

Under section 36 (2) and (4) and section 41 (2) of Act No. 111/1998 Coll. on Higher Education Institutions and Amendments of Other Acts (Act on Higher Education Institutions), the Ministry of Education, Youth and Sports registered the Tuition and Examination Regulations of Vysoká škola finanční a správní, a.s. (the University of Finance and Administration) on, under reference number

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Head of the Department of Higher Education Institutions



Tuition and Examination Regulations

Vysoká škola finanční a správní, a.s.

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Part One General Provisions

Article 1 Introductory Provisions

1. The Tuition and Examination Regulations apply to all employees and students of Vysoká škola finanční a správní (hereinafter the “VŠFS”), who study the accredited degree programmes, and adequately, except for Part Three, to the participants of the life-long learning programmes (hereinafter “LLL”) which are provided by VŠFS under section 60 of the Act on Higher Education Institutions.
2. The study of the accredited degree programmes is either of a full-time or combined form of education, in Czech or English, in accordance with the decision on accreditation. The standard lengths of full-time and combined studies is 3 years for a Bachelor’s programme, 2 years for the follow-up Master’s degree programme and 3 years for the Doctoral degree programme.

Article 2 Organization of Studies and the Academic Year

1. The Studies are divided into semesters, years or blocks. Each semester is divided into the teaching, examination and holiday period.
2. An academic year lasts 12 calendar months and its beginning, course and end are specified in the document Organisation of the Academic Year. The document Organisation of the Academic Year can be supplemented or changed by means of numbered amendments.
3. The specific organisation of the academic year will be published on the official notice board by June 30th of the previous academic year.
4. The students’ study activities involve mainly an independent work set and checked by the academic staff.
5. The study courses are realized through lectures, seminars, tutorials for the daily form of studies or managed group consultations and tutorials (interactive lessons for long-distance studies) for the combined form. Participation in lectures is recommended, while 75% participation in seminars, tutorials and managed group consultations is compulsory for the full-time form of studies and 50% participation for the part time form. All the details are specified, based on the proposal of the appropriate Dean, by the Vice-Rector of Education. In case of doctoral studies, by the Vice-Rector of Research and Development.
6. The courses are compulsory, optional and elective. Optional courses focus on the fields within the framework of the given degree programme.
7. The accredited degree programmes are based on curriculums which contain courses according to semesters, years, the form of studies and number of hours per week or semester.

The curriculums also designate prescribed examinations, classified credits, credits and doctoral examination for each subject, semester and year. The curriculums also define the study load expressed in the number of credits for individual courses and potential fields.

8. Professors, associate professors and significant exponents of theory and practice may, with the Rector's assent, announce scientific seminars above the framework of the accredited curriculum and designate their focus.

Article 3 Vocational Practice

Vocational practice is accomplished especially during the preparation of the student's thesis or dissertation. It may be accomplished in the form of an elective subject, upon the student's request, especially within an international work placement.

Part two The Bachelor's and Follow-up Master's Degree Programmes

Article 4 Admission and Registration in the Course

1. The Rector decides on the admission. The Rector's Decision on Admission shall be issued by 30 days from the verification of the admission requirements. The applicant may appeal against the Decision within 30 days from the notification of the Decision. The Rector represents an appeal body.

2. The student is entitled to register in the course after he/she has been admitted by the university, after having signed the contract and having fulfilled conditions of admission, including the payment of tuition fees. Applicants register within the period set by VŠFS. Applicants are obliged to provide a photograph for a student's ID card and publication in the VŠFS information system (hereinafter the "VŠFS IS") no later than on the day of their registration.

3. The applicant becomes a student of VŠFS on the day of his/her registration in the first or higher year of study. The student may register in higher years of study, if all of his/her study requirements of the previous year have been successfully completed and the tuition fees paid.

4. All of the VŠFS students of Bachelor's and follow-up Master's degree programmes study in compliance with the ECTS credit system - European Credit Transfer System Principles (hereinafter the "Credit System").

5. The credits express a study workload in a particular part of studies from a quantitative point of view. In general, under the ECTS, one credit represents 25 – 30 hours of studying. A standard number of credits in a three-year Bachelor's degree programme is 180, in a two-year follow-up Master's programme it is 120 credits (that is 60 credits for an academic year and 30 credit per semester).

6. Upon the registration in the first year, students register in all the courses which are set in the curriculum with a total number of 60 credits. The student who achieves at least 40 credits for the registered first year courses may register in the second year. Students register in all of the courses designated in the curriculum of the second year and, at the same time, in any uncompleted courses of the first year study plan, for which students are obliged to pay on the basis of the price of the credits of the given academic year. The student can register for the third year of the Bachelor's programme, if he/she acquires at least 100 credits for the registered courses of the curriculum of the previous years. In non-standard cases students are assigned more than 60 credits per academic year. In such cases (eg. repeating a year, parallel study in the Joint Degree, foreigners being obliged to take a Czech course, etc.) the student may transfer the courses of the accredited studies to the following year (maximally 20 credits). Such cases are specified by another VŠFS internal regulation and they constitute a part of the contractual terms.

7. If the student fails to register for the higher year by October 15th of the appropriate academic year, he/she is not entitled to attend lessons, fulfil study duties and his/her studies may be terminated. It is the bursar who decides on termination of studies. The student may appeal against such a decision within 30 days from its announcement. The appellate body is the Rector.

8. Registration takes place on the dates set in the approved document Organisation of the Academic Year. The Head of the Department of Study Affairs designates any replacement registration dates.

9. The graduates from the LLL programmes organised by VŠFS, within the framework of the degree programmes accredited under section 60, 2 of the Act on Higher Education Institutions may be admitted in a course of the accredited degree programme without any entrance examination under the conditions specified in another VŠFS regulation.

Article 5 **Assessment of Courses and Study Results**

1. The forms of assessment of the course and study results mainly involve comprehensive examinations, examinations, graded credits (hereinafter "the examinations") and credits.
2. The guarantor of the subject sets the rules of assessment and publishes them in the VŠFS IS.
3. The examination results are classified as follows:

Alphabetical identification	Classification range	Numerical value
A	excellent	1.0
B	excellent minus	1.5
C	very good	2.0

D	very good minus	2.5
E	good	3.0
F	failed	4.0

4. The examiner records an alphabetical identification of the grade in the VŠFS IS. A numerical value serves for setting average classification. The mark “failed” is also given in such cases where the student has withdrawn from the examination any time after it was started or where he/she refused to accept the examiner’s evaluation (rejection of the mark). The credit certifies regular fulfilment of obligations, and is recorded as “passed” or “failed” (letters “Z” – passed or “F” – failed) in the VŠFS IS. Students are obliged to get a credit from the teacher who lectured them on the given courses. Examiners are responsible for recording assessment results of a subject of each student in the VŠFS IS no later than three working days from the date of examination or credit granting. In the cases specified in these Tuition and Examination Regulations, the student may be given “minus” which corresponds with the numerical value 4.0.

5. The examiner is entitled to terminate the exam in the case that the student seriously or repeatedly violates the examination rules or uses forbidden aids or seriously violates the examination procedure in any other way. In this case the student is assessed as “failed”.

6. Examinations can be held orally, in writing or by combining both of the forms. An examination is started by drawing questions or assigning the first question or topic of the written work and is stopped by the examiner. Students are entitled to have a look at their written work.

7. Examinations can be taken three times at most, i.e. once as a regular examination and twice as a re-sit. In case of the second re-sit of the examination, the student shall take an oral examination before an examining board consisting of at least two members appointed by the head of a department. In this case minutes of the examination are taken and filed at the department. The Rector decides on permitting any commission examination at the request of the student. The student may appeal against such a decision within 30 days from the notification of the decision. It is the Rector who represents a body of appeal.

8. The department must announce dates of examinations, their place on the university ground and method of registration in accordance with the approved document Organisation of the Academic Year. Examiners are appointed by the heads of departments and they are chosen from the academic staff who lecture on the relevant subject.

- a) The dates and places of examinations for full-time students will be announced no later than 14 days before the beginning of the examination period and a sufficient number of examination dates will be provided, so that students have an option to choose from regular and re-sit dates within the examination period. Students are obliged to register for an examination no later than a week before the commencement of the examination period for regular dates of each subject. The dates of examinations are planned in such a way that any necessary re-sits can be still taken within the examination period. The student who registers for an examination should not fail to attend without serious reasons.
- b) In case of the combined form of studies, the examination period runs continuously all year round after all the lessons of the given subject were taken. Dates and place will be

announced by the departments 14 days after the teaching lessons have completed. Students are obliged to register for their examinations within 7 days from the announcement of the dates by the departments.

- c) An examination period has three stages. An examination period of 4-6 weeks is primarily intended for due exams and it usually follows immediately after the course of a winter or summer semester. An extended and additional examination period is intended primarily for re-sits. The exam dates are stated in the document Organization of the academic year.
- d) Students are entitled to get registered for an examination regardless of the name of an examiner on the given date.

9. As for the combined or daily form students, their examiner:

- a) can, based on the assent of the head of a department, announce examination dates before the beginning of an examination period for both, winter and summer, semesters of an academic year (pre-date examinations),
- b) has to announce examination dates for winter semester courses in an extended exam period running in the summer semester of the given academic year,
- c) has to announce, based on the instruction of the head of a department, other examination dates in an extended exam period running in June of the given academic year,

10. If the student fails to sit for an exam on the date for which he/she registered, without any due apology, the obtained assessment is 'minus'. The same assessment is given to those students who don't register for any due date according to section 5 (a), (b). If they don't excuse themselves subsequently, then the 'minus' of the numerical value 4.0 is recorded and the examination date is forfeited. Such an excuse has to be given no later than 7 days from the examination date and has to be recognized by the Head of the Department. The student can file an appeal against such a decision with the Dean within 7 days from its announcement.

11. Before commencing an examination, the student is obliged to submit his or her student's identity card to the examiner. The examiner is obliged to verify the identity of the student through the student's identity card and the photo published in the VŠFS IS. The examination cannot take place unless this obligation is fulfilled. The examiner is entitled to test only such students who have successfully completed the pre-determined mandatory subject (s) which preceded (the so called requisites) .

12. If the exam is taken in writing, the relevant written work (test, quiz, essay, etc) has to be retained by the examiner till the end of the academic year.

Article 6 Individual Studies

1. Individual studies are regulated by an individual study plan or by fulfilling study duties individually through a special study schedule.

2. An individual study plan is approved by the Vice-Rector for Education usually for an academic year upon the request of a student. It is mainly approved because of transfer from another university, secondary vocational school or from another field studied at VŠFS. The

individual study plan allows students to arrange individual consultations, or to arrange for substitution of tasks and for changing deadlines of study obligations, with their teachers at the beginning of the given semester.

3. Individual study obligations are approved by the Rector at the request of the student usually for an academic year. Individual fulfilment of study obligations within a standard curriculum enables the student to agree with his/her teacher on individual consultations, substitutional tasks and dates of fulfilment at the beginning of the given semester. This applies mainly to those students who are unable to meet the requirement of obligatory participation for serious health or job reasons.

4. The student can also apply for an individual study plan due to the care for a child. In this case, he/she can extend the deadlines for study obligations and requirements in order to advance to a higher year, by the time of the maternity leave, on condition that he/she does not interrupt the studies.

5. The procedure of developing and approving on an individual study plan and fulfilling study duties individually is specified in the decision of the Rector.

Article 7

Tuition for Graduates from Upper Secondary Vocational Schools

The VŠFS sets different conditions for fulfilling study obligations, including their different contents, for the graduates from upper secondary vocational schools who have been admitted, according to Article 18, (9) of the Statute, in Bachelor's degree programmes. The details of such conditions, especially recognition of successful examinations, are specified in the Rector's decision.

Article 8

Final Examination

1. The state final examination takes place before an examining board. The course of the state final examination and announcement of its results are public.

2. Professors, associate professors and experts approved by the Scientific Board have the right to examine students at the state final examination.

3. An examining board consists of at least three members. The chairman and board members are appointed and dismissed by the Rector, on the basis of the proposal of the Dean of the relevant faculty and the approval of the Vice-Rector for Education. The Ministry of Education, Youth and Sports (hereinafter the "Ministry") can also appoint members of an examining board from distinguished experts of the given field.

4. The state examination consists of the following parts:

a) defence of the thesis,

b) examination of the courses relevant to the degree programme (field of study).

The individual parts of the final examination may take place on various dates in accordance with the decision of the Rector.

5. The state final examination may only be taken after the fulfilment of all study obligations assigned in the curriculum (i.e. for students studying within the credit system this involves an obligation to acquire at least 180 credits for a Bachelor's degree programme and at least 120 credits for a Master's degree programme), or after the completion of the comprehensive degree programme in the case that an individual part of the final examination is held in accordance with the decision of the Rector before reaching the minimum credit value of the study. The state final examination can be taken only after the student has settled all of his/her financial obligations towards VŠFS, especially his/her tuition and administrative fees.

6. State final examinations are held on the dates specified in the approved document Organisation of the academic year.

7. The student is obliged to firmly register for the due date of the state final examination and take it within the period specified in the Organisation of the academic year. In the case that the student does not register for or attend the examination without any due excuse, the due date of the state final exam is forfeited and the "minus" is recorded in the VŠFS IS. The student who fails to meet all assigned study obligations specified in the curriculum or who fails to register for the state final examination or fails to pass any part of it within the standard study period has to submit an application for extension of the standard study period by one academic year to the Rector and then, after the approval, he/she has to sign an amendment to the contract on studies. The application may only be approved, if the study requirements, which were not met, do not exceed 20 credits. The amendment to the contract on studies may only be signed for two years which follow the end of the regular period of study. During this period, the student is obliged to complete the missing study duties and complete his/her studies with the state final examination. The Rector may permit an additional study period in those cases worthy of special consideration.

8. If the student does not fulfil all assigned study duties stated in the curriculum, or he/she does not register for a state exam, or if he/she does not pass any of its parts during the standard study period, or during the extended period stated in article 7, and if he/she does not submit the application for study extension above the standard study period, the reason for terminating his/her studies arises. It is the bursar who decides on the termination of studies. The student may appeal against such a decision within 30 days from the notification of the decision. It is the Rector who represents a body of appeal.

9. The individual parts of the state final examination are graded with the marks "excellent" (1), "very good" (2), "good" (3) and "failed" (4).

10. The total state final examination is assessed as follows:

- a) mark "excellent", if the arithmetic average of all final marks is less than 1.5,
- b) mark "very good", if the arithmetic average of all final marks is equal to or higher than 1.5 and at the same time less than 2.5,

- c) mark “good”, if the arithmetic average of all final marks is equal to or higher than 2.5,
 - d) mark “failed”, if at least one of its parts have been classified as “failed”.
11. Withdrawing from the state final exam after it was initiated is also assessed as “failed”.
12. The examination board is entitled to cancel the state final exam in the case that the student seriously or repeatedly violates the examination rules, uses forbidden aids or seriously violates the examination procedure in any other way. In this case the termination of the exam is assessed as “failed”. In such a case the report of the state final exam shall contain substantiation of the failure.
13. In case of the mark “failed”, the report on the state examination will contain the substantiation of the failure.
14. If the student fails to attend the state final examination on the date he/she was invited without any due excuse, he/she will be given the “minus”. The “minus” corresponds with the assessment “failed” and it results in forfeiture of the examination term, unless the student subsequently gives his/her excuse. The Vice-Rector of Educational Activities decides on recognition of the excuse which has to be submitted no later than 7 days from the examination date. The student may appeal against the decision of the Vice-Rector of Educational Activities to the Rector.
15. The state final examination is started by drawing questions. The chairperson of the examination board stops the exam and announces results of the examination publicly.
16. The examining board takes a decision on the results of individual parts of the state final examination by voting, on the proposal of the examiner, at non-public session. In case of even votes, the chairperson has the casting vote.
17. The student assessed with the mark “failed” or “minus” in any of the individual parts of the state final examination, has an option to take the examination on another specified date. The individual parts of the state final examination can be repeated maximally twice. The Rector may allow an exception, but only in those cases worthy of special consideration, and may grant the student the so-called Rector’s examination date.
18. If the student fails the state examination even on the third date, or possibly the Rector’s date, then his/her studies are legitimately terminated in accordance with paragraph 15. It is the Vice-Rector of Educational Activities who decides on the termination of studies. The student may appeal against such a decision within 30 days from its announcement. It is the Rector who represents an appellate body.
19. The level of the student’s success during and at the end of his/her studies is expressed by means of an average grade.
20. The average grade for the whole study period is calculated as an arithmetic average of marks from all the examinations, including examinations marked as “failed” taken in the stated period.
21. The overall assessment of completed studies according to paragraph 16 is:

- a) “passed with distinction”
- b) “passed”
- c) “failed”

22. The student who successfully passes the state final examination on the due date will receive a diploma with distinction, provided that he/she completes the studies within the standard period of the relevant Bachelor’s or Master’s degree programme and provided that his/her final state examination is graded “excellent”, and his/her grade average throughout the whole standard study period does not exceed 1.50, in accordance with paragraph 16, and provided that he/she is assessed as “good” maximally in two courses throughout the whole studies and is not given the grade “uncredited” or “fail” or “minus” in any subject. The Rector may grant an exception.

23. No additional corrections of the grades or assessment are allowed.

Article 9 **Thesis**

1. The student chooses the topic of his/her thesis from the list of topics made by the departments or he/she asks the head of a department for an approval of his/her own topic within the period specified in the document Organisation of the academic year. The head of the department shall appoint a thesis supervisor and an opponent.

2. The thesis is in the language of the given degree programme and it must be compiled in the given structure and meet the requirements, as for its content and expertise, of the given degree programme. The methodological instructions for the compilation of the thesis are stated in the Rector’s decision. In case of the degree programme taught in Czech, The Dean may allow the thesis to be developed in Slovak or another language. The defence is always held in the language of the degree programme.

3. The topic of a thesis may only be changed based on the approval of the relevant Head of the Department.

4. The student hands over his/her thesis for its defence in the required layout, form and way of submission within the time specified in the Organisation of the relevant academic year.

5. The thesis supervisor and the critical opponent submits a written review of the thesis (hereinafter “assessment”) no later than 14 days before the defence of the thesis in accordance with the Organisation of the relevant academic year. The department will record the review in the VŠFS IS (the Thesis Archive) no later than 5 days before the defence so that the student can get acquainted with it.

6. In the review, the opponent states, in particular, whether the thesis has met the content and formal requirements placed upon it, whether it contains any serious deficiencies, and which ones, and also states the defence questions. The review must contain an explicit statement whether or not the critical opponent recommends sending the thesis forward for its defence and the overall assessment of the thesis with marks “excellent” (1), “very good” (2), “good” (3) or “failed” (4) .

7. In the review of the thesis the supervisor suggests the overall assessment using the marks “excellent” (1), “very good” (2) or “good” (3), provided that he/she approved the thesis for its defence by granting the credit for the Bachelor or Diploma Project 2 . The thesis supervisor is obliged to carry out an inspection of originality of the thesis using the database of qualification theses.
8. The defence of the thesis takes place before an examining board of the state final examination.
9. A bachelor or diploma thesis submitted by the candidate for its defence is published for perusal by the public at least five workdays before the date of the defence on the site designated by the decision of the Rector. By submitting the thesis, the author agrees with its publication, in accordance with the Act on Higher Education Institutions (section 47b), regardless of its result.
10. The VŠFS publishes the bachelor and diploma theses, which have been defended, including their reviews of critical opponents, records of the course and results of the defence in the administered database of qualification theses, it does not receive any revenues from this activity. The Rector designates the method of publication.
11. Everybody can make copies or duplicates of the published theses at their own expense.

Article 10 **Suspension of Studies**

1. A student of a daily form of study may request suspension of his/her studies on serious personal grounds, especially health, social and/or work reasons.
2. The student is always entitled to suspend the studies due to pregnancy, childbirth or parenthood, and that is for the whole recognized time of parenthood. The time of suspended studies during the recognized parenthood is not included in the total length of suspended studies in accordance with paragraph 3.
3. Studies are suspended for a maximum of two years for a Bachelor’s degree programme and for one year for the follow-up Master’s degree programme, whereby no studies at another international university approved by the VŠFS are included in this period.
4. Studies can first be suspended after completion of the first semester of studies with the exception of serious cases worth of special consideration. Studies are suspended for entire semesters or years at the request of a student. The application for suspension of studies must be submitted prior to commencement of the semester or year.
5. It is the Head of the Department of Study Affairs who decides upon suspension of studies. The student may appeal against such a decision within 30 days from the announcement of the decision. The Rector represents an appellate body.

6. The suspension is registered in the study records. The person does not have the status of a student for the suspended period
7. Once the period for which the studies have been suspended expires, the person becomes entitled to re-register. The student has to apply in writing for continuation of the studies before the end of the suspended period. After the suspension, the student usually registers for the year and semester, in which his/her studies were suspended, or according to the recognized study obligations (see Article 10, paragraph 1).
8. If the student does not fulfil the obligation to apply in writing for continuation of the studies before the suspension time expires, it is regarded, according to the Tuition and Examination Regulations, as failure to meet the requirements of the degree programme and it creates substantiation for terminating the studies. It is the bursar who decides upon the termination. The student may appeal against such a decision within 30 days from its announcement. The Rector represents an appellate body.

Article 11 **Repeating a Year and/or Courses**

1. If the student fails to meet the conditions for an advance in a higher year, the Vice- Rector for Educational Affairs may permit the repetition of the year based on the written application of the student. The student may appeal against the decision within 30 days from its announcement. The Rector represents an appellate body. The student who does not acquire at least 40 credits has to repeat the year.
2. The request for an extension of the period of study above the standard period can only be approved in the case of those students missing 20 credits at most. If the student misses more than 20 credits, he/she must apply to repeat the year. The Head of the Department of Study Affairs decides upon extending the standard study period. The student may appeal against such a decision within 30 days from its announcement. The Rector represents an appellate body.
3. In the course of studies, it is possible to repeat only two years and each of them may be repeated only once. The Rector may approve on any exceptions. When repeating a year, the student registers for all of the courses, in which he or she failed to meet the requirements specified in the curriculum of the relevant accredited degree programme.
4. When repeating a subject (not the whole year), the student does not have to attend the whole scope of the lessons, only if he/she agrees with the teacher on compensatory study duties at the beginning of the semester.
5. If the student fails to register for any of the examination dates and the examiner does not record “minus”, it is an employee of the Department of Study Affairs who will record this assessment into the student’s records. A newly registered subject may be repeated maximally twice. The Rector may grant an exception.

Article 12 **Transfers**

1. The Vice-Rector of Educational Activities may allow a transfer to the VŠFS from another university or higher vocational secondary school (hereinafter “the transfer”) and may place the student in the relevant year and semester and decide on recognition of examinations or on fulfilling other study obligations and taking difference exams. The Vice-Rector decides on recognition of the exams taken within the degree programme of a university or faculty and on recognition of the exams or other study obligations or courses or other complete parts of studies taken within the framework of the studies of an accredited educational programme at a higher vocational school.
2. The student may appeal against the decision based on paragraph 1 within 30 days from its announcement. The Rector represents an appellate body.
3. The similar steps are taken when there is a transfer to another field of study within VŠFS. The transfer is usually connected with an individual study plan.
4. The Rector designates through his decision the rules for recognition of examinations, classified credits and credits achieved at another university.

Part three **Doctoral degree programme**

Article 13

The Doctoral degree programme is focused on scientific research and independent creative activities in the area of research and development.

Article 14

Specialization Branch Council

1. The Specialization Branch Council for studies of the doctoral degree programme (hereinafter “Branch Council”) is a basic specialist, inspection and assessment body of the degree programme (section 47, subsection 6 of the Act). It is responsible to the Rector for its activities.
2. The Rector appoints and dismisses members of the Branch Council after the approval of the VŠFS Scientific Board.
3. The Branch Council has nine members.
4. The guarantor of the doctoral degree programme chairs the Branch Council.
5. The Branch Council constitutes a quorum, if the absolute majority of its members attends. It adopts its resolutions by means of an absolute majority of the votes of those who attend.

6. The Branch Council holds a meeting when necessary, however, at least twice a year. The meetings are chaired by the Chairperson or by a member authorised by the Chairperson. Minutes of Branch Council's meetings are taken and submitted to the Vice-Rector of Research and Development and to the Rector.
7. The Branch Council mainly:
 - a) attends to the updating and development of the doctoral programme,
 - b) inspects and evaluates the ongoing tuition in the given degree programme,
 - c) proposes appointment and dismissal of doctoral supervisors to the Rector,
 - d) approves announced dissertation topics,
 - e) proposes appointment and dismissal of subject guarantors to the Vice-Rector of Research and Development,
 - f) proposes appointment of examination board members for a professional entry exam to the Rector,
 - g) proposes appointment of examination board members for a state final doctoral examination to the Rector,
 - h) proposes appointment of examination board members for a defence of dissertations to the Rector,
 - i) nominates doctoral sponsors, members of the committee for a state doctoral final examination and for a defence of dissertations to be approved by the Scientific Board.
8. The Branch Council is subject to its Procedural Rules.

Article 15 **Supervisor**

1. Professors, associate professors and possibly other significant specialists with the academic title PhD or the scientific rank DrSc., CSc or any equivalent academic title or scientific rank who were approved by the Scientific Board are supervisors. They are appointed by the Rector.
2. A doctoral supervisor may be dismissed, if it shows that he/she has failed to fulfil his/her responsibilities. The Rector dismisses a doctoral supervisor upon the basis of the proposal of the Branch Council.
3. A doctoral supervisor
 - a) assists in development of an individual doctoral study plan (hereinafter the "study plan") and submits it to the Vice-Rector of Science and Development to be approved,
 - b) sees to specialist development of a student and monitors fulfilment of the study plan,
 - c) draws up the annual "Doctoral Student Evaluation",
 - d) leads preparation of the doctoral student's dissertation from the professional and methodological point of view.

Article 16 Admission and Registration for Studies

1. The conditions of admission proceedings comply with another VŠFS regulation. The entrance examination is held in Czech (with differences in the case of an examination in a foreign language). The entrance examination consists of a specialized and a foreign language examination. The specialized examination takes place before a three-member examination board. This board and its chairperson is appointed by the Rector on the basis of a proposal of the Branch Council. The Rector appoints a foreign language examiner on the basis of a proposal submitted by the Head of the Language Department. The Rector shall decide on the admission. The decision shall be issued within 30 days from the verification of fulfilment of admission conditions. The applicant may appeal against such a decision within 30 days from its announcement. The Rector represents an appellate body.
2. An applicant becomes a student of the VŠFS doctoral degree programme as of the day of his/her registration in the degree programme. He/she will register for the terms set by VŠFS. No later than on the day of his/her registration, the applicant is obliged to submit to VŠFS the signed contract on studies, the proof of payment for the studies, his/her photo which will be used on his/her student card and published in the IS of VŠFS. The registration cannot be completed unless the above mentioned is not submitted.
3. Students of a doctoral degree programme study according to the principles of ECTS - European Credit Transfer System (hereinafter the "credit system"). The students who have not started taking a doctoral degree programme according to the ECTS credit system may be granted an exception.
4. Students of a doctoral degree programme have to obtain 60 credits within an academic year. A student who obtains at least 30 credits for the registered courses of the first academic year may get registered for the second year. A student who obtains at least 90 credits for the registered courses of the previous academic years may get registered for the third year. In substantiated cases the Rector may, upon the recommendation of the Vice-Rector of Research and Development, grant an exception from the designated minimum number of obtained credits for a conditional advance in a higher academic year. Students get registered in all the courses specified in the curriculum of a higher year and also in those courses which they have not completed in accordance with the curriculum of the previous year. Students pay for those unfinished courses based on the credit price of the relevant academic year. Those students who do not study according to the ECTS credit system may get registered in the second year in the case that they pass at least three doctoral exams and that they fulfil, at least partially, other assigned tasks specified in the curriculum. They may get registered in the third year in the case that they pass all doctoral exams specified in the curriculum and that they fulfil largely the tasks specified in the curriculum.
5. Registration in a higher year is approved on through the agreement of the Vice Rector for Research and Development issued in the annual „Doctoral Student Assessment“ and conditioned by the student's payment of tuition fees.

Article 17 Curriculum

1. A curriculum specifies conditions which need to be met by a student of a particular programme during his/her studies and at their completion. A curriculum of each year specifies compulsory and optional courses, credits granted for them, as well as other study duties mentioned in paragraph 2 and 3.
2. The curriculum of a doctoral student contains a list of courses of the doctoral degree program, a schedule of planned doctoral examinations, a topic of the dissertation and schedule for its elaboration and rough dates for a doctoral state examination and defence of the dissertation. The schedule is developed by the student at the beginning of his/her studies under guidance of his/her supervisor.
3. The curriculum also prescribes:
 - a) publication of at least two papers related to the dissertation topic in magazines with their critical review,
 - b) at least two presentations at conferences and publication of a contribution related to the dissertation topic,
 - c) involvement in the research work of, mainly, the training department, documented outputs (participation in projects, publications, reviews, etc.),
 - d) presenting research results at a public debate or a doctoral colloquium of VŠFS at least twice during the entire course of studies,
 - e) involvement in international research activities,
 - f) teaching activities in case of a daily form of studies.
4. The student fulfils his/her curriculum under guidance of the subject supervisor.
5. Fulfilment of the curriculum is assessed and recorded in the annual „Doctoral Student Assessment“.
6. The curriculum and its potential changes are approved by the Vice Rector for Research and Development.

Article 18 Assessment of Studies

1. Individual courses are completed by getting a credit, or taking a doctoral or state doctoral examination.
2. The credit assessment is either “credited” or “non-credited”. The contents of the doctoral examination and rules of its assessment are set by a guarantor of the given doctoral degree programme in cooperation with the subject guarantor. The doctoral exam is taken in the form of a written seminar work and an oral debate and it is inserted in the VŠFS IS. It is assessed as „passed“, or „failed“. The student shall be informed on his/her result immediately after it is finished. The doctoral examination is recorded and filed with the Study Department.
3. The examiner is entitled to terminate the doctoral exam in the case that the student seriously or repeatedly violates the examination rules, if the student uses non-allowed aids or if he/she

seriously violates the examination procedure in any other way. The termination according to the first sentence is regarded as “failed”.

4. In the case that the student fails to attend the doctoral examination for serious reasons, he/she is obliged to duly excuse his/her absence to the examiner no later than seven days from the examination date and to ask the examiner for arranging an alternative date. The alternative date may be set only if the reason for the absence is substantiated, however, no earlier than two weeks from the original date. If the student fails to excuse himself/herself within the given period or if the excuse is not regarded as substantiated by the examiner, then the assessment of the doctoral exam is „minus.“ The minus assessment corresponds with the classification “failed” and the date is forfeited. The student may appeal against the examiner’s decision on refusing to recognize the excuse to the Vice-Rector of Research and Development no later than 7 days from its announcement.

5. The student is entitled to repeat the doctoral examination twice. On the second repeated date (third attempt) the student shall take the exam before the committee of at least two members which is appointed by the Vice-Rector of Research and Development. In exceptional cases the Rector may allow for an extra doctoral examination date. It is possible to repeat the doctoral examination no earlier than two weeks after the date of the student’s last failed exam.

6. The doctoral supervisor carries out a regular inspection of the curriculum fulfilment at the beginning of the academic year. The minimal requirement for being registered for a higher year, is always at least partial fulfilment of the previous year curriculum (according to Article 15, paragraph 5). The result of the inspection is then recorded by the doctoral supervisor in the „Doctoral Student Assessment“ which specifies the requirements set in the curriculum (Article 16). The doctoral supervisor states whether it is or it is not recommended to the student to continue the studies.

7. The „Doctoral Student assessment“ shall be approved by the Vice-Rector of Research and Development. An approval of the „Doctoral Student Assessment“ constitutes a prerequisite for the student’s registration for a higher year. If the student does not satisfy the requirements of registration for a higher year (that means 30 credits for the first year and 90 credits for the second year) or if he/she has not achieved the minimum of 150 credits in the third year, he/she may ask the Rector for repeating the year.

8. When repeating the year, the student registers for all of his/her unfinished courses for which the study plan requirements of the given accredited degree programme have not been met. The tuition fee for the repeated year is calculated based on the credit value of the unfinished courses. Only two years can be repeated in the course of studies, each of them only once. The Rector may grant an exception.

9. The student who does not fulfil his/her study duties set in the curriculum or who does not pass the state final doctoral examination or who does not defend his/her dissertation within the standard study period, may apply for an extension by one academic year. The student may apply only with the proviso that his/her missing study duties don’t exceed 30 credits. The Rector approves on such an application based on the proposal of the Vice-Rector of Research and Development, while taking into account the statement of the doctoral supervisor. In case of the approval, an amendment to the contract on studies is issued. The amendment may be issued only for two years which follow the end of the standard study period. In those cases worth of special consideration, the Rector may approve on an extended study period. The extension is

subject to a fee the amount of which is specified by the Board of Trustees in the internal VŠFS regulation.

Article 19

Study Obligations and Teaching Participation

1. The tuition is held in Czech. The dissertation may be written in English upon the agreement with the supervisor. The dissertation defence is held in Czech.
2. A full-time student is obliged to participate in teaching which is assigned, upon the agreement with the supervisor, by the relevant head of the department. The scope and form of teaching are specified in another VŠFS regulation.

Article 20

State Doctoral Examination

1. A state doctoral examination is oral, held before a committee and in public.
2. Professors, associate professors and other significant specialists of the given field, holding an academic title Ph.D., or the academic research degree CSc. or DrSc., or any equivalent academic title or research degree, are entitled to be examiners of a state doctoral examination.
3. The examination board of a state doctoral examination has three members (the chairperson and two members) who are appointed by the Rector upon the nomination of the Branch Council from the list of persons approved on by the academic council. The Ministry of Education, Youth and Sports can also appoint other members of the examining board.
4. A state doctoral examination consists of the courses completed in accordance with the general curriculum of the state doctoral programme.
5. The Rector specifies the date of a state doctoral examination upon the proposal of the Vice-Rector of Research and Development well in advance before the date of the dissertation defence so that it is possible to state its results in the application for a dissertation defence. A state doctoral examination is usually held once within a semester.
6. The student who has passed all doctoral examinations specified in the curriculum and has at least partially fulfilled the other requirements, specified in Art.16, may apply for a state doctoral examination. A written application for the state doctoral examination must be submitted to the Vice-Rector of Research and Development at least a month before the date set for the state doctoral examination. Other compulsory requirements are specified in another VŠFS regulation.
7. The chair of the examination board is responsible for the procedure of the state doctoral examination and for the board's operation. The state doctoral examination is started by drawing questions and stopped by the chair of the examination board. The course of the state doctoral examination and its results are recorded in the Report on the State Doctoral Examination, which is signed by all members of the examination board and put in the VŠFS IS. The examination board decides on the result of the state doctoral examination at a non-public session

immediately after the state doctoral examination was held and the decision is reached by voting, by the majority of votes of the attending members. The student is informed on the result in public, immediately after the voting. The state doctoral examination is assessed as „passed“, or „failed“. If the student withdraws from the state doctoral exam after it was started, the assessment is also “failed”. The student is entitled to retake the state doctoral examination but no earlier than four months after the day of his/her failure. It is possible to retake the state doctoral examination only once.

8. The examination board may terminate the state doctoral exam in the case that the student seriously or repeatedly violates the examination rules, uses non-allowed aids or seriously violates the rules of the examination procedure. Such termination according to paragraph one is assessed as “failed”.

9. In the case that the student fails to attend the state doctoral examination on the designated date for serious reasons, he/she is obliged to excuse himself/herself in writing to Vice-Rector of Research and Development no later than seven days from the examination date. If the apology is posted by mail, the postmark date is crucial. If the Vice-Rector of Research and Development finds the reason for the apology substantiated, he/she gives permission in writing of a replacement date of the state doctoral examination. The student may appeal against the decision of the Vice-Rector to the Rector. If the student fails to attend the state doctoral examination without any satisfactory excuse, he/she is granted a “minus” mark. The minus mark corresponds with the assessment “failed” and the examination is forfeited. The student who failed to attend the state doctoral examination without any substantiated excuse, may apply in writing to retake the state doctoral examination, which can be held no earlier than four months after the original date.

10. In the case that the student repeatedly fails to take the state doctoral exam successfully, the reason to terminate his/her studies is given. It is the Vice-Rector of Research and Development who decides on the termination. The student may appeal against such a decision within 30 days from its announcement. The Rector represents an appellate body.

Article 21 **Dissertation Thesis**

1. A designated supervisor provides an expert and methodical guidance in the course of developing a dissertation thesis. The structure of a dissertation meets the requirements of the assigned topic and results in the presentation of new findings. The dissertation thesis has to contain original and published results or results accepted for publication. Partial results of dissertations of those students studying according to the new credit system are assessed in the course of their studies by means of credits being granted for the courses Dissertation project 1, 2, and 3 by their supervisor.

2. The Dissertation Defence Board consists of professors, associate professors and other prominent experts of the given field approved by the Scientific Board. The Rector appoints members of the Dissertation Defence Board. The Dissertation Defence Board has seven members including the Chairperson. The Chairperson and the members are appointed by the Rector based on the nomination of the Departmental Board. At least two members of the Dissertation Defence Board must not be appointed from the academic staff of VŠFS. The

dissertation supervisor attends the session of the Dissertation Defence Board as a guest without any right to vote on the defence result. At least one opponent of the dissertation has to attend the session of the Dissertation Defence Board.

3. Pre-assessment of the dissertation thesis is ensured through the professional debate on the thesis at the training centre meeting (Department) – the so called "little defence". A written record covering the "little defence" proceeding specifies the recommended modifications of the dissertation. This document is submitted by the head of the relevant department to the Chairperson of the Dissertation Defence Board for the purposes of the dissertation defence. The dissertation may be submitted for its defence only if the Dissertation Defence Board has the "little defence" record at their disposal.

4. A written application for the dissertation defence is submitted to the Vice-Rector of Research and Development after the successful completion of the state doctoral examination. Acceptance of the application for the defence is conditioned also by fulfilling all study obligations specified in the curriculum (180 credits granted to new credit system students) and also by paying all the student's VŠFS fees, especially tuition and administrative fees. Obligatory attachments to the application, its prescribed elements, factual and formal particulars of a dissertation thesis and other procedures are specified in another regulation of VŠFS.

5. The Vice-Rector of Research and Development appoints three opponents for the dissertation defence, based on the proposal of Chairperson of the Dissertation Defence Board. The opponents develop written reviews (hereinafter "the review") of the submitted dissertation thesis and hand them over to the Chairperson of the Dissertation Defence Board. In their reviews, they mainly assess the extent to which the dissertation objectives were achieved, as well as the dissertation contribution to the development of the given field. In the conclusion of the review they either do or don't recommend the dissertation to be defended.

6. The date of the defence is set by the Rector, based on the proposal of the Vice-Rector of Research and Development, who demands the statement of the Dissertation Defence Board Chairperson and the supervisor, no later than 60 days from the submission of the application for the dissertation defence. The student is informed about the place and date of the dissertation defence in writing at least three weeks in advance. At the same time, he/she is sent the copies of the opponents' reviews.

7. The dissertation defence is public. The dissertation thesis including its reviews is available to the public at the Secretariat of the Vice-Rector of Research and Development and in the VŠFS library.

8. The Chairperson is responsible for the proceedings of the dissertation defence and operation of the Board. The required minimum quorum of the Dissertation Defence Board is five members, including the Chairperson, and at least one opponent. The defence can take place even if conclusions of the opponents' reviews are negative but the student still insists on holding the defence. After the defence, the Dissertation Defence Board votes at its non-public session on the result. The course and result of the defence is recorded in a protocol signed by the Chairperson of the Dissertation Defence Board. Obligatory parts of the protocol are defined in another VŠFS regulation.

9. Voting on the result of the dissertation defence is confidential. All members vote for one of the alternatives: "defended" or "rejected" through ballots. The Chairperson of the Dissertation

Defence Board appoints two scrutineers from the board members who inform the board about the result of the voting. Immediately after counting the votes, the student is informed publicly about the result by the Chairperson. The conclusion "defended" is accepted if it was voted for by a simple majority of the Dissertation Defence Board members. Otherwise, the student fails to defend his/ her dissertation. If the student does not defend the dissertation, the Dissertation Defence Board sets ways, extent and forms of its re-development. The defence re-sit may be held no earlier than six months after the date of the rejected dissertation. The dissertation defence can be repeated only once.

10. In the case that the student fails to appear at his/her dissertation defence on the appointed date for serious reasons, he/she is obliged to provide the Vice-Rector of Research and Development with a written apology within ten days from the defence date. When sending the written apology by mail, the postmark date is crucial. Provided that the Vice-Rector of Research and Development finds the apology substantiated, he/she gives a written permission for the dissertation thesis defence to be held on a replacement day. The student may appeal against the decision of the Vice-Rector of Research and Development to the Rector no later than 10 days from the day of its announcement. If the student fails to appear for the dissertation defence on the appointed date without a proper apology, he/she receives a 'minus' mark and the date forfeitures. The student failing to attend his/her final doctoral examination without any proper apology is entitled to apply in writing to retake the defence which can be held no earlier than four months from the original defence date.

11. If the student does not repeatedly defend his/her dissertation, the reason for terminating his/her studies arises. It is the Vice-Rector of Research and Development who decides on the termination of studies. The student may appeal against such a decision within 30 days from the notification of the decision. It is the Rector who represents a body of appeal.

Article 22 **Suspension of Studies**

1. For serious reasons the student may request suspension of his/her studies for the period of an academic year but maximally twice in the course of the studies.

2. The student is always entitled to suspend the studies due to pregnancy, childbirth or parenthood, and that is for the whole recognized time of parenthood. The time of suspended studies during the recognized parenthood is not included in the total length of suspended studies in accordance with paragraph 1.

3. The Vice-Rector of Research and Development decides on the suspension of studies while taking into account the doctoral supervisor's opinion. The student may appeal against the decision no later than 30 days from its announcement. It is the Rector who represents an appellate body.

4. For the period of suspension, the student ceases to be a regular student of the doctoral degree programme.

5. After the period of suspended studies, the applicant is entitled to re-register. The applicant shall apply for the re-registration before the suspended study period expires. The student usually re-registers for the suspended year and semester or based on his/her recognized duties.

6. If the student fails to fulfil the obligation to apply for re-registration for the studies before the suspension time expires, then it is regarded as failure to fulfil the requirement of the degree programme, based on the Tuition and Examination Regulations, and it results in termination of studies. It is the bursar who decides on the termination. The student may appeal against such a decision no later than 30 days from its announcement. It is the Rector who represents an appellate body.

Part four

Common and Final Provisions

Article 23

Completion of Studies

1. A course is duly completed by graduating from the accredited degree programme. The date of completion of a course is the day when the state examination, or its last part is successfully passed, or when the state doctoral examination, or its part, is passed, or when the final thesis or the dissertation is defended.
2. The document substantiating the completion of a Bachelor's degree programme which states the academic title "bachelor" (abbreviated as "Bc." and stated before the name of a person) is a university diploma and its addendum.
3. The document substantiating the completion of a Master's degree programme which states the academic title "engineer" or "master" (abbreviated as "Ing." or "Mgr." and stated before the name of a person) is the university diploma and its addendum.
4. The document substantiating the completion of the Doctoral degree programme which states the academic title "doctor" (abbreviated as "Ph.D." and stated after the name of a person) is the university diploma and its addendum.
5. The course can also be terminated:
 - a) by quitting the studies,
 - b) if the student fails to satisfy requirements of the accredited degree programme according to article 4, paragraph 7, article 8, paragraph 8, article 8, paragraph 18, article 9, paragraph 8, article 20, paragraph 10, article 21, paragraph 11, article 22, paragraph 6 and article 26, paragraph 2 of the Tuition and Examination Regulations,
 - c) if the student does not meet requirements of the accredited degree programme upon article 8, paragraph 8, and article 18, paragraph 7, and if his/her application for extension of studies above the standard study period, or for repeating the year, is rejected,
 - d) if the accreditation of the degree programme has been withdrawn,

e) if the degree programme accreditation lapses under section 80, subsection 5 of the Act on Higher Education Institutions,

f) if the student is excluded from the studies under section 47 (f) and section 47(e) (3) of the Act on Higher Education Institutions,

g) if the student is excluded from the studies under section 65, subsection 1, letter c) or under section 67 of the Act on Higher Education Institutions.

6. The date of termination of studies, according to paragraph 5, letter a), is the date of the delivery of a written statement on terminating the studies at VŠFS. The date of termination of studies, according to paragraph 5, letter b) is the day when the decision on termination came into force. The day of termination of studies based on article 5, letter c, is the day when the decision on rejection of the student's application for extension of studies above the standard study period, or for repeating a year, came into force. The date of termination of studies according to paragraph 5, letter d) is the deadline set in the decision of the National Accreditation Authority. The date of termination of studies according to paragraph 5, letter e) is the day when VŠFS announced cancellation of the degree programme or the day when the granted accreditation terminated. The date of termination of studies according to paragraph 5, letter f) is the day when the decision on invalidity of the state examination or its part assigned at the end of studying the degree programme came into force. The date of termination of studies according to paragraph 5, letter g, is the day when the decision on exclusion came into force.

Article 24

Decision-Making Concerning the Rights and Responsibilities of Students

The relevant VŠFS bodies take decisions on the rights and duties of students under section 68 of the Act on Higher Education Institutions up to the extent specified therein.

Article 25

Proceedings of Expressing Invalidity of a State Examination or Its Part or of the Dissertation Defence

1. It is the Rector who decides on invalidity of the passed state final exam or its part, of the passed state doctoral exam or dissertation defence.

2. The statement of the inspection committee creates a part of the materials used when taking the decision on expressing invalidity. The inspection committee consists of 7 members, out of whom six are either professors, associate professors or other specialists appointed by the Rector, while one of them, also appointed by the Rector, is chosen from the students.

3. The procedure on expressing invalidity follows section 47 (c) of the Act on Higher Education Institutions.

Article 26

Provision on Tuition Fees

1. The Board of Trustees decides on the fees associated with tuition. Tuition fees may be increased in the course of studies due to inflation maximally up to the consumer price index released by the Czech Statistics Office. The conditions for such an increase are stipulated in the contract on studies entered between VŠFS and the student. The applicant or student transfers the tuition fees to the VŠFS account or pays the fees in cash at the VŠFS cash desk.
2. The student is obliged to pay all the fees related to the studies, or other liabilities towards VŠFS, in the designated amount and within the specified period. Violation of such a duty, according to paragraph, 1 results in termination of the studies. It is the bursar who decides on the termination. The student may appeal against this decision no later than 30 days from its announcement. The Rector represents an appellate body.
3. The Chair of the Board of Trustees decides on the reduction or waiver of tuition fees or on a deferral of their maturity (hereinafter the “relief”) in accordance with the following principles:
 - a) the student submits an application for the relief in writing,
 - b) the student states credible and substantiated reasons for the relief in his/her application for the relief,
 - c) the student attaches the original document confirming any crucial circumstances for recognition of the relief in his/her application.
4. The Chair of the Board of Trustees either grants or rejects the application or returns it as not being substantiated enough.
5. When deciding on the relief, the Chair of the Board of Trustees takes into account mainly the student’s substantiated health or social problems or any circumstances worth of special consideration which do not require or do not make the suspension possible.
6. The VŠFS collects administrative fees for its administrative acts. The acts and fees for their performance are set by the Board of Trustees. Payment of a fee becomes a part of prerequisites for performing the administrative act. Such an act cannot be performed, if the fee is not paid in due time.

Article 27

Ways of Communication and Delivery of Documents

1. The basic form of communication between VŠFS and its students or LLL participants is the VŠFS IS or mailing through a standard post office.
2. The student or the LLL participant is obliged to announce immediately any change in his/her personal data, address for mailing, so that the continuous mutual communication is ensured.
3. Written documents are fundamentally delivered through the VŠFS IS. This also applies to the decisions taken on permitting any extra examination date, on repeating a year and on recognition of exams and other study duties and on granting a scholarship. The student is

obliged to check his/her mail in the IS of VŠFS minimally once in two days, so that a continuous mutual communication is ensured.

4. Decisions on termination of studies due to failure to fulfil requirements of a degree programme, based on the Tuition and Examination Regulations, decisions on disciplinary offence, decisions on exclusion from studies of a student due to his/her fraudulent conduct at his/her admission and decisions on suspension of studies are always delivered in one's own hand.

5. In the case of failure to deliver the written document, under section 68 of the Act on Higher Education Institutions, to the student due to his/her failure to fulfil the obligation towards VŠFS to announce the address of delivery or e-mail address, or in the case of failure to deliver the written document to the address reported by the student, the public notice is used.

Article 28 **Final Provisions**

1. The Tuition and Examination Regulations of Vysoká škola finanční a správní, a.s., registered by the Ministry, on May 12, 2016, under ref. No. MSMT-15149/2016-2, are cancelled.
2. The Tuition and Examination Regulations were approved by the VŠFS Board of Directors on April 6, 2017.
3. The Tuition and Examination Regulations become valid on the day of their registration by the Ministry, in compliance with section 36 (4) and section 41 (2) of the Act on Higher Educational Institutions.
4. The Tuition and Examination Regulations of Vysoká škola finanční a správní, a.s. come into effect September 1, 2017.

RSDr. Bohuslava Šenkýřová
Chairperson of the Board of Directors and Rector
on behalf of Vysoká škola finanční a správní, a.s.