

The Ministry of Education, Youth, and Sports registered, according to sec. 87 subsec. 1 (a), sec. 41 subsec. 2 in connection with sec. 36 subsec. 2 and 4 of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendment and Supplementing of Other Acts (Higher Education Institutions Act), in the wording of later regulations on August 28, 2023, under ref. no. MSMT-9675/2022-12, the Study and Examination Regulations of AMBIS vysoká škola, a.s

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Education

# **Study and Examination Regulations**

**AMBIS vysoká škola, a.s.**

## **PART ONE**

### **Introductory provision**

#### **Art. 1**

- (1) Study and Examination Regulations (hereinafter referred to as "SaER") are issued pursuant to Act No. 111/1998 Coll., on Higher Education Institutions and on Amendment and Supplementing of Other Acts (Higher Education Institutions Act), as amended by subsequent regulations, (hereinafter referred to as the "Act") and the Statute of AMBIS vysoká škola, a.s. (hereinafter referred to as the "Statute").
- (2) These SaER establish the rules of study within the study programs (hereinafter referred to as "Program") implemented at AMBIS vysoká škola, a.s. (hereinafter referred to as "AMBIS"), as well as the rights and obligations of students.
- (3) SaER are binding for students, academic staff, and other employees of AMBIS, as well as for additional individuals specified by the provisions of these SaER.

## **PART TWO**

### **Study organization principles**

#### **Art. 2**

#### **Organization of the academic year**

- (1) The substantive responsibility for organizing and overseeing studies within the Programs lies with the relevant Vice-Rector. The Vice-Rector may delegate specific tasks to employees of the academic department, specialized departments, or academic staff.
- (2) Information is published mainly through:
  - a) the information system of AMBIS,
  - b) the notice boards of AMBIS,
  - c) the electronic study catalogue,
  - d) the websites of AMBIS.
- (3) The Study Information System of AMBIS (hereinafter referred to as "IS") is a system that electronically maintains all study records. Access to the IS is granted to all users upon inputting their login credentials. The IS serves as the primary information portal of AMBIS and complies with all security standards ensuring the protection of stored data against loss or misuse.
- (4) Students enrolled in a program conducted in a foreign language have the right for the instruction, manner of completing study subjects and studies, and student-related interactions in study matters to be conducted in the language of the respective program.
- (5) The academic year lasts for twelve calendar months and is divided into winter and summer semesters. The start and end dates of each semester are determined by the academic year schedule.

- (6) The academic year schedule is announced by the rector and notably includes:
  - a) the period for subject registration,
  - b) the period of lessons,
  - c) examination period,
  - d) the period of final state examinations,
  - e) period of main holidays.
- (7) General principles for creating a schedule:
  - a) the regular examination period does not overlap with the period of lessons,
  - b) the period for enrolling subjects is determined by the schedule in IS,
  - c) the period of lessons usually lasts 12 weeks
  - d) the examination period in each semester lasts at least three weeks
- (8) Lessons are conducted according to a schedule created for each semester, encompassing all mandatory and elective subjects within the currently implemented Programs at AMBIS – always considering the Program, form of study, and academic year. If a particular academic year or form of study are not being conducted in a given semester, its subjects are not included in the schedule for that semester. Additionally, based on student interest, additional elective subjects may be included in the schedule.
- (9) The schedule of lessons is published no later than the deadline specified in the academic year schedule for subject registration in the semester.
- (10) In justified cases, the rector may establish exceptions to these rules.

### **Art. 3**

### **Credit System**

- (1) The fulfillment of study requirements within the Program (hereinafter referred to as "study") is recorded through a credit system based on the principles of the European Credit Transfer and Accumulation System (**ECTS**).
- (2) The fundamental study unit is a subject uniquely identified by a code. The volume of study activity required to complete a subject is expressed by the assigned number of credits (hereinafter referred to as "**credit value**").
- (3) The credit value of each subject, block of subjects, or study component is determined in accordance with ECTS principles and based on regulations independent of the Program within which the subject is completed, and irrespective of the study format. The credit value of a subject is linked to its code regardless of the study in which the subject is enrolled and completed. The procedure for determining credit allocation is established by the rector's directives.
- (4) The requirement for completing studies in each Program involves earning credits by completing subjects according to the study plan, with a total value representing at least the minimum credit value of the study, amounting to thirty times the standard duration of the Program expressed in semesters.

- (5) To assess whether the minimum credit value for a specific study has been achieved, credits are counted:
  - a) obtained for subjects completed in the given study,
  - b) recognized for the given study according to art. 16,
  - c) recognized for the given study according to sec. 60 subsec. 2 of the Act from credits obtained for subjects completed within lifelong learning.
- (6) Credits for subjects whose content is identical or substantially overlaps with the content of subjects for which the student has already obtained credits in the same study cannot be included in the study's credit value. The Vice-Rector for Studies will appropriately restrict student rights regarding registration, enrollment, or credit recognition in overlapping subjects through a measure.

## **Art. 4**

### **Study Catalogue**

- (1) At the latest one month before the start of classes in a semester, the following items of the study catalog for the upcoming semester are published in the IS:
  - a) the academic year schedule,
  - b) the comprehensive set of subjects available for enrollment in the upcoming semester, including the number of teaching hours, credit value, prescribed methods of completion, and the names of instructors,
  - c) subject descriptions,
  - d) conditions for potential limitations on subject enrollment, especially requirements related to subject continuity within the Program (obligation of prior completion of selected subjects), and identification of mandatory and elective subjects,
  - e) rules for creating study plans within each Program in which students will be enrolled or registered in the next academic year, including conditions for enrolling in subjects listed in item b)
  - f) the study plan for each Program in which students will be enrolled or registered in the next academic year, as a substantiated proposal outlining the sequence of study during the standard duration.

Data according to items b) to d) are entered through the Course Catalog application in the IS.

- (2) The study within the Program are conducted in the form of full-time, distance, or blended learning.

## **Art. 5**

### **Study plan**

- (1) The study within the Program is conducted based on the study plan. The rules for creating study plans are established by the measure of the Vice-Rector for Studies.
- (2) The study plan is a compilation of mandatory subjects, mandatory elective subjects, and optional elective subjects arranged in terms of both chronological and content sequence to facilitate the fulfillment of study objectives and achieve the Program's graduate profile within the standard study duration.

- (3) the study can be:
  - a) with a chosen specialization,
  - b) without a chosen specialization.

## **Art. 6**

### **Change of Study Plan**

- (1) During their studies, a student may request a change to the study plan within the Program in which they are enrolled.
- (2) The conditions for implementing a change in the study plan, especially concerning the required knowledge, academic performance of a student, or compatibility of study plans, are determined by AMBIS, including the deadline for submitting requests for a study plan change.

## **Art. 7**

### **Individual Study Plan**

- (1) A student may request the permission to undertake a portion of their studies under an individual study plan, particularly due to health or social reasons.
- (2) Reasons to request an individual study plan include but are not limited to:
  - a) serious health issues,
  - b) registered as a student with specific needs (SSN),
  - c) recorded parental leave,
  - d) caring for a dependent person,
  - e) representing the Czech Republic in a sports discipline,
  - f) participation in a study stay / internship within the Erasmus+ program.
- (3) Considering the reasons outlined in the preceding paragraph, this may involve one or a combination of the following options:
  - a) changing the duration of fulfilling study obligations,
  - b) changing the method of fulfilling study obligations,
  - c) permission to not attend lectures, seminars, or exercises,
  - d) assigned self-study, special tasks,
  - e) individual consultations,
  - f) concluding a subject outside the regular examination period.
- (4) If the reasons for studying according to an individual study plan persist, the student may request its extension.
- (5) The conditions for an individual study plan are determined by the rector's directives.

## **Art. 8**

### **Study record**

- (1) The progress of each student studies is recorded in the study records maintained within the Information System (IS). For the purposes of this record, study refers to a student engagement within the Program
- (2) The documentation for each such student study is maintained separately. If a student is enrolled in multiple studies, these are concurrent studies. The part of the documentation for each study includes a respective template allowing for the monitoring of study requirements within each Program.
- (3) Upon request, AMBIS provides a study report to a student or former student according to sec. 57 subsec. 1 (b) and sec. 57 subsec. 3 of the Act, in the form of an extract from the study records maintained according to paragraph 1, officially certified by AMBIS.
- (4) The examiner, or in the case of an examination conducted by an examination committee, the chair of the examination committee, is responsible for ensuring that the result of each student subject completion is recorded in the IS no later than seven working days after the day of subject completion. This applies particularly when the subject completion includes a written part, which is the final component of the subject completion. In case of an oral examination, the assessment result is recorded no later than the working day following the day of subject completion.

## **Art. 9**

### **Study subjects**

- (1) For the purposes of this SaER, subjects forming part of the Programs conducted at AMBIS are categorized as mandatory, mandatory elective, and optional elective. This classification is always attributed to a subject in relation to a specific study. Subjects offered beyond the scope of Programs are considered optional elective.
- (2) A subject may be conducted in a language different from the language of the Program if specified in the subject description.
- (3) Mandatory refers to a subject whose completion, including the prescribed method of completion, is compulsory for the study. Mandatory elective refers to a subject that is part of the mandatory block. Other subjects are considered optional elective concerning the study.
- (4) The preparation of a bachelor's or master's thesis (hereinafter "**thesis**"), the defense of which is part of the final state examination prescribed in the respective Program, is a mandatory subject within the corresponding Program. The preparation and defense of one thesis cannot be counted towards multiple concurrent studies.
- (5) For specific elective subjects where the content of study activities significantly varies in each subject offering, the rector may permit the option of their repeated completion and accumulation of credits obtained in this manner.

## **Art. 10**

### **Lessons**

- (1) Lessons of subjects are conducted based on the Program through lectures, exercises, seminars, practical sessions, excursions, internships, field exercises, courses, consultations, and thesis preparation.
- (2) Attendance at lectures is optional unless otherwise specified by the subject description (art. 4, sec. 1, (c)). The obligation of students to participate in other forms of teaching arises from the requirements for completing the respective subject.
- (3) The requirement for participation in all forms of instruction according to sec. 1 may be replaced by other requirements specified in the subject description.
- (4) The obligation to attend classes for students in blended and distance learning arises from the characteristics of the Program or subject.
- (5) Information regarding the requirements for completing a subject (such as assessment methods and the method of completing the subject) must be communicated by the instructor to students enrolled in the subject at least 5 working days before the start of the teaching in that semester through the respective application in the IS.
- (6) The procedure for excusing a student's absence from lessons is regulated by an internal regulation (directive from the Vice-Rector).

## **PART THREE**

### **Study regulations**

#### **Art. 11**

#### **Admission to Studies and Enrollment**

- (1) Acceptance into studies at AMBIS is governed by secs 48 to 50 of the Act.
- (2) Applicants who meet the admission criteria set by AMBIS are accepted for studies. The conditions and procedure for admission are announced by the rector for each academic year. Admission decisions are made by the rector or an authorized person based on the results of the admission process.
- (3) Pursuant to sec. 51 of the Act, an applicant gains the right to be enrolled in the program on the date when the decision on admission to the program takes legal effect. The rector of AMBIS sets the deadline and method for enrollment. Upon enrollment in the program, the applicant becomes a student of the university within the meaning of the Act (sec. 61 and following).
- (4) The student is obliged to pay fees associated with the studies according to art. 16 of the AMBIS Statute.
- (5) The study agreement, concluded between AMBIS and the applicant on the day of the applicant enrollment into the program at the latest, includes, among other things, detailed information on fee payment associated with the studies and regulates the rights and obligations in case of failure to meet the obligation of fee payment.

- (6) In cases of doubt, the rector decides whether an individual has or does not have the right to be enrolled in the program or re-enrolled in the program.

## **Art. 12**

### **Enrollment in Subjects**

- (1) During the period specified in the academic year schedule for course registration for the upcoming semester, the student registers subjects in the IS according to the registration template, which they will attend during this semester. The confirmation of registered subjects is automatically processed by the IS, provided there is no obstacle to the subject registration as stipulated by the Study and Examination Regulations or in accordance with it.
- (2) A student has the right to enroll in subjects totaling a maximum of 60 credits in one semester of their studies.
- (3) When enrolling in subjects, the student is obliged to adhere to the rules for creating study plans within the Program. Course enrollment may be subject to successful completion of other courses as per the rules derived from the Program's characteristics (e. g. established prerequisites).
- (4) By enrolling in a subject, the student gains the right to participate in all components of its instruction and other study activities necessary for its completion. A student who has not enrolled in a subject does not possess this right.
- (5) A student may change their course enrollment only during the designated period for course enrollment and modification.
- (6) The rector is authorized to cancel a subject if fewer students enroll in it than the pre-established number indicated in the subject syllabus in the IS. Students affected by the cancellation of subject enrollment have the right to enroll in additional subject corresponding to the respective credit value.
- (7) Students who are required to re-enroll in a subject must be allowed to register for such a subject or facilitate meeting the obligations of their studies through alternative means.
- (8) Should a student, for any reason, fail to register or successfully complete a mandatory course according to the recommended study plan for the given academic year, they may take this subject in another semester under conditions set by AMBIS, specified in the subject syllabus in the IS, provided that the subject is scheduled for that semester. Similarly, this procedure applies if a student did not complete a mandatory course due to a study interruption.
- (9) Additional conditions for subject enrollment applicable to all students may be announced by the Vice-Rector for Studies before the commencement of enrollment.

## **Art. 13**

### **Enrollment in the Academic Year**

- (1) A defined part of a student program is termed as an academic year, which encompasses two semesters of their study.
- (2) Enrollment in subjects for the 3rd semester, and in Bachelor's studies, also for the 5th semester, is simultaneously considered enrollment in the subsequent academic year, provided the student fulfills the conditions for such enrollment outlined in sec. 4. Failing to register for these subjects or not meeting the criteria for advancement to the higher academic year results in the student remaining in their current academic year.



- (3) Upon acquiring at least the minimum required credits, a student becomes eligible for enrollment in the subsequent academic year. Enrollment in the next academic year takes place within the timeline specified in the academic year schedule, which details the specifics of this enrollment process.
- (4) The minimum credit requirement for enrollment in the second academic year is 40; for the third academic year in Bachelor's studies, it is 80 credits.
- (5) If a student fails to accumulate at least the minimum credits as stipulated in sec. 4 by the last day of the regular examination period, they remain in their original academic year. They must enroll in all subjects of the original academic year for which they received a grade of "failed" or "not assessed," as well as the subjects of the subsequent semester that they choose.
- (6) A student must re-enroll in a mandatory subject they have failed in the nearest subsequent semester in which it is offered. In the case of an elective or optional subject, it may be changed in the following semester. The same subject can be registered for a maximum of three times throughout the study.
- (7) If a student fails to acquire at least 10 credits by the first day of the subsequent academic year without substantial documented reasons hindering their fulfillment of academic duties, their studies may be terminated according to sec 56 subsec. 1, (b) of the Act. This provision does not apply to students who lack a maximum of 20 credits needed to complete their studies.

## **Art. 14**

### **Study Interruption**

- (1) Upon the student's request, their studies can be repeatedly interrupted by specifying the desired interruption period. The Vice-Rector for Studies will approve the request if the requested period aligns with a part of the recognized parental leave of a student (sec. 42 subsec. 1) and sec. 54 subsec. 2 of the Act). In other cases, a decision will be made based on an assessment of the rationale behind the request. If the request is approved, the Vice-Rector for Studies will indicate the start and end dates of the interruption. For a person in a recognized parental leave, the Vice-Rector for Studies will also grant re-enrollment into studies before the initially scheduled period of interruption ends.
- (2) The study interruption takes place for entire semesters extended by the remaining part of the ongoing semester in which the request was submitted. The total duration of interruption must not exceed the standard duration of the specific study. The end date of the study interruption aligns with the end of the semester.
- (3) The number of semesters during which the student studies were interrupted must not exceed the number of semesters in the standard study duration of the Program.
- (4) If an individual whose studies were interrupted did not receive approval for further study interruption before the end of the study interruption period, they gain the right to re-enroll in the studies upon the expiration of the period for which the studies were interrupted. The procedure and timing of re-enrollment are determined by the Rector of AMBIS.
- (5) The day of study interruption or the final day of any concurrent studies marks the cessation of an individual's status as a student.

## **Art. 15**

### **Transfer**

- (1) A transfer refers to a change of Program (field of study) or study form within AMBIS.
- (2) A transfer is authorized by the Vice-Rector for Studies based on a student's request submitted through the IS (IS Office).
- (3) A transfer is only possible if all the subjects the student will be obliged to complete in the Program into which they are newly admitted and enrolled will be taught throughout their further studies.

## **Art. 16**

### **Recognition of Individual Subjects**

- (1) A student may request recognition of individual subjects if they studied them at AMBIS, another domestic or foreign university, or within an accredited educational program at a higher vocational school.
- (2) The Vice-Rector for Pedagogical Affairs or an authorized individual, based on the Program coordinator's recommendation, decides on the request.
- (3) It is not possible to recognize any part of the final state examination.
- (4) The procedures for the recognition of individual subjects are determined by the rector through their directive.

## **Art. 17**

### **Termination of Studies**

- (1) Studies are terminated by:
  - a) successfully passing the final state examination pursuant to sec 45 subsec. 3 or sec. 46 subsec. 3 of the Act (hereinafter referred to as "regular completion of studies"),
  - b) failure to meet the requirements outlined in art. 13 sec. 7, art. 24 sec. 21 (sec 56 subsec. 1, (b) of the Act in connection with sec 68 and subsequent sections of the Act),
  - c) failure to pay study-related fees according to art. 18 (sec. 56 subsec. 1,(b) of the Act in connection with sec. 68 and subsequent sections of the Act),
  - d) notifying the cessation of studies by the student (sec. 56 subsec. 1, (a) of the Act),
  - e) exclusion from studies according to sec. 65 subsec. 1, (c) or sec. 67 of the Act (sec. 56 subsec. 1, (h) of the Act),
  - f) Withdrawal of accreditation or the cessation of accreditation of the study program at AMBIS (sec. 56 subsec. 1, (c) and d) of the Act),
  - g) exclusion from studies according to sec. 47f of the Act (sec. 56 subsec. 1, (g) of the Act).
- (2) The day of termination of studies according to sec. 1:
  - a) is the day the final state examination required for the completion of the study or its last part was conducted,
  - b) (b), c), or e) is the day the relevant decision became legally effective,
  - c) (d) is the day of receipt of the written declaration of the cessation of studies; the declaration through the IS (IS Office) is considered a written statement,
  - d) (f) is the day specified in sec. 56 subsec. 2 of the Act,

- e) (g) is the day when the final decision on the invalidity of the performance of the state examination prescribed for the completion of the study program or its part becomes effective according to sec 47, e sec. 1 of the Act in connection with sec. 47f of the Act.
- (3) Upon termination of their studies or upon the termination of the last of their concurrent studies, a person ceases to be a student of AMBIS.
- (4) For students whose study in the Program was terminated for reasons according to sec. 1, (f), AMBIS will ensure the opportunity to continue studies in a similar Program implemented at AMBIS.
- (5) Proof of completion of studies according to sec. 1, (a) is a university diploma and a diploma supplement. For graduates of studies conducted in the Czech language, the diploma is issued in Czech; for graduates of studies conducted in a foreign language, the diploma is issued in that language. The diploma supplement is issued in a bilingual form in Czech and English.
- (6) In cases where the termination of studies is decided as per the Act, the determining authority is the rector.

## **Art. 18**

### **Study-Related Fees**

- (1) In accordance with sec. 59 of the Act, art. 16 of the AMBIS Statute, the Study and Examination Regulations, and the Study Agreement concluded between the student and AMBIS, a student of AMBIS is obliged to cover fees associated with their studies, namely:
  - a) a contribution to cover study-related costs (hereinafter referred to as "tuition-školené")
  - b) administrative fees (contributions to cover costs associated with administrative tasks).
- (2) The amount of administrative fees associated with the study for each semester is determined by the Rector through a measure published on the Official Notice Board of AMBIS before the commencement of the respective semester. The amount of tuition and the administrative fee related to the admission process is specified in the measure by the Rector establishing the conditions for the admission process for the academic year, which includes the template of the study agreement. Further details are available in art. 16 of the Statute of AMBIS and art. 11, sec. 5 of this regulation.
- (3) Timely payment of tuition and other administrative fees is one of the study obligations arising from the Study and Examination Regulations."

## **PART FOUR**

### **Examination regulation**

#### **Art. 19**

#### **Termination of a Subject**

- (1) Termination of a subject shall mean meeting its requirements by one of the following methods:
  - a) credit,
  - b) graded credit,

c) exam.

The method of terminating a specific subject under par. 1 is determined by the subject description pursuant to art. 4, sec. 1, (c).

- (2) The instructor or examiner decides on the outcome of terminating the subject pursuant to sec. 1.
- (3) Deadlines for terminating subjects under sec. 1 are usually scheduled during the examination period and are announced by the examiner or designated staff in the Information System (IS). The number of scheduled regular and retake deadlines for terminating a subject must correspond to the method of terminating the subject, the number of enrolled students, and the subject's characteristics as derived from the requirements for its termination. Regular and retake deadlines, required to fulfill the provisions of these Study and Examination Regulations (SaER), must be announced before the commencement of the examination period in the IS. Additional deadlines can also be scheduled during the examination period.
- (4) Regular deadlines for terminating subjects are included in the examination period, possibly within the last two weeks of the semester's teaching. A regular credit deadline can be scheduled upon a student's request at any time during the subject's instruction if the student has fulfilled the requirements for its termination. Retake deadlines are usually scheduled during the examination period.
- (5) In the combined and distance forms of study within the Program, the Rector may set periods for terminating subjects outside the examination period. This provision does not bind the provision of par. 4.
- (6) If a student fails to appear for the subject termination without a valid excuse on the scheduled date, the assessment is recorded as 'absent' ('-').
- (7) If continuous assessments are prescribed for terminating a subject during the semester, and their results contribute to the final assessment, retake options for fulfilling these assessments may not be provided except for retake deadlines for properly excused students
- (8) The instructor must communicate the results or assessment of continuous assessments within 7 working days from the date of such continuous assessment and no later than the last day preceding the commencement of the examination period.
- (9) A student has the right to review the assessment of written assignments and electronic tests decisive for terminating the subject within 10 working days from the date of communication of the assessment of the written assignment or electronic test.

## **Art. 20**

### **Grading Scale**

(1) Grading scale used at AMBIS

a) credit:

1. passed (P),
2. not passed (N),

b) graded credit:

1. excellent (1),
2. very good (2),
3. good (3),
4. not passed (N),

c) exam:

1. excellent (1),
  2. very good (2),
  3. good (3),
  4. failed (4).
- (2) The classification is recorded in the Information System (IS) by numerical designation. The numerical value serves to determine the average classification. The examiner must record a '-' (dash) in the IS in case the student fails to appear for grading without a valid excuse. When determining the average classification, the dash holds a value of 4.
  - (3) The average classification of a student is determined separately for each of their studies as a weighted average of numerical values from all classified termination terms of subjects that are counted towards the student's study, including failed assessments (4) and '-' (dash) assessments. The weight of the numerical value of subject classification is determined by its credit value.
  - (4) Knowledge assessment is conducted in the language in which the subject was taught, unless otherwise specified in the syllabus (subject information).
  - (5) In the case of recognition of subject assessment according to art. 16, which was graded using the ECTS grading scale, the conversion table provided in Annex No. 2 of these Study and Examination Regulations (SaER) shall be applied."

## **Art. 21**

### **Credit and Graded Credit**

- (1) Credits typically conclude subjects whose requirements are fulfilled continuously, primarily during their instructional period.
- (2) The examiner is obliged to publish the requirements for subject completion at least 5 working days before the start of instruction.
- (3) Graded credit generally concludes subjects whose requirements are fulfilled continuously, primarily during their instructional period specified by a weekly or block schedule. Similar to an examination, grading occurs, yet in a graded credit scenario. The examiner must publish the requirements for subject completion at least 5 working days before the start of instruction.
- (4) Credit is assessed using descriptors according to the grading scale (art. 20, sec. 1, (a) and b)).
- (5) The provisions of art. 22, sec. 4, apply similarly to subjects concluded by credit or graded credit.

## **Art. 22**

### **Examination**

- (1) Examinations typically conclude subjects where a significant portion of the student's workload is concentrated outside the instructional period.
- (2) The examiner is obligated to publish the requirements for subject completion at least 5 working days before the start of instruction.
- (3) Examinations can be:
  - a) written (both in-person and online)
  - b) oral (both in-person and online),
  - c) combined.

- (4) Conditions for registering for an examination may involve meeting requirements during the semester's instruction. The assessment results of continuous evaluations may be included in the examination assessment. The provisions of sec. 1 apply for the publication of such requirements.
- (5) Examinations can be written or oral, or a combination of both. Typically, all parts of the examination take place on the same day; otherwise, the dates of all parts must be announced in advance. The examination result is assessed according to the grading scale [art. 20, sec. 1, (c)].
- (6) If a student fails an examination in the regular term, they may retake it in the retake term, for a maximum of two attempts.
- (7) Upon a student's request, the Rector may permit an extraordinary retake (Rector's) term for an examination.
- (8) In the retake term, a student or examiner may request, in writing or through the Information System (IS), the Vice-Rector for Pedagogical Affairs to conduct the examination before a committee. If the request is granted, the Head of the Department among the academic staff appoints the examination committee, designates its chairperson, and determines the examination date. If the examiner is the Head of the Department, the Vice-Rector for Pedagogical Affairs or designated staff appoints the committee.

### **Art. 23**

#### **Correction of Successful Completion Assessment of a Subject**

- (1) Through the Information System (IS), a student may request the possibility of correcting the successful completion assessment of a subject.
- (2) A request can be made only once per semester for a selected subject. If the option for correction is utilized, the student must use the existing examination schedules and assumes the risk of potentially receiving a lower assessment than initially achieved. The decision on the request is made by the Vice-Rector for Pedagogical Affairs.
- (3) The assessment for which the student seeks correction is erased from the IS records upon approval of the request, and it is not possible to request its reinstatement.
- (4) If the student fails to attend the assessment correction, the assessment is recorded as a dash.
- (5) Correction of the successful completion assessment component of the final state examination is not permitted.

### **Art. 24**

#### **Final State Examination**

- (1) Studies are formally concluded with a state final examination (hereinafter "FSE") according to sec. 45, sec. 3 or sec. 46 subsec. 3 of the Act in front of an examination board. The process and announcement of the FSE results are public. The examination board prepares a written record of the entire state examination proceedings.
- (2) The FSE comprises separately classified components :
  - a) in the Bachelor's Program, a component of the FSE involves defending the bachelor's thesis; in the subsequent Master's Program, a component of the state final examination involves defending the master's thesis (hereinafter collectively referred to as the "final thesis"). The final thesis is written in the language in which the program is conducted or in a language specified for this purpose in the program's description. AMBIS may, by internal regulation,

- stipulate the option to submit the final thesis in a language different from the language in which the program is conducted and accredited.
- b) other components of the FSE are explicitly determined by the program's description (hereinafter "FSE subjects").
- (3) The topic of the final thesis must always align with the profile of the graduate in the respective program.
- (4) student has the right to propose the topic of their final thesis. The proposed topic is approved based on the department's opinion by the rector or an academic staff member designated by them.
- (5) The supervisor for the final thesis is proposed by the department head and approved by the rector or an academic staff member designated by them.
- (6) The topic for the final thesis is assigned to students no later than 6 months before the scheduled defense date.
- (7) The guidelines for the assignment of the final thesis, the role, and responsibilities of the thesis supervisor are determined by the rector's directive, which is posted on the official notice board of AMBIS.
- (8) A prerequisite for accessing the defence of the final thesis is its prior submission and publication according to art. 25. Submitting the final thesis means its insertion into the Information System as specified. AMBIS may, through its regulation, establish additional submission methods.
- (9) The final thesis submitted according to sec. 8 cannot be altered until its defense.
- (10) A student working on the final thesis must ensure that the work does not violate:
- a) the copyrights or personal rights of others,
  - b) trade secret protection,
  - c) protection of information governed by specific acts,
  - d) protection of legitimate interests of third parties deserving special consideration,
  - e) rules governing personal data protection.
- (11) If a student anticipates the inability to meet any requirements according to sec. 5 and b, requiring the postponement of its publication according to sec. 47b subsec. 4 of the Act, they must notify this circumstance when presenting the final thesis proposal. The Rector will assess whether such a proposal can be approved.
- (12) An opponent from the academic staff or other highly educated experts in the respective field is designated for the evaluation of the final thesis. If the opponent or the thesis supervisor is not part of the examination board, they can attend its sessions, including non-public sections, with an advisory vote. The opponent and thesis supervisor prepare a written evaluation, and the student has the right to be acquainted with the evaluations no later than five working days before the defense.
- (13) Evaluations from the thesis supervisor and opponent include:
- a) an assessment of whether the final thesis meets the objectives of the assignment,
  - b) an evaluation of the content and formal aspects of the final thesis,
  - c) a determination of whether the final thesis fulfills the requirements for the academic degree and whether the presented final thesis is recommended or not recommended for defence,
  - d) a proposed assessment of the final thesis.
- (14) An authenticity and compliance check with other documents is conducted on the submitted final thesis. A student who submits a final thesis with an unauthorized level of content similarity determined by a specific internal legal act, and against whom disciplinary proceedings are initiated, cannot defend the final thesis during the disciplinary proceedings.



- (15) A student prompted to revise the final thesis due to significant similarity or plagiarism loses one defence term for the final thesis and receives a rating of "failed"
- (16) The defence of the final thesis and the examination of the FSE subjects are conducted in person and are public.
- (17) Regular and reexamination dates for the FSE in each Program are determined by the Rector in accordance with the academic year schedule. Furthermore, the Rector sets the deadline for submitting applications for both regular and reexamination terms for the FSE for a given semester. The dates for the state examination and the formation of examination committees are published in the Information System before the commencement of the FSE in that semester. The deadlines for application submissions for the FSE are part of the academic year schedule.
- (18) In the event that a student registered or included in an FSE component cannot attend at the specified time due to significant reasons, they are required to provide a written excuse for their absence to the academic department, no later than 5 working days after the deadline has passed. Failure to do so will result in a "failed" assessment for this FSE component. The assessment of the relevance of reasons lies within the competence of the Vice-Rector for Studies.
- (19) If a student is assessed with a "failed" grade in an FSE component, they have the right to retake this component in two reexamination terms. The defence of the final thesis can take place at least two months after an unsuccessful defence, and the failed examination of other partial parts can be retaken after one month.
- (20) The Rector may establish additional conditions for organizing reexamination terms and their registration.
- (21) The last component of the FSE in a given study must be successfully completed by the student no later than within the semester that concludes two years after the day they fulfilled the conditions to take the FSE or its component. A student who fails to complete the FSE successfully within this period or exhausts all unsuccessful FSE terms is considered to have terminated their studies according to Article 17 par. 1 letr. b).

## **Art. 25**

### **Access to the Final State Examination**

- (1) A student can take the FSE if they have fulfilled the following conditions:
  - a) completed all requirements specified by the Program characteristics,
  - b) achieved the minimum credit value of the study as structured by the approved study plan (180 ECTS credits for Bachelor's study and 120 ECTS credits for consecutive Master's study),
  - c) submitted the final thesis by the specified deadline in the prescribed manner,
  - d) registered for the FSE or its component within the deadline set by the academic year schedule,
  - e) fulfilled the obligations according to art. 32 sec. 3 (b)
  - f) not subject to any disciplinary proceedings.
- (2) A student may undergo the final thesis defence before meeting all conditions according to sec. 1 if they fulfill the following:
  - a) submitted the final thesis by the specified deadline in the prescribed manner and obtained a credit for the subject specified by the Program characteristics for its submission,



- b) registered for the defence of the final thesis within the deadline set by the academic year schedule,
  - c) fulfilled the obligations according to art. 32 sec. 3 (b),
  - d) not subject to any disciplinary proceedings.
- (3) Further conditions for access to the FSE, including its individual components, as well as requirements and connections, are determined by the Program characteristics.
  - (4) If a student has not met the access requirements for this examination by the deadline specified in the academic year schedule for submitting an application for the FSE or its component, their application will be annulled.
  - (5) A student undergoing disciplinary proceedings under the Disciplinary Code for Students of AMBIS cannot sit for the FSE.
  - (6) In case the disciplinary proceedings result in the student's exoneration from the accusation of committing a disciplinary offense, the student can apply for the FSE in the next available term.
  - (7) If the disciplinary proceedings result in the student's exoneration from the accusation of committing a disciplinary offense, the student is not obligated to pay tuition fees or any associated charges for the time between the date of the FSE, which the student could not attend due to reasons outlined in art. 25 sec. 5, until the day following the legal validity of the decision to clear the accusation of committing a disciplinary offense.
  - (8) If a student, who could not attend the FSE or its part due to reasons outlined in sec. 5, and the disciplinary proceedings ended with the student's exoneration from the accusation of committing a disciplinary offense, the time from the last day of the FSE, which the student could not attend due to reasons in sec. 5, until the last day of the nearest possible FSE period, does not count towards the deadline set in art. 24 sec. 21.

## **Art. 26**

### **Examination Boards**

- (1) Each part of the Final State Examination (FSE) takes place before an examination board. The examination boards consist of professors, associate professors, and other experts appointed based on approval by the Academic Council of AMBIS, approved by the Rector according to sec. 53 (2) of the Act. Additionally, the Ministry of Education, Youth, and Sports (hereinafter referred to as "Ministry") may appoint further members of the examination board from distinguished professionals in the respective field.
- (2) Members of the examination boards are appointed for each academic year. If necessary, the Academic Council may approve additional members during the academic year. Members appointed by the Rector can be dismissed with the consent of the Academic Council.
- (3) The Chairperson of the examination board is appointed by the Rector from among the members approved by the Academic Council of AMBIS. The Chairperson conducts its proceedings and is responsible for its activities.
- (4) The examination board typically consists of three members and is capable of making decisions if at least two members, including the Chairperson, are present. Decisions of the examination board are made by a majority vote of the present members. In case of a tie, the Chairperson holds the deciding vote when determining the outcome.

## **Art. 27**

### **Evaluation**

#### **Evaluation of the Final State Examination and Completion of Studies**

- (1) The commission deliberates on the outcome of each part of the FSE. The result of each component of the FSE is assessed using grades according to the classification scale specified in art. 20, sec. 1 (c).
- (2) The commission evaluates the overall outcome of the FSE after the completion of its final part using one of the grades specified in art. 20, sec. 1, (c).
- (3) The overall assessment of the FSE can be
  - a) „excellent“,
  - b) „very good“,
  - c) „good“,
  - d) „failed“.

The computation of the final assessment from individual grades is detailed in Annex No. 1 of this Study and Examination Regulations (SaER).

- (4) The overall result of the study is determined based on the achievements during the study and the overall evaluation of the FSE. The assessment can be "passed with distinction," "passed," or "failed.""
- (5) The "passed with distinction" rating is awarded to a student who achieved an average grade of 1.5 or better throughout the study, received a maximum of two subject assessments with a grade of "good," and obtained an "excellent" overall assessment in the FSE.
- (6) The overall result of the successfully completed study is indicated on the university diploma.
- (7) Graduates from Bachelor's programs receive the academic title "Bachelor" (abbreviated as "Bc." placed before the name) according to sec. 45 subsec. 4 of the Act. Graduates from consecutive Master's programs, depending on the field of education to which the consecutive Master's program belongs, receive the academic title "Engineer" (abbreviated as "Ing." placed before the name) or "Master" (abbreviated as "Mgr." placed before the name) according to sec. 46 (4) of the Act.

## **Art. 28**

### **Publication, Verification, and Archiving of Final Theses**

- (1) Final theses are non-commercially published, including assessors' evaluations, a record of the defense process, and its outcome, in accordance with sec. 47b of the Act. This publication involves storing the electronic version in the thesis archive within the Information System (IS).
- (2) According to sec. 47 (b), (4) of the Act, AMBIS may postpone the publication of the entire final thesis or its sections if this circumstance and the extent of unpublished parts were specified in its assignment with the rector's consent for a maximum duration of 3 years due to the impediment to publication. It is the student's obligation to structure the final thesis in a way that, except in exceptional cases, does not necessitate its non-publication. With the consent of the Vice-Rector for Pedagogical Affairs, the thesis advisor determines the deadline after which reasons for non-publication expire, and the thesis will be fully published.
- (3) To ensure the publication of the correct version of the final thesis, the thesis advisor (or an authorized person):

- a) ensures the control of the portions of the thesis, in accordance with sec. 1, which will not be published and oversees setting the deadline for the complete publication,
- b) ensures the readability verification of the copy stored in the thesis archive in the IS using commonly available software tools,
- c) oversees the inspection of the thesis stored in the thesis archive using the IS application for detecting plagiarism.

The verification is conducted in the relevant IS application, at least 7 working days before the thesis defence.

- (4) Final theses and evaluations are published at least five working days before the defence in the thesis archive within the IS. The record of the defence proceedings and its outcome are published no later than three weeks after the defense date in the thesis archive within the IS.
- (5) By submitting the final thesis for defence, the author expresses consent for its publication according to paragraph 1, irrespective of the defense outcome.
- (6) After the defence of the final thesis, which is subject to the publication delay according to sec. 2, AMBIS is obliged to promptly send one copy of the thesis for storage to the Ministry. AMBIS covers the expenses for producing and sending this copy.

## **Art. 29**

### **Invalidation of Final State Examination or Its Parts**

- (1) Proceedings regarding the invalidation of an FSE or its parts are initiated ex officio, pursuant to sec. 47f of the Act, with the decision lying with the rector. It can also be initiated by the rector.
- (2) Should the rector not find grounds for invalidating the FSE or its parts, in accordance with sec. 47c, (2) of the Act, the proceedings for invalidation will be terminated.
- (3) A pivotal component of the substantiation for the rector's decision is the opinion of a seven-member review commission. The rector appoints six members of the review commission from professors, associate professors, and other experts in the respective or related field. The seventh member is appointed by the rector from the students of AMBIS. Typically, one of the commission members is nominated as the chair or a member of the examination committee before which the FSE or its part was conducted, in the case of discussing the invalidation of the completed FSE or its part.
- (4) The review commission makes decisions by a majority vote of the more than half of all its members.
- (5) The provisions of sec. 47c to 47e of the Act shall be applied analogously to the proceedings concerning the invalidation of the completion of the FSE or its part.

## **Art. 30**

### **Revision of Evaluation**

- (1) A student has the right to request a review of the assessment of the completion of a subject or the evaluation of an FSE or its part within 30 days of the assessment record in the IS. Any academic staff member can also submit a request for an evaluation review.
- (2) The rector will annul the contested assessment of the completion of a subject or the result of an FSE or its part if, during its determination or throughout the study control, the FSE, or its part, violated any legal provision or internal regulation of AMBIS, or if the evaluation was arbitrarily

set. In such instances, the rector will take necessary measures to restore the violated rights of a student.

- (3) If the assessment of the completion of a subject is annulled, a new completion of the subject will be conducted before a three-member commission appointed by the rector. The provisions of art. 26 apply proportionately to the proceedings and decisions of the commission. If the result of an FSE or its part was annulled according to sec. 2, they are re-conducted before a different examination committee.
- (4) Upon the student's request, a confidential advisor chosen by the student from among the members of the academic community of AMBIS may participate in the proceedings of the examination committee mentioned in sec. 3.

## **PART FIVE**

### **Decision-making Regarding Students' Rights and Obligations**

#### **Art. 31**

#### **Student Rights**

- (1) A student has the right to:
  - a) study within accredited study programs,
  - b) undergo assessment according to the conditions stipulated by the study program and SaER,
  - c) be enrolled in the next segment of the study program upon fulfilling the obligations set by the study program and SaER,
  - d) propose the topic of their final thesis,
  - e) utilize equipment and information technology necessary for studying within the study program following the rules established by AMBIS,
  - f) and other rights outlined in sec. 62 of the Act and the Statute of AMBIS.
- (2) General regulations on safety and health protection at work apply to a student conducting professional practice.

#### **Art. 32**

#### **Student Obligations**

- (1) The study obligations of a student arise from the study program and SaER.
- (2) The student is obliged to adhere to legal regulations and internal provisions of AMBIS.
- (3) Furthermore, the student is required to:
  - a) abide by the provisions of the study contract,
  - b) pay fees associated with studies according to AMBIS regulations and the Study Contract,
  - c) promptly notify AMBIS of any changes in name, address of residence, data box address, and designated address for correspondence,
  - d) attend upon summons by the rector or an AMBIS employee authorized by them to discuss matters related to studies,

- e) conduct oneself in a manner that avoids harm to the health and property of individuals, as well as the property and facilities of AMBIS, and promptly report any damages to AMBIS employees,
  - f) observe the instructions of AMBIS employees, notices on bulletin boards, and information published on the official board or AMBIS website,
  - g) familiarize oneself with internal regulations and other provisions of AMBIS and keep track of their updates,
  - h) regularly monitor information published through the school's information system and safeguard their access credentials to it,
  - i) adhere to safety principles and health protection at work regulations, as well as fire protection provisions they have been informed about.
- (4) Failure to fulfill the obligations stated in sec. 3, due to fault or negligence, results in the student being liable to reimburse AMBIS for any expenses incurred as a result.

### **Art. 33**

#### **Decision-Making Regarding Students' Rights and Obligations**

- (1) The relevant provisions of the Act, this SaER, internal regulations of AMBIS, and Act No. 500/2004 Coll., the Administrative Code, as amended by subsequent regulations, apply to decision-making concerning students' rights and obligations, with deviations stipulated by the Act.
- (2) The initiation and handling of proceedings according to sec. 68 subsec. (1), (g) of the Act constitute grounds for suspending proceedings regarding a student's requests, except for proceedings related to accommodation or social scholarship.
- (3) The proceedings concerning a student's request commence on the day when their request is delivered via the IS (Information System) or by mail. Submissions via email are not considered.
- (4) Officially initiated proceedings:
  - a) in the event of study interruption under sec. 68 subsec. (1), (c) of the Act, from the date of the decision's issuance,
  - b) in the case of non-fulfillment of requirements arising from the study program according to sec. 68 subsec. (1), (g) in conjunction with sec. 56, (1), (b) of the Act, from the issuance of the invitation to comment on the decision's grounds; the initiation of this proceeding constitutes grounds for suspending proceedings regarding a student's request for which a definitive decision has not yet been made.
- (5) Decisions are drafted in written form, comprising operative clauses, reasoning, and guidance on the possibility of lodging an appeal.
- (6) A decision becomes legally binding if the deadline for lodging an appeal has expired without submission, or if the student has waived their right to file an appeal.

### **Art. 34**

#### **Extraordinary Measures**

- (1) A student may, in writing, request the rector to excuse non-fulfillment of a particular obligation arising from the Program or this SaER based on reasons worthy of special consideration, especially severe health, social, or familial reasons.

- (2) If the rector has already initiated proceedings for terminating studies due to unmet requirements arising from the Program or this SaER according to sec. 56 subsec. 1 (b) of the Act, a request as per para. 1 can only be submitted within the deadline for commenting on the grounds for the decision under sec. 68 subsec. 3 of the Act. A request submitted after this deadline, but before the rector's decision, may only be considered if the student missed this deadline due to serious reasons.
- (3) The rector decides on the request as pursuant to sec. 1; there is no possibility to appeal against a decision regarding exceptional forgiveness of a student's obligation.
- (4) If proceedings for terminating studies due to unmet requirements arising from the Program or this regulation pursuant to sec. 56 subsec. 1 (b) of the Act are ongoing and the student timely requests extraordinary forgiveness as pursuant to sec. 2, on which the ongoing proceedings are based, and the rector grants the request, the proceedings for terminating studies shall be halted.

## **PART SIX**

### **Common, Interim, and Concluding Provisions**

#### **Art. 35**

#### **Special Provisions on Meeting Conditions in Extraordinary Situations**

- (1) If, due to an extraordinary situation resulting from restricted physical presence of students as a consequence of extraordinary measures taken or undertaken according to another law, the fulfillment of deadlines for obligations specified in art. 2 sec. 6, art. 12 sec. 1, art. 13 subsec. 3 to 5 and 7, art 19 sec. 3 to 5, art 24 sec. 17 and 21 becomes restricted or impossible, the rector may, by decree, establish different deadlines.
- (2) Under the aforementioned conditions, the rector may, by decree, establish alternative forms of instruction or knowledge assessment than those specified in SaER.

#### **Art. 36**

#### **Special Provisions on Education for Individuals with Specific Needs**

The directive by the rector specifies the conditions and procedures for the adjustment of the exercise of rights and obligations outlined in this Academic Regulations for students with specific needs arising from physical or sensory impairments through extraordinary measures according to these Academic Regulations

#### **Art. 37**

#### **Special Provisions on Education for Individuals Caring for Children**

- (1) In connection with childcare, a student, according to § 54a paragraph 1 of the Act, has the right to extend deadlines for fulfilling study obligations, as well as meeting the conditions for progression to the next semester, for the duration equivalent to the maternity leave (sec. 195, 197, and 198 of Act No. 262/2006 Coll., the Labor Code, as amended), provided that the studies are not interrupted during this period.

- (2) Detailed conditions for the education of individuals caring for children may be determined by the Vice-Rector for Studies.

### **Art. 38**

#### **Transitory Provisions**

- (1) When this Study and Examination Regulations (SaER) refer to the characteristics of the Program or subject, it also includes the requirements of the Program, field of study, or subject resulting from accreditation granted before September 1, 2016, respectively
- (2) This SaER becomes effective the day following its registration by the Ministry, with the following exceptions:
  - a) art. 13 sec. 7 shall first apply from the winter semester of the academic year 2024/2025,
  - b) art. 23 and 30 shall first apply from the summer semester of the academic year 2023/2024
  - c) art. 24 to 29 shall first apply from November 1, 2023

### **Art. 39**

#### **Concluding Provisions**

- (1) This SaER was approved by the Board of AMBIS on August 23, 2023.
- (2) This SaER repeals the Study and Examination Regulations of the University of Regional Development and Banking Institute – AMBIS vysoká škola, a.s., registered by the Ministry on August 31, 2017, under ref. no.: MŠMT-18960/217-5, including its amendment registered by the Ministry on December 11, 2017, under ref. no.: MSMT-33714/2017-2.
- (3) The interpretation of individual provisions of this SaER is entrusted to the Vice-Rectors responsible for academic matters in the respective types of study.
- (4) Gender-neutral masculine pronouns are used in this SaER to denote all involved individuals.
- (5) This SaER becomes effective as of the date of registration by the Ministry, pursuant to sec. 36 subsec. 4 of the Act

Dr. Martina Mannová,  
Rector and Member of the Board

Annex No. 1

Calculation of the Final Grade in the Final State Examination

Whether the Final State Examination consists of three independently evaluated parts

Partial grades			Final grade
1	1	1	<b>1 – excellent</b>
1	1	2	<b>1 – excellent</b>
1	1	3	<b>2 – very good</b>
1	2	2	<b>2 – very good</b>
1	2	3	<b>2 – very good</b>
1	3	3	<b>2 – very good</b>
2	2	2	<b>2 – very good</b>
2	2	3	<b>2 – very good</b>
2	3	3	<b>3 – good</b>
3	3	3	<b>3 – good</b>
4	x	x	<b>4 – failed</b>

Whether the Final State Examination consists of four evaluated parts

Partial grades				Final grade
1	1	1	1	<b>1 – excellent</b>
1	1	1	2	<b>1 – excellent</b>
1	1	1	3	<b>1 – excellent</b>
1	1	2	2	<b>1 – excellent</b>
1	1	2	3	<b>2 – very good</b>
1	1	3	3	<b>2 – very good</b>
1	2	2	2	<b>2 – very good</b>
1	2	2	3	<b>2 – very good</b>
1	2	3	3	<b>2 – very good</b>
1	3	3	3	<b>2 – very good</b>
2	2	2	2	<b>2 – very good</b>
2	2	2	3	<b>2 – very good</b>
2	2	3	3	<b>2 – very good</b>
2	3	3	3	<b>3 – good</b>
3	3	3	3	<b>3 – good</b>
4	x	x	x	<b>4 – failed</b>



Annex No. 1

Conversion of the ECTS grading scale

ECTS		The scale pursuant to art. 20	
A	excellent	1	excellent
B	very good	1	excellent
C	good	2	very good
D	satisfactory	2	Very good
E	sufficient	3	good
F	failed	4	failed