

# The Faculty of Humanities Regulations of Study

*The Academic Senate of the Faculty of Humanities has passed, in accordance with sections 27, par. 1 (b) and 33, par. 1 (e) of the Higher Education Act No. 111/1998 Coll., amended and supplemented by other Acts (on Tertiary Education) currently in force, and in accordance with Article 20 (a) of the Faculty of Humanities Statutes, the following Regulations Governing the Studies at the Faculty of Humanities as the Faculty's internal rules:*

## Article 1

### Introductory provision

The following Regulations Governing the Studies at the Faculty of Humanities (hereafter “the Regulations”) specify, in accordance with article 19, pars. 1 and 2, and other relevant provisions of the Code of Study and Examination of Charles University in Prague (hereafter “the University”), the requirements of study programmes implemented at the Faculty of Humanities (hereafter “the Faculty”) and define the guidelines of the organisation of study at the Faculty.

## Part I.

### REQUIREMENTS FOR BACHELOR AND MASTER STUDY PROGRAMMES IN ACCORDANCE WITH THE CODE OF STUDY AND EXAMINATION OF THE UNIVERSITY

## Article 2

### Segments of Study Programmes

(See: Code of Study and Regulations of the University, art. 4, par. 5)

All bachelor's and master's study programmes run at the Faculty are segmented into semesters.

## Article 2a

### Specialization within study programmes and their branches

(See: Code of Study and Examination of the University, art. 4, par. 7)

The study of General Anthropology – Integral Study of Man is a branch within the follow-up master's programme of Humanities, implemented in the following specializations:

- a. Social, Cultural and Linguistic Anthropology
- b. Historical Anthropology,
- c. Philosophical Anthropology,
- d. Human Etology.

The study of Social Policy and Social Work is a branch within the follow-up master's programme of Management and Supervision in Social and Health Care Organizations, implemented in the following specializations:

- a. Management,
- b. Supervision.

### **Article 3**

#### **Proportion of credits obtained for optional subjects, reviewed on a regular basis**

(See: Code of Study and Examination of the University, art. 4, par. 10)

1. Credits that full-time students enrolled in a BA or a MA study programme obtain for successful completion of optional subjects should equal 20 per cent of the total credits pertaining to the given segment of study that is being reviewed. Credits for optional subjects exceeding this limit may be included in the total credits reviewed only on approval of the Dean.

### **Article 4**

#### **Minimum amount of credits**

(See: Code of Study and Examination of the University, art. 4, par. 11)

1. Students need the following minimum amount of credits to be enrolled in a follow-up segment of the bachelor's study programme:
  - a. 25 credits to enrol in the second segment of study
  - b. 50 credits to enrol in the third segment of study
  - c. 75 credits to enrol in the fourth segment of study
  - d. 100 credits to enrol in the fifth segment of study
  - e. 125 credits to enrol in the sixth segment of study
  - f. 150 credits to enrol in the seventh segment of study
  - g. 160 credits to enrol in the eighth segment of study
  - h. 160 credits to enrol in any further segments of study not exceeding the maximum length of study as specified by the Code of Study and Examination of the University, par. 13, art. 4.

2. Students need a minimum amount of credits to be enrolled in a follow-up segment of the two-year follow-up master's study programmes as follows:
  - a. 25 credits to enrol in the second segment of study
  - b. 50 credits to enrol in the third segment of study
  - c. 75 credits to enrol in the fourth segment of study
  - d. 100 credits to enrol in the fifth segment of study
  - e. 100 credits to enrol in any further segments of study not exceeding the maximum length of study as specified by the Code of Study and Examination of the University, par. 13, art. 4.

## **Article 5**

### **Individual study plans**

(See: Code of Study and Examination of the University, art. 4, par. 12)

There are no specific regulations for individual study plans.

## **Article 6**

### **Forms of study, transfers**

(See: Code of Study and Examination of the University, art. 4, par. 14)

A transfer between the full-time and part-time (i.e. combined) forms of study is possible

- a. when enrolment for study is in progress,
- b. on successful completion of a study segment after the study results have been reviewed.

## **Article 7**

### **Changes in study plans during the period of a leave of absence**

(See: Code of Study and Examination of the University, art. 5, par. 6)

There are no specific regulations of proceedings after return from a leave of absence during which a student's individual study plan was changed.

## **Article 8**

### **Entitlement to enrol in a course**

(See: Code of Study and Examination of the University, art. 6, par. 2)

The right to enrol in a course taught at the Faculty is affected by:

- a. the study plan of the study programme implemented at the Faculty if enrolment in the course is either conditioned or excluded by the study programme in accordance with the Code of Study and Examination of the University, art. 6, par. 5 (a), (c) or (e), i.e. if the course in question is classified as compulsory or compulsorily optional within the study programme;
- b. the capacity limits in accordance with Code of Study and Examination of the University, art. 6, par. 6; in such cases the priority to enrol in a course is given to students whose recommended study plans include the course in question. Any capacity limits are indicated in the Student's Information System (hereafter "SIS");
- c. on failure to provide, within the deadline determined by the Dean, a medical certificate acknowledging the student's ability to participate in the course; a list of courses whose enrolment is conditioned by a medical certificate is specified by the Dean's statement.

## **Article 9**

### **Repeated enrolment of a course**

(See: Code of Study and Examination of the University, art. 6, par. 7)

1. Repeated enrolment in courses that are classified as compulsory by the study plan of a study programme is not allowed.
2. Repeated enrolment in courses that are classified as compulsorily optional by the study plan of a study programme is not allowed. This stipulation does not apply to the compulsorily optional courses that are explicitly marked as "repeatable" by the SIS.
3. Repeated enrolment in courses offered by the Faculty that are classified as optional for the study programme is not allowed. This stipulation does not apply to optional courses that are explicitly marked as "repeatable" by the SIS.
4. Repeated enrolment of comprehensive examinations is not allowed [see: Code of Study and Examination of the University, art. 6, par. 8 (d)].

## **Article 9a**

### **Time limits for the fulfilment of study requirements**

(See: Code of Study and Examination of the University, art. 6, par. 9)

1. Students are obliged to fulfil the requirements for compulsorily optional or optional subjects/courses before the end of the study segment in which the subjects/courses were enrolled.
2. Students are obliged to fulfil the requirements for compulsory subject before the end of the examination period of the immediately contiguous study segment.

## Article 10

### **Viva voce, tests and grading tests, mid-terms and finals (Students' completion of a course and fulfilment of study requirements)**

(See: Code of Study and Examination of the University, art. 6, pars. 10 and 13)

1. The completion of each course taught at the Faculty is independently acknowledged by grading marks, which are a form of study assessment.
2. The number of options to retake viva voce, tests or grading tests is determined by the teacher of the subject/course.

## Article 11

### **Entering for parts of final state examinations**

(See: Code of Study and Examination of the University, art. 7, par. 7)

1. Students must have received 180 credits to be entitled to register for parts of the final state examination other than the last part in the subject of Humanities of the BA programme of Liberal Arts and Humanities. Students should register for all parts of the final state examination at the same time when taking the examination for the first time.
2. Students must have received 120 credits to be entitled to register for parts of the final state examination other than the last part in the subject of Gender Studies of the MA study programme of Liberal Arts and Humanities. Students should register for all parts of the final state examination at the same time when taking the examination for the first time.
3. Students must have received 24 credits to be entitled to register for parts of the final state examination other than the last part in the subject of General Anthropology Integral Study of Man of the MA study programme of Liberal Arts and Humanities.
4. Students must have received 27 credits to be entitled to register for the first part of the final state examination, 22 credits to enter for the second part of the examination in Civil Sector Studies of the MA study programme of Liberal Arts and Humanities.
5. Students must have received 120 credits to be entitled to register for parts of the final state examination other than the last part in the study subject of Social Policy and Social Work of MA study programme of Management and Supervision in Social and Health Care Organisations. Students should register for all parts of the final state examination at the same time when taking the examination for the first time.
6. Students must have received 12 credits to be entitled to register for the first part of the final state examination in the MA study subject of Media and Communication Study of the MA study programme of Electronic Culture and Semiotics, 27 credits to enter

for the second part of the final state examination.

7. Students must have received 60 credits in order to be entitled to register for the first part of the final state examination in the MA study subject of Ecology and the Protection of the Environment of the MA study programme of Social and Cultural Ecology, 90 credits to enter for the second part of the final state examination and 120 credits to register for the last part of the final examination.
8. Students must have received 120 credits to be entitled to register for parts of the final state examination other than the last part in the MA study subject of Oral History – Contemporary History of the MA study programme of Liberal Arts and Humanities. Students should register for all parts of the final state examination at the same time when taking the examination for the first time.
9. Students must have received 120 credits to be entitled to register for parts of the final state examination other than the last part in the subject of Historical Sociology of the MA study programme of Liberal Arts and Humanities. Students should register for all parts of the final state examination at the same time when taking the examination for the first time.
10. Students must have received 120 credits to be entitled to register for parts of the final state examination other than the last part in the subject of German and French Philosophy in Europe of the MA study programme of Philosophy. Students should register for all parts of the final state examination at the same time when taking the examination for the first time.

## **Article 12**

### **The total of credits for compulsory and compulsorily optional subjects**

(See: Code of Study and Examination of the University, art. 7, par. 8)

The total of credits corresponding to all courses compulsory for taking the respective parts of the final state examination in the study programmes implemented at the Faculty, together with the minimum amount of credits achieved in compulsorily optional courses is not specified. In this point, the Faculty regulations does not differ from the amount of credits determined by the Code of Study and Examination of the University, art. 7, par. 8.

## **Article 13**

### **Other requirements for graduating with honours**

(See: Code of Study and Examination of the University, art. 7, par. 11)

There are no other specified requirements for graduating with honours.

## **Part II.**

### **SPECIFICATIONS OF THE ORGANIZATION OF STUDY AT THE BA AND MA STUDY PROGRAMMES**

#### **Article 14**

##### **Enrolment in courses**

1. BA and MA students must enrol in their courses only electronically using the on-line Study Information System (the SIS). The enrolment is possible at the beginning of each semester.
2. Pre-enrolment of compulsory courses in compliance with the requirements given in the Code of Study and Examination of the University, art. 6, par. 5 (a) is automatically generated by the SIS.
3. The length of the period of on-line enrolment in courses in respective segments of study is determined by the schedule of the particular academic year. During the registration period, enrolment is considered preliminary and may be changed according to the student's needs. When the registration period is over, the Student's Administration Office makes a definitive enrolment in the chosen courses and students are not further allowed any subsequent changes in the enrolment for their chosen courses.

#### **Article 15**

##### **The assessment of study**

1. The assessment of study results is entered in the SIS by teachers themselves, or, in exceptional cases, by the Bachelor/Master Study Administration Office.
2. The study results are reviewed regularly at the end of each semester based on the results duly entered in the SIS. Assessments that are presented in any other form are not taken into account.
3. At the end of each study segment, courses in which the student has not obtained any assessment are marked as unfulfilled (the symbol =) in the SIS.
4. Examinations are taken mainly in the examination period of the semester in which the student has taken the course. The teacher determines the terms and dates of exams

according to the Code of Study and Examination of the University, art. 6, par. 16, and enters them in the SIS.

5. Students cannot register for the above dates in one enrolled course (of par. 7) more than three times, unless the failure to use an appointment has been duly justified in accordance with the Code of Study and Examination of the University, art. 6, par. 16, 3rd sentence. The teacher decides whether the reason for failure is rightly justified or not.
6. The teacher can decide that examinations may be retaken only by those students whose previous results have been classified as failure. Nevertheless, such decision must be in compliance with the stipulations of the Code of Study and Examination of the University, art. 6, par. 16.
7. The dates of state examinations or the dates of their parts are determined by the Dean. There is one regular date and two dates for a retake [see: Code of Study and Examination of the University, art. 7, par. 9.]. Students may not register for more than three respective dates of a state examination or its part/s, unless they provide a due excuse as stipulated by the Code of Study and Examination of the University, art. 7, par. 9., sentence 4. Whether their excuse is or is not sufficiently justified is a matter to be decided by the chairperson of the Board of Examiners [see: Code of Study and Examination of the University, art. 7, par. 3].

## **Article 15a**

### **Final paper, final state examination**

1. The schedule of the academic year determines five terms for taking the last part of the final state BA/MA examination, and also five terms for handing in BA/MA diploma thesis. Students register for the final part of the final state examination in writing. The last term for this registration is the term of submitting the BA/MA diploma thesis.
2. Students are entitled to obtain the assessment of their BA/MA diploma thesis both from their tutor and opponent three working days before the defense of their thesis, at the latest.

## **Part III.**

### **SPECIFICATIONS OF THE ORGANIZATION OF STUDY AT PHD STUDY PROGRAMMES**

#### **Article 16**

Specifications of the organization of study at PhD study programmes are given by the Dean's resolutions (See: Code of Study and Examination of the University, art. 19, par. 2).



**Part IV.**  
**FINAL RESOLUTIONS**

**Article 17**

Deleted.

**Article 18**

1. These regulations were approved by the Academic Senate of the Faculty on June 1, 2006.
2. These regulations take effect on the day of approval by the Academic Senate of the University.
3. These regulations come into force five days after taking effect with the exception of Parts I.—III., which will come into force on the first day of the academic year 2006/2007.

