of the source of funding, are required to report this fact in the Evidence of Internships module in SIS before departure. The information entered in the SIS must include the time range of the study stay or internship, the country and the name of the receiving institution.

Article 16

Assessment of Study of a Subject

1. Assessment of study of a subject is performed only for students whose registration for the subject in SIS is binding. Other students are not able to have the assessment of study of a subject performed.
2. The study of a subject is assessed in particular in the examination period of the semester in which the subject is taught. The teacher publishes the dates of assessment of study for a subject in this examination period under Article 8 (7), (12), and (14) of the Code of the University.
3. A student registers for a specific date through SIS, which provides all dates of assessment of study for individual subjects.
4. If a student is enrolled in several programmes of study and has registered for the same subjects within these programmes, the assessment of study of the subject is performed separately for each programme of study. In such cases the student may either be assessed several times (for each programme of study), or only once and apply at the same time for recognition of fulfilment of assessment of study of the subject for the other programme of study without being awarded the relevant number of credits. An application for the recognition of fulfilled assessment of a subject for another programme of study cannot be submitted if the assessment in that particular programme of study has already been performed.
5. If a student who fulfilled the requirements of Charles University of continuous assessment under Article 17 withdraws from study and simultaneously enrolls in study in another programme at the Faculty, and immediately thereafter applies for recognition of fulfilled assessments of study of a subject including grades and awarding of relevant number of credits, the Dean usually grants such an application. In this way, subjects completed in the bachelor's study can be recognized for a maximum of the second year, in the subsequent master's study for the first year. The recognition of subjects connected with a bachelor's or diploma thesis is governed by Article 9, paragraph 4.
6. Student may apply for recognition of the study checks of compulsory or elective subjects from a previous unsuccessfully completed bachelor's or master's degree on the Charles University, Faculty of Science, provided that in such studies he fulfilled the conditions for advancement to the third and subsequent year of study with the result of the study check being "excellent", "very good" or "credited" in the regular or first remedial term. In such a case, the Dean will accept the study review and at the same time award the credits and classification if none of the requisites are violated. In the event that the recognized subject does not meet or recognize any of the requisites, the application will

be postponed and will be resolved after the condition of the requisite has been met. The recognition of subjects connected with a bachelor's or diploma thesis is governed by Article 9, paragraph 4.

7. After the recognition of study controls according to paragraphs 5 and 6, the student will be assigned to the year corresponding to the completed number of credits.
8. In the case of a second resit date for a subject for which a student registered a second or additional time, the assessment of study of the subject is always oral or combined (i.e., written and oral), where the oral part is performed before an examination board (“the board”) and the results of the written part are also assessed by the board. The board consists of at least three members; the chair and the members of the board are appointed and removed by the head of the relevant department or institute. In justified cases, the examination of the subject can take place in front of the board even if it is not the latest resit date.
9. If a student fails to appear due to serious reasons for the assessment of study of a subject on the date for which he registered, he excuses his failure to appear in writing to the examiner as soon as he becomes aware of the reason. The student has a duty to substantiate the facts stated in the excuse. The examiner decides whether the excuse has been provided on time and whether it is legitimate.

Article 17

Continuous Assessment and Registration for Next Unit of Study

1. Compliance with the criteria for registration for the next unit of study is assessed by the Student Affairs Division on a date provided in the Dean’s measure that stipulates the academic calendar.
2. Registration for the next unit of study is performed on the date and in the manner stipulated in the Dean’s measure.

Article 18

State Examination

1. A student registers for a state examination or a part thereof in SIS on the date stipulated by the Dean.
2. The dates of the individual parts of a state examination are set for a maximum of three registrations per student per part of the state examination unless the procedure following due written excuse under paragraph 5 is applicable.
3. If a student chooses from several parts of the state exam, this choice becomes binding upon the first registration for the term.

4. In the event that part of the state exam takes the form of a combined exam, it may take place over several days, but no more than three. The date of the last day of the exam will be indicated on the invitation to this part with the exact day and time of the start of the entire exam.
5. If a student fails to appear due to serious reasons for a state examination on the date for which he registered, he excuses his failure to appear in writing as soon as he becomes aware of the reason. The student has a duty to substantiate the facts stated in the excuse. The excuse or lapse of the date is recorded in SIS by the Student Registry.
6. In a given academic year, at least three dates for every part of a state examination must be published in an interval exceeding sixty calendar days; out of the three dates at least one must be in September.
7. The examination board for a state examination decides on the grading of the final thesis after the previously expressed opinion of the final thesis advisor and the reviewer.
8. If the supervisor's and the opponent's reports do not recommend the final thesis for defence, the student can withdraw from the defence no later than 2 days before it takes place. A notice of withdrawal, in which the student declares that he has read the reports, that he recognizes the reservations stated in them and that, based on the supervisor's and opponent's assessment, he considers it necessary to rework or supplement the thesis, must be sent within this term via e-mail to the thesis supervisor and the head of the department or institute at which the defense is announced, and then deliver it in paper form with his handwritten signature to the Student Affairs Division no later than on the day when the defence should have taken place. The deadline for the defence of the final thesis expires. After the thesis has been archived in SIS, the thesis supervisor lists the topic again and assigns the thesis to the student in a binding manner.

Article 19

Dealing with Students' Submissions Regarding Organisation of Study

1. Ordinary communication between a student and the Faculty regarding the organisation of study is based on submissions made by a student, usually in person at the Student Registry of the Faculty. The submission must clearly state what is being sought by the student (e.g., cancellation of registration for a subject, permitting of individual curriculum, exemption from physical training) and on what grounds. The student has a duty to substantiate the facts stated in the submission.
2. Submissions under paragraph 1 are dealt with by a Vice-Dean designated by the Dean, unless stipulated otherwise in these Rules.

3. The submissions mentioned in paragraph 1 are not subject to administrative proceedings. Such submissions are, in accordance with Part Four of the Administrative Procedure Code and Article 17 of the Code of the University, dealt with by a notification which is recorded in the student's file, and the student is notified thereof by means of SIS or by other appropriate means (orally at the Student Registry, or electronically to the e-mail address stated in SIS).
4. A notification under paragraph 3 is reviewed by the Dean upon application by the student or by virtue of office. The student may apply for a review of the notification within a period of 15 days from the day on which the notification was delivered to him. If the Dean finds the notification incorrect or illegal, he assigns a Vice-Dean designated by him to rectify it. If the notification is reviewed upon a request by the student, the Dean notifies the student of the result.

PART THREE

Detailed Rules of Study in Doctoral Programmes of Study

Article 20

Subject Area Board

1. The Subject Area Board is appointed under section 47 (6) of the Higher Education Act and Article 22 (13) and (14) of the Constitution of the University. The meeting of a Subject Area Board is called and managed by the chair who is the guarantor of the relevant doctoral programme of study. The Subject Area Board meets at least once a year.
2. The Subject Area Boards in particular:
 - a) propose the requirements for entrance examinations for doctoral programmes of study;
 - b) propose the chair and the membership of the admissions boards; at least one of the proposed members of every admission board must be a member of the Subject Area Board;
 - c) initiate and coordinate the programme of lectures, seminars, courses and other forms of instruction in the given programme of study;
 - d) assess and approve individual curricula; they are responsible for making sure that the focus of dissertations is in accordance with the focus of the programme of study;
 - e) stipulate the requirements for the structure and form of dissertations in accordance with the programme of study;
 - f) propose the supervisor and advisors, taking into account the opinion of the student;
 - g) propose the chair and the membership of boards for state doctoral examinations and defence of dissertations, taking into account the individual curriculum of the student.

Article 21

Supervisor and Individual Curriculum

1. A professor or an associate professor may be appointed as a supervisor; other experts holding an academic degree may be appointed as supervisors if approved by the Research Board of the Faculty.
2. The individual curriculum is set up in SIS and lays down the study requirements, including in particular:
 - a) the planned course of the research work in individual units of study;
 - b) the subjects and the manner in which their fulfilment is verified (e.g., examination, colloquium, course credit) as required for study. The examinations are set to cover the subjects related to the topic of the dissertation. The number of prescribed expert examinations must not be higher than five. When prescribing a study requirement the Subject Area Board considers possible requisites.
 - c) study requirements preceding a state doctoral examination and defence of the dissertation;
 - d) internship abroad/study stay abroad;
 - e) criteria for publishing activities;
 - f) possible involvement of the student in the teaching activities of the entity;
 - g) possible duty of the student to be present at the supervising entity expressed in hours per week;
 - h) specific requirements common to the given programme of study (e.g., requirements of the Subject Area Board for the minimum participation of the student at international and local conferences).

The individual curriculum also includes the deadlines for the fulfilment of the individual study requirements.

3. The individual curriculum may be changed and specified during the entire period of study with the consent of the Subject Area Board.
4. If the individual curriculum requires the student to pass a certified language examination, the student will be reimbursed for the fee for passing the examination by the Faculty upon submission of the certificate confirming that the student passed the examination and the receipt for payment of the fee. The Faculty will reimburse the student for only one successful attempt at taking the language examination based on an application by the student after completion of the state doctoral examination.
5. It is the duty of the supervisor:
 - a) to create the individual curriculum and to detail the topic of the dissertation together with the student, the head of the entity where the work is being performed, and the

- chair of the Subject Area Board;
- b) to monitor the work of the student and to consult with him on the progress of his research work;
 - c) to perform an expert assessment of the student on a regular basis, to inform the Subject Area Board of his progress, and, in the case of failure to fulfil the requirements, to propose to the Subject Area Board appropriate measures.
6. The provisions regarding supervisors apply with the necessary modifications to advisors.
 7. The involvement of partner entities in pedagogical, financial, organisational, and staff provision of a doctoral programme of study is governed by bilateral agreements between the Faculty and the relevant entities.
 8. It is the duty of the student to provide by means of SIS an overview of study requirements fulfilled for the last academic year on the dates stipulated in the Dean's measure.
 9. Students who carry out a study stay or internship abroad other than Erasmus+:Erasmus that lasted longer than 30 days, regardless of the source of funding, are required to report this fact in the Evidence of Internships module in SIS before departure. The information entered in the SIS must include the time range of the study stay or internship, the country and the name of the receiving institution. Unregistered internships cannot be included in the individual study plan.

Article 22

Form of Study

1. A doctoral programme of study is offered either in the full-time or combined form of study.
2. Upon the request of a student, the Dean transfers a full-time student to the combined form of study.
3. The Dean may, upon the request of a student in the combined form of study, transfer the student to the full-time form of study. The submission must include the opinion of:
 - a) the head of the supervising entity to which the student is assigned;
 - b) the supervisor;
 - c) the subject area board.

Article 23

Organisation of State Doctoral Examination

1. The state doctoral examination may be taken after completion of the study requirements in accordance with the individual curriculum. A student registers for a state doctoral examination in accordance with the rules stipulated in a Dean's measure in accordance

with the Article 11 (14) of the Code of the University. If an individual date for the state doctoral examination is set upon agreement with the student, the chair of the board proposes to the Dean the date of the examination in compliance with all the requirements stipulated in Article 11 (15) of the Code of the University no later than within three weeks of registration, unless there are serious reasons preventing it.

2. The chair and the members of the board are appointed by the Dean of the Faculty upon a proposal from the Subject Area Board from the ranks of professors, associate professors, and experts. Experts must be approved by the Research Board of the Faculty. The board must have at least five members. The chair is a member of the board. Additional members of the board may be appointed by the Ministry of Education, Youth and Sports (“the Ministry”). A record of the course of the state examination or a part thereof is made and signed by the chair and all members of the board present. More than one board may be established for a single programme of study. The board decides by a majority of votes; if there is an equal number of votes or the required majority has not been achieved, the student gets the more favourable grade. The board decides on the result of the examination in a closed session.
3. If a student fails to appear for a state doctoral examination on the date for which he registered due to serious reasons, he excuses his failure to appear in writing as soon as he becomes aware of the reason. The Dean decides whether the excuse is legitimate. The last sentence of Article 19 (1) applies by analogy to the written excuse. The excuse or lapse of the date is recorded in SIS by the Student Affairs Division.
4. If the examination cannot be performed due to serious reasons (e.g., illness of the student, the board not having a quorum), the chair of the board proposes the nearest possible alternative examination date upon agreement with the student.

Article 24

Form of Dissertation

1. The Subject Area Board may stipulate the form and scope of a dissertation within the relevant programme of study; the board takes into account the publishing conventions in the given scientific subject area. The dissertation takes the form of a collection of research papers or chapters in monographs (published, accepted for publishing, or prepared for publishing) including an elaborated introduction to the topic and a conclusion. The minimum number of research papers or chapters for the dissertation and possible requirement for the author’s contribution of the student is stipulated by the Subject Area Board and this information forms part of the individual curriculum. The dissertation may also take the form of a self-contained manuscript or a scientific monograph.
2. The thesis may be submitted in the Czech or English language, and possibly in another

language upon approval by the Subject Area Board.

3. If the dissertation includes publications by multiple authors or if it uses findings arising from the student's work in a research team, a statement must be appended to the dissertation specifying the student's contribution to the findings. This statement is confirmed by the supervisor.
4. The dissertation must include a statement to the effect that neither the thesis nor a substantial part of it has been previously submitted by the student to acquire another or the same academic degree.

Article 25

Organisation of Defence of Dissertation

1. A student is registered for the defence of dissertation at the moment when the following requirements are met:
 - a) submission of application;
 - b) submission of the dissertation and abstracts in SIS; and
 - c) submission of the dissertation and abstracts in printed form at the Student Registry of the Faculty.
2. The board for the defence of dissertation may request that the supervisor give an opinion on the circumstances in which the thesis was written, on its expert quality, and whether he recommends the thesis for defence.
3. The board for the defence of dissertation appoints at least two reviewers.
4. The appointment and voting of the board for the defence of dissertation is governed by Article 23 (2). The chair of the board, supervisor, advisor, or one of the authors of a publication submitted as part of the dissertation may not be appointed a reviewer.
5. After preliminary discussion with the reviewers, the chair of the board ensures that the dissertation is delivered to them no later than within four weeks of the submission of the application and the submission of the dissertation under paragraph 1.
6. The reviewer submits his report within four weeks of delivery of the dissertation. If the reviewer fails to act, the board appoints another reviewer.
7. The chair of the board proposes a date and location for the defence no later than four weeks before the date of defence.

8. If a student fails to appear due to serious reasons for the defence on the date for which he registered, he excuses his failure to appear in writing as soon as he becomes aware of the reason. The student has a duty to substantiate the facts stated in the excuse. The Dean decides whether the excuse is legitimate. The excuse or lapse of the date is recorded in SIS by the Student Registry.
9. If the board determines the result of “fail” (“neprospěl/a”) the defence may be repeated no sooner than after six months.
10. If the defence cannot be performed on the stipulated date due to serious reasons (e.g., illness of the student, the board not having a quorum), the chair of the board proposes the nearest possible alternative date of defence upon agreement with the student and the reviewers.
11. The defence of the dissertation is usually performed in the language in which the programme of study is accredited. If the student and the Subject Area Board consent to it, the defence may be performed in another language.
12. If the board determines the result of “fail” (“neprospěl/a”) and states whether it is necessary to rework or supplement the thesis, the board must in the same session specify its requirements in writing. The board decides on such requirements by a majority of votes of members present.

Article 26

Dealing with Students’ Submissions Regarding Organisation of Study

Unless stipulated otherwise in the Act, the Code of the University, or in this part of the Rules, the provisions of Article 19 are applied by analogy to dealing with the submissions of students of doctoral programmes of study regarding the organisation of study.

PART FOUR

Common, Transitional, and Final Provisions

Article 27

Common Provisions

1. These Rules constitute an internal regulation of the Faculty for the purposes of Article 19 (2) of the Code and Article 33 of the Constitution of the Faculty.
2. The relations and procedures not regulated by these Rules are governed by the relevant provisions of the Higher Education Act, the Code of the University, and the

Administrative Procedure Code.

3. Wherever these Rules mention a programme of study, it also means a field of study for the period in which the accreditations of programmes of study structured into fields of study remain in force.

Article 28
Transitional Provisions

1. The proceedings commenced under the previous Rules of Study will be finished in compliance with these Rules.
2. The proceedings to interrupt study commenced upon application by a student of a bachelor's or a master's programme of study before 1 April, 2017 constitute an exception and will be finished in compliance with the previous Rules of Study.
3. The rights and duties of students who started their study before the effect of these Rules are governed by these Rules.

Article 29
Final Provisions

1. The Rules of Study of 26 June 2015, as amended, 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 the University and become effective on the first day of the 2017-2018 academic year.

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RNDr. Radim Perlín, Ph.D.

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

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Prof. RNDr. Jiří Zima, CSc.

Dean of the Faculty of Science of Charles University

.....

PhDr. Tomáš Nigrin, Ph.D.

President of the Academic Senate of Charles University

Final Provisions of the first Amendment:

Article II
Transitional Provisions

1. The rights and duties of students who started their study before the effective date of this Partial Amendment are governed by the Rules, as amended from the effective date of this Partial Amendment, with the exception of Articles 4 and 7 of the Rules as amended by this Partial Amendment. These students are governed by Articles 4 and 7 of the Rules as amended before the effective date of this Partial Amendment.

The rights and duties of students who started their study in the academic year 2020-2021 are governed by Rules, as amended from the date when this Partial Amendment becomes effective.

Article III
Final Provisions

1. This amendment to the Rules was approved by the Academic Senate of the Faculty of Science of Charles University on 25 May 2020.
2. This amendment to the Rules comes into force on the date of approval by the Academic Senate of Charles University¹.
3. This amendment to the Rules becomes effective on 1 October 2020.

Final Provisions of the second Amendment:

Article IV
Final Provisions

1. This amendment to the Rules was approved by the Academic Senate of the Faculty of Science of Charles University on 15 April 2021.
2. This amendment to the Rules comes into force on the date of approval by the Academic Senate of Charles University.²
3. This amendment to the Rules becomes effective on 1 October 2021.

Final Provisions of the third Amendment:

Article V
Final Provisions

1. This amendment to the Rules was approved by the Academic Senate of the Faculty of

¹ The Academic Senate of Charles University approved this change of rules on 26 June 2020.

² The Academic Senate of Charles University approved this change of rules on 28 May 2021.

Science of Charles University on 16 March 2023.

2. This amendment to the Rules comes into force on the date of approval by the Academic Senate of Charles University³.
3. This amendment to the Rules becomes effective on 1 October 2023.

List of Appendices:

Appendix No. 1A: List of Programmes with Defined Sequence of Individual Parts of the State Final Examination

Appendix No. 1B: List of Programmes of Study with Defined Sequence of Individual Parts of the State Final Examination - Programmes of Study Carried Out Since 2018

Appendix No. 2A: Number of Credits that Must be Achieved Before a Part Other than the Last Part of a State Examination May be Taken

Appendix No. 2B: Number of Credits that Must be Achieved Before a Part Other than the Last Part of a State Examination May be Taken – Programmes of Study Carried Out Since 2018

Appendix No. 3A: List of Specialisations

Appendix No. 3B: List of Specialisations – Programmes of Study Carried Out Since 2018

Appendix No. 4: List Of Programmes With Differently Determined Maximum Number Of Credits For Compulsory And Elective Subjects - To Art. 10 Of These Rules

Appendix No. 5: List Of Specializations Of Bachelor Study Programmes Accredited Since 2018, Which The Student Must Choose When Enrolling In The Third Section Of The Study.

³ The Academic Senate of Charles University approved this change of rules on 23 June 2023.

Appendix No. 1A – List of Programmes of Study with Defined Sequence of Individual Parts of the State Final Examination

I. For the programmes listed below, the first part of the state final examination always consists of the successful defence of the final thesis, and the sequence of the remaining parts is not defined.

a. Bachelor's programmes

Biochemistry
Biology
Ecological and Evolutionary Biology
Chemistry
Environmental Chemistry
Medicinal Chemistry
Molecular Biology and Biochemistry of Organisms

b. Post-bachelor programmes

Analytical Chemistry
Inorganic Chemistry
Biophysical Chemistry
Biochemistry
Demography
Environmental Chemistry
Chemistry and Physics of Special Materials
Medicinal Chemistry
Physical Geography and Geoecology
Physical Chemistry
Cartography and Geoinformatics
Macromolecular Chemistry
Modelling of Chemical Properties of Nano- and Biostructures
Organic Chemistry

II. In the case of the post-bachelor programmes listed below, the Pedagogy and Psychology part of the state final examination precedes the Didactics part/parts of the state final examination. The sequence of the remaining parts of the state final examination is not defined.

Teacher Education of Biology for Upper Secondary Schools (double major study)
Teacher Education of Chemistry for Upper Secondary Schools (double major study)
Teacher Education of Geography for Upper Secondary Schools (double major study)
Teacher Education of Geology for Upper Secondary Schools (double major study)
Teacher Education of Biology for Upper Secondary Schools (single major study)
Teacher Education of Geography for Upper Secondary Schools (single major study)
Teacher Education of Chemistry for Upper Secondary Schools (single major study)
Teacher Education of Geology for Upper Secondary Schools (single major study)

III. In the case of the programmes listed below, all parts of the state final examination are performed for the first time within one period of dates. If a student fails to appear without serious reasons for a

part of the state final examination on the date for which he registered, the date lapses.

a. Bachelor's Programmes

Biochemistry
Physical Geography and Geoinformatics
Geography and Cartography
Geotechnology
Management of Natural Resources
Environmental Chemistry
Medicinal Chemistry
Social Geography and Geoinformatics

b. Post-bachelor programmes

Analytical Chemistry
Biophysical Chemistry
Biochemistry
Demography
Physical Geography and Geoecology
Physical Chemistry
Global Migration and Development Studies
Environmental Chemistry
Medicinal Chemistry
Cartography and Geoinformatics
Landscape and Society
Macromolecular chemistry
Modelling of Chemical Properties of Nano- and Biostructures
Organic Chemistry
Regional and Political Geography
Social Epidemiology
Social Geography and Regional Development

IV. In the case of the programmes listed below, the parts of the state final examination other than the defence are performed for the first time within one period of dates (the student may but does not have to perform the defence together with the other parts). If a student fails to appear without serious reasons for a part of the state final examination on the date for which he registered, the date lapses.

a. Bachelor's programmes

Geology
Chemistry
Clinical and Toxicological Analysis

b. Post-bachelor programmes

Inorganic Chemistry
Clinical and Toxicological Analysis
Chemistry and Physics of Special Materials

Appendix No. 1B – List of Programmes of Study with Defined Sequence of Individual Parts of the State Final Examination - Programmes of Study Carried Out Since 2018

I. For the programmes listed below, the first part of the state final examination always consists of the successful defence of the final thesis, and the sequence of the remaining parts is not defined.

a. Bachelor's programmes

Biochemistry
Biology
Ecological and Evolutionary Biology
Chemistry
Environmental Chemistry
Medicinal Chemistry
Molecular Biology and Biochemistry of Organisms
Science

b. Post-bachelor programmes

Analytical Chemistry
Inorganic Chemistry
Biochemistry
Demography
Physical Chemistry
Chemistry and Physics of Materials
Macromolecular Chemistry
Medicinal Chemistry
Organic Chemistry

II. In the case of the programmes listed below, all parts of the state final examination are performed for the first time within one period of dates. If a student fails to appear without serious reasons for a part of the state final examination on the date for which he registered, the date lapses.

a. Bachelor's Programmes

Biochemistry
Applied Geography
Geography and Cartography
Geotechnology
Management of Natural Resources
Medicinal Chemistry
Earth Sciences

b. Post-bachelor programmes

Analytical Chemistry
Biochemistry
Demography
Physical Chemistry

Chemistry and Physics of Materials
Macromolecular chemistry
Medicinal Chemistry
Organic Chemistry
Social Epidemiology

IV. In the case of the programmes listed below, the parts of the state final examination other than the defence are performed for the first time within one period of dates (the student may but does not have to perform the defence together with the other parts). If a student fails to appear without serious reasons for a part of the state final examination on the date for which he registered, the date lapses.

a. Bachelor's programmes

Geology
Chemistry
Chemistry and Physics of Materials
Clinical and Toxicological Analysis

b. Post-bachelor programmes

Inorganic Chemistry
Clinical and Toxicological Analysis

Appendix No. 2A – Number of Credits that Must be Achieved Before a Part Other than the Last Part of a State Examination May be Taken

Bachelor’s study

Programme	Parts of state examination	Number of credits
Biology	defence of Bachelor’s thesis	150
Ecological and Evolutionary Biology		
Molecular Biology and Biochemistry of Microorganisms		
Biology for Teacher Education	every part other than the Bachelor's thesis defense	stipulated by the curriculum, a maximum of 150
Chemistry for Teacher Education		
Geography for Teacher Education		
Geology for Teacher Education		
Mathematics for Teacher Education		

Post-bachelor study

Teacher Education of Biology for Upper Secondary Schools	every part other than the Final thesis defense	stipulated by the curriculum, a maximum of 100
Teacher Education of Chemistry for Upper Secondary Schools		
Teacher Education of Geography for Upper Secondary Schools		
Teacher Education of Geology for Upper Secondary Schools		
Teacher Education of Mathematics for Upper Secondary Schools		
Teacher Education of Physics for Upper Secondary Schools		

Appendix No. 2B – Number of Credits that Must be Achieved Before a Part Other than the Last Part of a State Examination May be Taken – Programmes of Study Carried Out Since 2018

a. Bachelor’s study

Programme	Parts of state examination	Number of credits
Bioinformatics Biology Ecological and Evolutionary Biology Molecular Biology and Biochemistry of Microorganisms Science	defence of Bachelor’s thesis	150
Demography	every part other than the Bachelor's thesis defense	174
Environmental Protection	every part other than the Bachelor's thesis defense	stipulated by the curriculum, a maximum of 175
Biology for Teacher Education (major and minor curriculum) Chemistry for Teacher Education (major and minor curriculum) Geography for Teacher Education (major and minor curriculum) Geology for Teacher Education (major and minor curriculum)	every part other than the Bachelor's thesis defense	stipulated by the curriculum, a maximum of 90
Biology for Teacher Education (full curriculum) Chemistry for Teacher Education (full curriculum) Geography for Teacher Education (full curriculum)	every part other than the Bachelor's thesis defense	stipulated by the curriculum, a maximum of 171

b. Post-bachelor study

Programme	Parts of state examination	Number of credits
Anthropology and Human Genetics Applied Geology Bioinformatics Botany Cell Biology Ecology Evolutionary Biology Experimental Plant Biology	every part other than the Final thesis defense	stipulated by the curriculum, a maximum of 108

Physical Geography and Geoecology Animal Physiology Genetics, Molecular Biology and Virology Geobiology Geoinformatics, Cartography and Remote Sensing Geology Global Migration and Development Studies Hydrology and Hydrogeology Immunology Landscape and Society Microbiology Environmental Protection Parasitology Political and Regional Geography Protistology Reproduction and Developmental Biology Social Geography and Regional Development Theoretical and Evolutionary Biology Zoology		
Parasitology and Infection Biology	every part other than the Final thesis defense	stipulated by the curriculum, a maximum of 162
Teacher Education of Biology for Upper Secondary Schools (major and minor curriculum) Teacher Education of Chemistry for Upper Secondary Schools (major and minor curriculum) Teacher Education of Geography for Upper Secondary Schools (major and minor curriculum) Teacher Education of Geology for Upper Secondary Schools (major and minor curriculum)	every part other than the Final thesis defense	stipulated by the curriculum, a maximum of 60
Teacher Education of Biology for Upper Secondary Schools (full curriculum) Teacher Education of Chemistry for Upper Secondary Schools (full curriculum) Teacher Education of Geography for Upper Secondary Schools (full curriculum)	every part other than the Final thesis defense	stipulated by the curriculum, a maximum of 114

Appendix No. 3A – List of Specialisations

The following specialisations reflect the focus of the curricula of the accredited programmes of study.

Post-bachelor programmes	Specialisations
Experimental Plant Biology	Cellular and Molecular Plant Biology
	Plant Physiology and Anatomy
	Plant Ecophysiology
Botany	Algology and Ecology of Algae
	Bryology and Lichenology
	Vascular Plants
	Geobotany
	Mycology
Cellular and Development Biology	Cell Physiology
	Developmental Biology
Ecology	Hydrobiology
	Terrestrial Ecology
Animal Physiology	Animal and Human Physiology
	Neurobiology
Genetics, Molecular Biology and Virology	Molecular Biology and Genetics of Eukaryotes
	Molecular Biology and Genetics of Prokaryotes
	Cytogenetics
	Plant Genetics
	Cellular and Molecular Biology of Microbial Populations
Zoology	Virology
	Zoology of Invertebrates
	Entomology
	Ecology and Ethology
	Genetics of Wild Animals
	Zoology of Vertebrates
	Applied Geology
Engineering Geology	
Applied Geophysics	
Geology	Geochemistry
	Environmental Geology
	Geology of Deposits
	Mineralogy and Crystallography
	Paleontology
	Petrology
	Structural Geology
	Fundamental Geology

Appendix No. 3B – List of Specialisations - Programmes of Study Carried Out Since 2018

a. Bachelor's study

Programme	Specialisations
Applied Geography	Physical Geography and Geoinformatics Social Geography and Geoinformatics
Demography	Demography and Economics Demography and History Demography and Social Geography Demography and Sociology Demography and Public and Social Policy
Geology	Geoarchaeology

b. Post-bachelor study

Programme	Specialisations
Applied Geology	Hydrogeology Engineering Geology Applied Geophysics
Botany	Plant ecology Vascular plants Mycology Bryology and lichenology Algology and algal ecology
Experimental Plant Biology	Cellular and Molecular Plant Biology Plant Physiology and Anatomy Plant Ecophysiology
Ecology	Aquatic Ecology Terrestrial Ecology
Physical Chemistry	Physical Chemistry Biophysical Chemistry Modelling of Chemical Properties of Nano- and Biostructures
Animal Physiology	Animal and Human Physiology Neurobiology
Genetics, Molecular Biology and Virology	Molecular Biology and Genetics of Eukaryotes Molecular Biology and Genetics of Prokaryotes Virology
Geology	Geoarchaeology Geochemistry Environmental Geology Geology of Deposits Mineralogy and Crystallography Paleontology Geodynamics Geology
Zoology	Zoology of Invertebrates Entomology Ecology and Ethology Genetics of Wild Animals Zoology of Vertebrates

Appendix No. 4: List Of Programmes With Differently Determined Maximum Number Of Credits For Compulsory And Elective Subjects - To Art. 10 Of These Rules.

For the programmes listed below or in a combined study using these programs, the total number of credits corresponding to all compulsory subjects for taking individual parts of the state exam together with the minimum number of credits from compulsory optional subjects is a maximum of 95 percent.

Geology for Teacher Education

Geography for Teacher Education

Chemistry for Teacher Education

Biology for Teacher Education

Teacher Education of Geology for Upper Secondary Schools

Teacher Education of Geography for Upper Secondary Schools

Teacher Education of Chemistry for Upper Secondary Schools

Teacher Education of Biology for Upper Secondary Schools

Appendix No. 5: List Of Specializations Of Bachelor Study Programmes Accredited Since 2018, Which The Student Must Choose When Enrolling In The Third Section Of The Study.

Bachelor´s programme	Specialisations