

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

Under section 27 (1) (b) 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 Article 33 of the Constitution of the Faculty of Education of Charles University, the Academic Senate of the Faculty of Education of Charles University has adopted the following Rules of Study at the Faculty of Education of Charles University as an internal regulation of the Faculty:

Article 1 Introductory Provision

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

PART I Requirements for Bachelor’s and Master’s Programmes of Study

Article 2 Units of Study in Programmes Accredited at the Faculty (under Article 4 (6) of the Code of Study and Examination of the University)

The unit of study corresponds to a year of study.

Article 3 Choice of Specialisation

(under Article 5 (4) of the Code of Study and Examination of the University)

If it is stipulated in the programme of study a student chooses a specialisation in accordance with Appendix No. 1 to these Rules. A student chooses a specialisation no later than at the end of the first unit of study unless stipulated otherwise in Appendix No. 1.

Article 4 Minimum Number of Credits Required for Registration for the Next Unit of Study (under Article 5 (6) of the Code of Study and Examination of the University)

1. The minimum number of credits required for registration for the next unit of study in a master’s programme which is not a continuation of a bachelor’s programme (“the long-cycle master’s programme”) is as follows:
 - a) 40 credits for registration for the second unit of study;
 - b) 80 credits for registration for the third unit of study;
 - c) 120 credits for registration for the fourth unit of study;
 - d) 160 credits for registration for the fifth unit of study;

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

- e) 200 credits for registration for the sixth unit of study;
 - f) 240 credits for registration for the seventh unit of study;
 - g) 270 credits for registration for the eighth unit of study;
 - h) 280 credits for registration for the ninth unit of study;
 - i) 290 credits for registration for the tenth and every subsequent unit of study.
2. The minimum number of credits required for registration for the next unit of study in a master's programme which is a continuation of a bachelor's programme ("post-bachelor programme of study") is as follows:
 - a) 40 credits for registration for the second unit of study;
 - b) 80 credits for registration for the third unit of study;
 - c) 100 credits for registration for the fourth unit of study;
 - d) 110 credits for registration for the fifth unit of study.
 3. The minimum number of credits required for registration for the next unit of study in bachelor's programmes of study is as follows:
 - a) 40 credits for registration for the second unit of study;
 - b) 80 credits for registration for the third unit of study;
 - c) 120 credits for registration for the fourth unit of study;
 - d) 150 credits for registration for the fifth unit of study;
 - e) 170 credits for registration for the sixth unit of study.

Article 5

Proportion of Credits Acquired for Optional Subjects for Continuous Assessment of Study

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

When assessing whether a student has acquired a sufficient number of credits for registration for the next unit of study, the maximum proportion of credits acquired for optional subjects that may be counted towards the credits for registration is 15% of the normal number of credits.

Article 6

Registration for Subjects

(under Article 7 (2) and (8) of the Code of Study and Examination of the University)

1. A student is entitled to register for a subject with the exception of the following cases:
 - a) The registration for a subject which is identified in the curriculum as compulsory or elective is conditional or excluded in the curriculum;¹
 - b) The Dean decides through a Dean's measure to restrict registration for a subject due to capacity reasons; in such a measure the Dean stipulates the list of subjects where the students studying in accordance with the recommended course of study will be given preference in registration;
 - c) When a student fails to submit a medical confirmation, which constitutes a condition for participation in instruction of the given subject within the time limit stipulated by the Dean; the list of subjects whose registration is conditional upon submission of such medical confirmation is stipulated by the Dean in a Dean's measure.²
2. The guarantor of a subject may, within the time limit stipulated by the academic calendar, register a student for a subject or cancel the registration with the student's consent. Registration for a subject means a preliminary registration for a subject which is later changed by the Student Registry into a binding registration under Article 14.
3. The Dean may upon a written application of a student and with the consent of the guarantor of the subject, cancel the registration for a subject or cancel the registration for a subject and

¹ Article 7 (5) of the Code of Study and Examination of the University.

² Article 7 (8) of the Code of Study and Examination of the University.

substitute it with registration for another subject. Registration for a subject may be cancelled only due to serious reasons and providing that the student has not yet used any dates for the fulfilment of assessment of a subject. There is no right to cancellation of registration for a subject. It is not possible to cancel registration for a subject in a past unit of study.

4. The Dean may, with the consent of the guarantor of the subject and based on a written application of a student, permit the student's registration for a subject during the relevant semester.

Article 7

Repeated Registration for a Subject

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

1. Registration for a subject identified in the curriculum of a given programme of study as compulsory or elective is possible only twice.
2. It is possible to register for an optional subject only once.
3. A student may register for and fulfil more than once an elective or optional subject that was previously fulfilled by the student, providing that the curriculum permits it. The information on the possibility of repeated fulfilment is stated in the Student Information System no later than two days before the commencement of registration for subjects. Such repeated registration and fulfilment of an elective or optional subject that was previously fulfilled is possible without any restrictions. If a student fails to fulfil such a subject it is impossible for the student to register for it again.

Article 8

Assessment of Study of a Subject

(under Article 8 (3), (4), (7) and (10) of the Code of Study and Examination of the University)

1. There is no possibility to resit an assessment of study in the case of subjects for which the assessment of study takes the form of course credit, course test (with the exception of course test under Article 9), or colloquium. The guarantor of a subject may stipulate that it is possible to resit a course credit, course test, or colloquium once or twice; the number of resits allowed is published by the guarantor in the Student Information System no later than two days before the beginning of registration for the subjects.
2. Graded course credit always constitutes an independent assessment of study. Two resits are always provided for graded course credit.
3. Specific requirements for the fulfilment of assessment of study of a subject are stipulated by the guarantor of the subject no later than two days before the beginning of registration for subjects and published in the Student Information System.
4. Lectures are open to the public, unless the Dean stipulates otherwise due to capacity reasons. Attendance in lectures cannot constitute a requirement for the fulfilment of assessment of study of a subject.
5. The number of resit dates is regulated by the internal regulation of the University.³
6. If a student fails to appear for assessment of study of a subject on the date for which he registered without duly excusing himself in advance, the date lapses.
7. Course credit and graded course credit may be granted no later than by the end of the examination period in accordance with the academic calendar. The results of assessment of study of a subject granted for the student's continuous work are published in the Student Information System at the beginning of the examination period.

³ Article 8 (14) of the Code of Study and Examination of the University.

8. The department head usually designates the teacher of the subject to perform the assessment of study of the subject, but another member of the academic staff of the relevant department may also be designated (“the examiner”).
9. In justified cases, the Dean may allow a student to sit for an examination in the examination period of the following semester of the same academic year upon written application of the student and after an opinion was given by the guarantor of the subject.
10. The examiner ensures that the result of the assessment of study of a subject is made available to the students by means of the Student Information System within 7 working days of the date when the assessment was held but no later than at the end of the academic year. If the examiner fails to discharge his duty the student may turn to the department head who ensures that it is remedied immediately. If the department head fails to remedy the deficiency, the student may turn to the Dean.

Article 9

Special Provision on Overall Assessment of Knowledge

(under Article 7 (9) and Article 8 (3), (4) and (7) of the Code of Study and Examination of the University)

1. A student may register only once during the study for a subject identified in the curriculum as compulsory and assessed by a course test.
2. Assessment of study of a subject under paragraph 1 may be held any time during the study. A student is provided two resit dates for the fulfilment of the assessment of study of a subject under paragraph 1, i.e., a student may sit for such assessment of study of a subject three times. No extraordinary resit dates can be provided.

Article 10

Holding of Parts of State Final Examination

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

1. Unless Appendix No. 2 stipulates otherwise, the sequence of parts of the state final examination is not specified. Appendix No. 2 stipulates the cases when individual parts of the state final examination must be taken immediately one after another.
2. Appendix No. 2 to these Rules stipulates the necessary number of credits for every part of state final examination other than the last one.
3. Parts of the state final examination may be taken individually.

Article 11

Total Number of Credits Acquired for Compulsory and Elective Subjects

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

The total number of credits acquired for all compulsory and elective subjects necessary for taking individual parts of the state final examination is no more than:

- a) 270 credits in a long-cycle master’s programme;
- b) 108 credits in a post-bachelor programme of study; and
- c) 162 credits in a bachelor’s programmes of study.

Article 12

Requirements for Graduating with Distinction

(under Article 9 (13) of the Code of Study and Examination of the University)

1. The requirements for graduating with distinction are stipulated in the internal regulations of the University.⁴

⁴ Article 9 (13) of the Code of Study and Examination of the University.

2. An additional requirement for graduating with distinction in all programmes of study is the completion of study within a period not exceeding the standard period of study by more than one year.

Article 13

Recognition of Fulfilment of Assessment of Study of a Subject

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

Upon written application of a student the Dean may recognize the fulfilment of assessment of a subject. The guarantor of the subject provides an opinion on such application. Recognition of a study requirement completed more than five years ago in the case of a bachelor's programme of study and post-bachelor programme of study, or more than seven years ago in the case of a long-cycle master's programme of study, is possible only in extraordinary cases.

PART II

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

Article 14

Organisation of Study, Enrolment into Study, Registration for the Next Unit of Study and Registration for Subjects

1. The list of curricula ("the Karolinka Course Catalogue of the Faculty of Education of Charles University"), which specifies the recommended course of study, is published no later than 14 calendar days before the beginning of the relevant academic year in the publicly accessible section of the Faculty website.
2. The deadline for registration for the next unit of study is stipulated in the academic calendar. The registration for the next unit of study is carried out electronically by means of the Student Information System and follows the assessment of study. The assessment of study is carried out no later than on the day of registration of a student for the next unit of study.
3. A student is entitled to register for subjects offered in the given semester. A student may register for a subject providing that he complies with the registration prerequisites.
4. The Student Registry performs, within the deadline provided in the academic calendar, an assessment of compliance with the prerequisites for registration for a subject, and based on such assessment then performs a binding registration for those subjects for which the student complied with the prerequisites.

Article 15

Course of Study

1. The curricula for each semester are specified in the timetable. The timetable must be published via the Student Information System no later than two days before registration for the subjects.
2. For every subject taught in the given semester, the Student Information System must contain the name of the subject in Czech and English, a brief course description in Czech and English, requirements for registration for the subject, if any, requirements for assessment of study of the subject, number of resit dates, if any, syllabus, and a list of compulsory and recommended literature. The guarantor of the subject ensures that complete and up-to-date information is provided.

Article 16

Examination Dates, Publishing of Results of Assessment of Study of Subjects

1. A student sits for examinations during the examination period of the relevant semester in accordance with the academic calendar. A student may sit for examinations also in the week preceding the examination period with the consent of the examiner, or the examination board.
2. The examiner publishes, in the Student Information System, the dates for assessment of study of a subject including the date, time, room, and capacity for the date in accordance with the published requirements for fulfilment of assessment of study of a subject under Article 8 (3).
3. A student may register for a date of assessment of study of a subject via the Student Information System. If a student cannot appear for an examination on the date for which he has registered due to serious reasons, he has the duty to cancel his registration no later than one day before the holding of assessment of study of a subject. If a student fails to appear due to serious reasons he may excuse himself no later than within five calendar days after the date of course credit, graded course credit, colloquium, or course test, otherwise the date for taking such assessment of study lapses. The examiner or the chair of the examination board decides whether the excuse is legitimate.
4. Lapse of examination date and excuse for failure to appear on the date of examination is governed by the internal regulations of the University.⁵
5. A student, examiner, or department head are entitled to apply to the Dean to hold the second resit date before an examination board. The members of a three-member board are appointed by the Dean.

Article 17

Rules for Sending Students Abroad

1. A student who has been sent by the Faculty for a study stay or a practical internship abroad based on interfaculty, interuniversity, or intergovernmental agreements, ERASMUS+ programme etc.:
 - a) must before departure for such stay discuss the conditions of his travel abroad and notify the International Relations Department of his departure;
 - b) must notify the International Relations Department of his return immediately after returning from abroad, and hand over a copy of the transcript of subjects completed abroad as well as a statement of the length of stay abroad for archiving;
 - c) must apply to the Dean for recognition of all study results completed in the course of study abroad.
2. Credits awarded during study abroad are counted towards the study requirements, and the grades are used for calculation of scholarship for outstanding academic achievement for the given unit of study.

Article 18

Organisation of State Final Examinations

1. A student registers for every part of the state final examination via the Student Information System within the deadline stipulated in the academic calendar.
2. The topics or questions of the topical areas constituting parts of the state final examination must be published at the beginning of the academic year and cannot be changed during the year.
3. State final examinations are open to the public.
4. An invitation to the state final examination is published in the publicly accessible section of the Student Information System. The invitation must contain the composition of the board, name of the examination, name of the student, place, date, and time schedule of the state

⁵ Article 8 (14) of the Code of Study and Examination of the University.

final examination. The details and sample invitation for the state final examination are provided by the Dean in the form of a measure.

5. The board may examine only one student at a time.
6. If a student shows lack of essential knowledge in any of the topical areas, the board may upon the proposal of the examiner discuss termination of the examination. If the board decides to terminate the part of the state final examination, the student is graded as “fail” (“neprospěl/a”); the reasons are stated in the record.

Article 19 Final Theses

1. The topics of bachelor’s and diploma theses (“final theses”) are published by the department head based on the proposals from the department members or from students within the deadline provided in the academic calendar. The focus of the topics of final theses must reflect the programme of study.
2. The department head determines the final thesis advisor, and upon agreement with the final thesis advisor approves the proposed topic of the thesis. The department head decides on the language of the final thesis and the language of the final thesis defence. If the programme of study is offered in the Czech language, the final thesis is usually also written in the Czech language.
3. The topic of the assigned final thesis may be changed in exceptional cases based on a written application of a student. The Dean decides on such application after the relevant department head has given his opinion.
4. The final thesis is submitted by the student in electronic form via the Student Information System within the deadline provided in the academic calendar. The elements of final theses are provided by the Dean in a Dean’s measure.
5. A final thesis submitted for defence is available for inspection by the public no later than five working days before the holding of the defence during the opening hours of the reading room of the Faculty of Education. A person intending to inspect a final thesis must be instructed in accordance with the internal regulations of the University⁶ and must sign a protocol of inspection. The form of the protocol is provided by the Dean in a measure.
6. The final thesis is assessed by the thesis advisor and a reviewer. The opinions must include a statement whether the final thesis complies with the requirements for final theses in the relevant programme of study. The head of the department where the thesis was assigned and supervised makes sure that the electronic version of the opinions is uploaded in the Student Information System no later than five working days before the date of defence.
7. If a plagiarism scanning system shows any sections that are identical to other documents, the opinions also must state whether the thesis was plagiarised or not. If the thesis shows a significant amount of sections identical to other documents and it is deemed to have been plagiarised, the student is graded as “fail” (“neprospěl”) and the chair of the examination board suggests to the Dean to subject the student to disciplinary proceedings.
8. The defence of the final thesis is open to the public and is held before an examination board which considers the opinions of the thesis advisor and the reviewer. During the defence the student presents a brief summary of his final thesis and answers the questions, comments, and objections of the thesis advisor and the reviewer, and possibly of other members of the board. A student must appear for the defence of the final thesis even if the thesis according to one or both assessors does not comply with the requirements for final theses in the relevant programme of study.
9. If a student fails to defend the final thesis, he has the right to rework the thesis and submit it on one of the later dates or apply to the department head for a different topic of final thesis.

⁶ Article 12 (3) of the Code of Study and Examination of the University.

Article 20

Organisation of Practical Training and Internships

During a practical training or internship which forms part of the study, a student has the duty to follow the rules provided in a Dean's measure and the rules in effect at the entity where the practical training or internship is taking place, in addition to the instructions of the head of the entity or a person designated by him.

Article 21

Further Detailed Rules of Study

Further detailed rules of study may be provided in a Dean's measure.

PART III

Detailed Rules of Study in Doctoral Programmes of Study

Article 22

Detailed Rules of Study in Doctoral Programmes of Study

Detailed rules of study may be provided in a Dean's measure.

PART IV

Common Provisions

Article 23

Competence to Process Students' Submissions Regarding Organisation of Study

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

1. If the student's submission regarding the organisation of study relates only to one subject, the guarantor of that subject is competent to process the submission. In other cases, the relevant Vice-Dean for Student Affairs is competent to process the submissions.
2. The processing of submissions is reviewed by the Dean.

PART V

Transitional and Final Provisions

Article 24

Transitional Provisions

1. The rights and duties of students who enrolled in the study before the effect of these Rules are governed by these Rules.
2. The provisions of these Rules on implementing programmes of study shall apply with the necessary modifications to implementing fields of study within the framework of the programmes of study accredited under the Higher Education Act in the wording effective before 1 September 2016.

Article 25

Final Provisions

1. The Rules of Study at the Faculty of Education of Charles University approved by the Academic Senate of Charles University on 2 June 2006 are hereby repealed.

2. These Rules come into force on the date of approval by the Academic Senate of Charles University.⁷
3. These Rules become effective on 1 October 2017.

The Academic Senate of the Faculty approved these Rules on 30 May 2017.

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

Doc. RNDr. Antonín Jančařík, Ph.D.
President of the Academic Senate
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⁷ Section 9 (1) (b) of the Higher Education Act.

APPENDIX NO. 1
Names of Specialisations

| Type of Study | Programme of Study | Field of Study | Specialisation | Year of Choice of Specialisation |
|----------------------|--|---|---|---|
| Bachelor's | Education | Education | Drama Education ⁸ | 2 nd year of study |
| | | | Physical Education ⁸ | 2 nd year of study |
| | | | Music ⁸ | 2 nd year of study |
| | | | Art Education ⁸ | 2 nd year of study |
| | | | Information Literacy Education ⁸ | 2 nd year of study |
| | | | Vocational Activities ⁸ | 2 nd year of study |
| | Specialisation in Education | Teacher Training for Nursery Schools | Drama Education | 1 st year of study |
| | | | Physical Education | 1 st year of study |
| | | | Music | 1 st year of study |
| | | | Art Education | 1 st year of study |
| Post-Bachelor | Special Education | Special Education | Speech-Language Pathology and Education of the Hearing Impaired | 1 st year of study |
| | | | Diagnostics and Consultancy | 1 st year of study |
| | Pedagogy | Pedagogy of Pre-school Age | Early Childhood | 1 st year of study |
| | | | Special Pedagogy | 1 st year of study |
| | | | Environmental Education | 1 st year of study |
| | | | Social Pedagogy | 1 st year of study |
| | | | Art Education – Non-standard Concept | 1 st year of study |
| | Teacher Training for Secondary Schools | Training Teachers of General Subjects at Basic and Secondary Schools - Pedagogy | School Pedagogy | 1 st year of study |
| | | | Social Pedagogy | 1 st year of study |
| | Long-Cycle Master's | Teacher Training for Basic Schools | Teacher Training for Primary Schools | Music |
| Art Education | | | | 2 nd year of study |
| Physical Education | | | | 2 nd year of study |
| Drama Education | | | | 2 nd year of study |
| English Language | | | | 1 st year of study |
| German Language | | | | 1 st year of study |
| French Language | | | | 1 st year of study |

⁸ The specialisation applies only to the "Education" programme of study, "Education" field of study; accreditation number MŠMT 20369/2011/M-3. Other "Education" programmes of study do not require the students to specialise.

APPENDIX NO. 2

Sequence of Individual Parts of State Final Examinations and Number of Credits Required Before a Part Other than the Last Part May be Taken

Number of credits required before a part other than the last part of the state final examination may be taken

| Type of Study | Programme of Study | Field of Study | Part of State Final Examination | Number of Credits |
|----------------------|------------------------------------|--------------------------------------|---|--------------------------|
| Bachelor's | Special Education | Special Education | every part | 180 |
| | Specialisation in Education | Teacher Training for Nursery Schools | every part | |
| | | School Management | every part | |
| | Psychology | Psychology and Special Education | every part | |
| Post-bachelor | Special Education | Special Education | every part | 120 |
| | Psychology | Psychology | every part | |
| | Pedagogy | Pedagogy of Pre-School Age | every part | |
| | Specialisation in Education | Management of Education | every part | |
| Long-cycle master's | Teacher Training for Basic Schools | Teacher Training for Primary Schools | Pedagogy | 300 |
| | | | Teaching of Mathematics | |
| | | | Teaching of Czech Language and Literature | |

Sequence of Individual Parts of State Final Examination

Programme of study “Teacher Training for Basic Schools”, field of study “Teacher Training for Primary Schools”

| Field of Study | Parts of State Final Examination | Sequence |
|--------------------------------------|--|---|
| Teacher Training for Primary Schools | Defence of diploma thesis | 1 st or 2 nd ⁹ |
| | Pedagogy | 3 rd |
| | Teaching of Mathematics | |
| | Teaching of Czech Language and Literature | |
| | Specialisation (Drama, Arts, Music, Physical Education, English Language, German Language) | 1 st or 2 nd ⁹ |

State Final Examinations Held Jointly

| | | |
|--|---|--|
| Programme of study Specialisation in Education, field of study School Management | Law, business and financial management Management of pedagogical process Theory and practice of school management People management Defence of bachelor thesis | |
| Programme of study Specialisation in Education, field of study Management of Education | Defence of diploma thesis General and personnel management in education Management of education in knowledge society Legal and business aspects of management in education | |
| Programme of study Special Education, field of study Special Education (bachelor’s programme) | 1 st subject Special Education 2 nd - 3 rd subject in accordance with the selected option A-F Option A: 2 nd subject: Special education of disadvantaged people with hearing impairment 3 rd subject: Special education of disadvantaged people with speech impairment | |

⁹ Neither specialisation nor the defence of diploma thesis may constitute the last part of the state final examination.

| | | |
|---|---|--|
| | <p>Option B: 2nd subject: Special education of disadvantaged people with mental impairment 3rd subject: Special education of disadvantaged people with combined impairment</p> <p>Option C: 2nd subject: Special education of disadvantaged people with physical impairment 3rd subject: Special education of disadvantaged people with combined impairment</p> <p>Option D: 2nd subject: Special education of disadvantaged people with sight impairment 3rd subject: Special education of disadvantaged people with combined impairment</p> <p>Option E: 2nd subject: Special education of disadvantaged people with behavioural disorders 3rd subject: Special education of disadvantaged people with mental impairment</p> <p>Option F: 2nd subject: Special education of disadvantaged people with speech impairment 3rd subject: Special education of disadvantaged people with combined impairment</p> <p>4th subject: Defence of bachelor thesis 5th subject – optional: Therapy in special education</p> | |
| <p>Programme of study Special Education, field of study Special Education (post-bachelor programme)</p> | <p>1st subject: Defence of diploma thesis 2nd subject: Special Education 3rd - 4th subject: in accordance with the selected option A or B</p> <p>Option A: 3rd subject: Special education for selected age group (early childhood and pre-school, school and adult age, and old age) 4th subject: Special Education: Diagnostics and Consultancy</p> <p>Option B: 3rd subject: Speech-Language Pathology 4th subject: Education of the Hearing Impaired</p> | |