
Rules of Study

Rules of Study at the Faculty of Humanities of Charles University (October 1st, 2024)

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

Article 1: Introductory Provisions

Under Article 19 (2) of the Code of Study and Examination of Charles University ("the CSE"), these Rules of Study at the Faculty of Humanities ("the Rules") provide the requirements for programmes of study offered at the Faculty of Humanities of Charles University ("Faculty") and govern the details of the organisation of study at the Faculty.

Part I: REQUIREMENTS FOR BACHELOR'S AND MASTER'S PROGRAMMES OF STUDY

Article 2: Units of Programmes of Study

(Under Article 4 (6) of the CSE)

In the Bachelor's programmes of study offered at the Faculty, the first two units of study are semesters and subsequent units of study correspond to years. In Master's programmes of study offered at the Faculty the unit of study corresponds to a year.

Article 3: Minimum Number of Credits

(Under Article 5 (11) of the CSE)

1. The minimum number of credits required for registration for the next unit of study in a Bachelor's programme of study is as follows:
 - a. 15 credits for registration for the second unit of study;
 - b. 50 credits for registration for the third unit of study;
 - c. 100 credits for registration for the fourth unit of study;
 - d. 150 credits for registration for the fifth unit of study;
 - e. 180 credits for registration for every subsequent unit of study.
2. The minimum number of credits for registration for the next unit of study in a two-year Master's programme of study is as follows:
 - a. 50 credits for registration for the second year of study;
 - b. 100 credits for registration for the third year of study;
 - c. 100 credits for registration for every subsequent year of study.

Article 4: Repeated Registration for a Subject

(Under Article 7 (9) of the CSE)

1. Repeated registration for a subject which is described as compulsory in the curriculum of the programme of study is precluded.
2. Repeated registration for a subject which is described as elective or optional in the curriculum of the programme of study is precluded unless stated otherwise in the Study Information System ("SIS").

Article 5: Time Limit for the Fulfilment of Assessment of Study of a Subject

(Under Article 8 (3) of the CSE)

1. The student must fulfil the assessment of an elective and optional subject by the end of the examination period of the summer semester of the given unit of study.

2. The student must fulfil the assessment of a compulsory subject no later than by the end of the examination period of the immediately subsequent unit of study.

Article 6: Assessment of Study and its Recognition

(Under Article 8 (4), (7), (13), and (16)-(18) of the CSE)

1. The colloquium, course credit, graded course credit, and examination represent independent forms of assessment of subjects taught at the faculty.
2. The number of resit dates for a colloquium, course credit, or graded course credit is the same as for an exam; the student has a right to two resit dates.
3. Examinations and graded course credits are graded using the following grades: “excellent”(“výborně” (1)), “very good” (“velmi dobře” (2)), “good” (“dobře” (3)), and “fail” (“neprospěl/a” (4)).
4. If a student applies for the recognition of the fulfilment of assessment of a subject, the Dean does not grant the equivalent number of credits:
 - a. for subjects acquired within the previous completed study in which such subjects were a necessary requirement for the completion of study;
 - b. for subjects acquired within a concurrent study. The only exception are assessments of study of subjects registered by the SIS as optional subjects offered within the Charles University;
 - c. for subjects graded as “good”. This condition applies to all assessments of study of a subject, including assessments of subjects completed within lifelong learning programmes offered at the Faculty.
5. The Dean may decide to recognize the fulfilment of the assessment of study in other cases than those listed under paragraph 4. There is no legal entitlement to the recognition of the fulfilment of the assessment of study.

Article 7: State Final Examinations

(Under Article 9 of the CSE)

1. The parts of a State Final Examination (“SFE”) and its topical areas, respectively, are determined by the curriculum of the programme of study and may be taken independently (under Article 9 (5) of the CSE).
2. The minimum number of credits required to take any part of an SFE in programmes of study which allow registration for individual parts of an SFE successively are determined as follows:
 - a. The number of credits required to take other than the last part of the SFE in the “Studium humanitní vzdělanosti” Bachelor’s programme of study is, for the part of the SFE entitled Social Sciences in Interdisciplinary Perspective, 27 credits acquired by the completion of subjects prescribed by the curriculum, out of which 11 credits must be acquired by the completion of compulsory subjects; for the part of the SFE entitled Philosophy in the Context of Humanities, 24 credits acquired by the completion of subjects prescribed by the curriculum, out of which 8 credits must be acquired by the completion of compulsory subjects; for the part of the SFE entitled European History in Contexts, 24 credits acquired by the completion of subjects prescribed by the curriculum, out of which 8 credits must be acquired by the completion of compulsory subjects.
 - b. The number of credits required to take other than the last part of the SFE in the General Anthropology Master’s field of study, which is being phased out, is 24 credits acquired by the completion of compulsory subjects prescribed by the curriculum. The number of credits required to take other than the last part of the SFE in the Anthropology Studies Master’s programme of study is, for the first part of the SFE, 30 credits acquired by the completion of compulsory subjects prescribed by the curriculum; for the second part of the SFE in the Philosophical Anthropology specialisation, 78 credits acquired by the completion of subjects prescribed by the curriculum, out of which 21 credits must be acquired by the completion of compulsory subjects; for the second part of the SFE in the Historical Anthropology specialisation, 78 credits acquired by the completion of subjects prescribed by the curriculum, out of which 29 credits must be acquired by the completion of compulsory subjects; for the second part of the SFE in Sociocultural Anthropology, 78 credits acquired by the completion of subjects prescribed by the curriculum, out of which 33 credits must be acquired by the completion of compulsory subjects.
 - c. The number of credits required to take other than the last part of the SFE in the Civil Sector Studies Master’s field of study, which is being phased out, is 23 credits acquired by the completion of compulsory subjects prescribed by the curriculum for the first part of the SFE and 27 credits acquired by the completion of compulsory subjects prescribed by the curriculum for the second part of the SFE. The number of credits required to take other than the last part of the SFE in the Civil Society Studies Master’s programme of study is 21 credits acquired by completion of compulsory subjects prescribed by the curriculum for the first part of the SFE and 15 credits acquired by the completion of compulsory subjects prescribed by the curriculum for the second part of the SFE.
 - d. The number of credits required to take other than the last part of the SFE in the Electronic Culture and Semiotics Master’s field of study, which is being phased out, is 21 credits acquired by the completion of compulsory subjects prescribed by the curriculum for the first part of the SFE and 35 credits acquired by the completion of compulsory subjects prescribed by the curriculum for the second part of the SFE. The number of credits required to take other than the last part of the SFE in the Electronic Culture and Semiotics Master’s programme of study is, for the first part of the SFE, 20 credits acquired by the completion of compulsory subjects prescribed by the curriculum; for the second part of the SFE, 20 credits acquired by the completion of compulsory subjects prescribed by the curriculum.

- e. The number of credits required to take other than the last part of the SFE in the Social and Cultural Ecology Master's field of study, which is being phased out, is 60 credits acquired by the completion of compulsory subjects prescribed by the curriculum for the first part of the SFE; 90 credits acquired by the completion of compulsory subjects prescribed by the curriculum for the second part of the SFE; and 120 credits acquired by the completion of compulsory subjects prescribed by the curriculum for the third part of the SFE. The number of credits required to take other than the last part of the SFE in the Social and Cultural Ecology Master's programme of study is, for the first part of the SFE, 60 credits, out of which 23 credits must be acquired by the completion of compulsory subjects prescribed by the curriculum; for the second part of the SFE 90 credits, out of which 17 credits acquired by the completion of compulsory subjects prescribed by the curriculum; and for the third part of the SFE 120 credits, out of which 22 credits must be acquired by the completion of compulsory subjects prescribed by the curriculum.
- f. The number of credits required to take other than the last part of the SFE in the Oral History – Contemporary History Master's programme of study is 35 credits acquired by the completion of compulsory subjects prescribed by the curriculum for the first part of the SFE and 30 credits acquired by the completion of compulsory subjects prescribed by the curriculum for the second part of the SFE.

Part II: DETAILED RULES OF STUDY IN BACHELOR'S AND MASTER'S PROGRAMMES OF STUDY

Article 8: Registration for Subjects

1. Students in bachelor's and master's programmes of study register for subjects only electronically through the SIS.
2. Preliminary registration for compulsory subjects which satisfy the requirements under Article 7 (5) of the CSE is performed electronically through the Student Registry.
3. The period for electronic registration for subjects for individual units of study is determined by a Rector's directive. The registration is preliminary within this period, and students may change it.

Article 9: Assessment of Study

1. The results of the assessments of study are entered in the SIS by the teachers, and in exceptional cases by responsible staff members designated by the Dean.
2. Continuous assessments of study are performed at the end of each unit of study on the basis of data properly entered in the SIS.
3. Examinations, colloquia, course credits, and graded course credits should be fulfilled in particular during the examination period of the semester in which the subject is taught. The teacher publishes the examination dates for that examination period under Article 8 (12) of the CSE. The teacher publishes the examination dates in the SIS.

Article 10: Final Thesis, State Final Examination

The student has a right to receive the supervisor's and reviewer's reports on his bachelor's or diploma thesis no later than three working days before the defence is held.

Part III: DETAILED RULES OF STUDY IN THE DOCTORAL PROGRAMMES OF STUDY

Article 11

1. Study in doctoral programmes of study is performed according to the approved individual curriculum under the guidance of a supervisor. The curriculum may be specified by the student throughout the course of study with the approval of the Subject Area Board or upon its initiative.
2. The individual curriculum determines the fulfilment of study requirements, namely:
 - a. the planned course of research and scholarly activities including study stays and internships abroad;
 - b. examinations required for the study; the number and subject content of required examinations is in accordance with the authorisation to offer the relevant programme of study;
 - c. the topic of the Dissertation and the name of the supervisor and advisor, if any;
 - d. time limits for the fulfilment of the determined requirements – the study requirements in the doctoral study are spread over the standard period of study in the individual curriculum.
3. The doctoral student is obliged to publish the results of his research in the manner common in the given branch of science and according to the recommendation on the creation of individual curricula issued by the Subject Area Board; he is obliged to report properly and in time his publications, in particular in the respective electronic databases, according to the instructions of the Research Administration Office of the Faculty. Only publications dedicated to the Faculty and properly reported in the OBD system module of "IS Věda" are considered relevant for study requirements.
4. The doctoral student is obliged to report his completed internships abroad in the respective electronic databases.
5. Under Article 10 (6) of the CSE, the study is always performed under the guidance of a supervisor nominated by the Subject Area Board and appointed by the Dean. In the case of a change of supervisor, the process applies by analogy. The supervisor may be either a full professor or an associate professor; in justified cases a graduate of a doctoral study programme or a similar programme may be the supervisor if nominated by the Subject Area Board and approved by the Research Board of the Faculty. A supervisor who is a full or associate professor may act as the

supervisor of no more than ten students within the Faculty. A supervisor who is not a full or associate professor may act as the supervisor of no more than two students within the Faculty. The Dean may, in justified cases upon request of the Chair of the relevant Subject Area Board, grant an exemption to allow exceeding these limits.

Article 12: Remote Voting (in writing)

1. The Chair of the Subject Area Board may announce a voting outside of the Subject Area Board meeting (“remote voting”) if it concerns a matter of urgency or a proposal for the discussion of which it is not possible or practical to convene a Subject Area Board meeting.
2. The announcement of voting and the text of the proposal is sent out to the members of the Subject Area Board by means of a mailing list. The announcement includes a time limit for voting which must be no fewer than 5 days.
3. A member sends his vote in electronic form, voting in favour, against, or abstaining, within the time limit under paragraph 2, otherwise his vote is invalid. A member may reject remote voting in the same form and within the same time limit.
4. The proposal is considered approved if a simple majority of all members voted in favour; this does not apply if remote voting on the proposal was rejected by no less than one third of all members.
5. The minutes of the remote voting form part of the minutes of the regular meeting of the Subject Area Board.

Article 13

1. A student registers for the State Doctoral Examination only when he has fulfilled all the prescribed study requirements set in his individual curriculum.
2. The Dissertation must be submitted within the time limits stipulated by the academic calendar, however no later than 6 months before the expiration of the maximum period of study.
3. The Dissertation must comply with the methodological standards of the branch and it must make an independent contribution to the branch. The thesis must comply with the formal elements: content, bibliography and list of other sources used, an abstract in the Czech and English languages (if the thesis is written in a language other than the Czech or English language, the abstract may also be in this other language), key words in the Czech and English languages, and other elements stipulated by the relevant Subject Area Board, if any. The instructions concerning formal elements, format, and submission of the Dissertation are published on the website of the Faculty.
4. If the State Doctoral Examination and the defence of Dissertation take place at one session of the Examination Board, it is necessary to follow the order in which the State Doctoral Examination is successfully passed first, as a prerequisite for the defence.
5. The Board for the State Doctoral Examination and for the defence of Dissertation has five members; the Chair and the members of the Examination Board are appointed by the Dean. At least one member of the Board must not be a member of the Academic Community of the Faculty.
6. The student has a right to receive the reviewers’ reports no later than seven days before the date of defence.
7. The defence of the Dissertation is held in the language in which the given programme of study is offered. The defence may also be held in English or another language if justified by the language or the topic of the Dissertation. The language of the defence may be changed on the basis of a written application file by the student. The relevant Subject Area Board decides on the application after receiving an opinion from the supervisor and the Examination Board. The application may be approved providing that the supervisor and the Examination Board consent.

Part IV: COMMON, TRANSITIONAL, AND FINAL PROVISIONS

Article 14: Dealing with Students’ Submissions Regarding the Organisation of Study

(Under Article 17 (3) of the CSE)

The relevant Vice-Dean according to the type of study is competent to deal with submissions regarding the organisation of study. The Dean is competent to review the process.

Article 15: Transitional Provisions

The Amendment No. 1 to the Rules of Study at the Faculty of Humanities of Charles University approved by the Academic Senate of Charles University on 24 May 2024 comes into force on the first day of the academic year 2024/2025. The amendments to Article 2, Article 3(1)(a)-(e), Article 4(1) and Article 5(2) of the Rules of Study at the Faculty of Humanities of Charles University apply to students enrolled in studies starting in the academic year 2024/2025.

Article 16: Final Provisions

1. The Rules of Study at the Faculty of Humanities of Charles University of 23 June 2017 are hereby repealed.
2. These Rules were approved by the Academic Senate of the Faculty on 27 July 2020.
3. These Rules come into force on the date of approval by the Academic Senate of Charles University.¹

¹ Under section 9 (1) (b) point 2 of Act No. 111/1998 Sb. to regulate higher education institutions and to change and amend other laws (“the Higher Education Act”), as amended, the Academic Senate of Charles University approved this internal regulation of the Faculty on 25 September 2020.

4. These Rules become effective on the first day of the 2020/2021 academic year.

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Dean of the Faculty of Humanities of Charles University

Mgr. Jakub Marek, Ph.D.

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

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