

DIRECTIVE
OF THE DEAN OF THE FACULTY OF BUSINESS ADMINISTRATION
No. 01/2025
ON THE FULFILMENT AND RECOGNITION OF STUDY OBLIGATIONS

§ 1

Introductory Provisions

This Directive regulates, in accordance with the *Study and Examination Regulations of the Prague University of Economics and Business* (hereinafter "SER"), certain conditions for fulfilling study obligations of students enrolled in bachelor's and subsequent master's degree programmes accredited at the Faculty of Business Administration (hereinafter "FBA").

§ 2

Submission of Applications

1. FBA students submit all applications to the Study Department via the *Contact Centre in InSIS*.
2. Students use specific application forms for the given purpose offered by the Contact Centre; in other cases, they complete a general application.
3. The text of the application must include the request itself and its justification. Attachments are uploaded in digital form as needed.

STUDY OBLIGATIONS

§ 3

Course Registration

1. Students register and enrol in courses within the deadlines set in the *Academic Calendar* announced by the Rector of the Prague University of Economics and Business.
2. Course adjustments can be made no later than Friday of the first week of the semester.
3. Over-capacity enrolments are not permitted.

§ 4

Foreign Language Study

1. Students select language courses according to their study plan in InSIS.
2. If a student has successfully completed a higher-level language course ending with an examination, they cannot subsequently take a lower-level course.

3. Students may not choose their mother tongue or official language (including any second official or non-official language) of the country of their citizenship, nor a language from the same language group.

§ 5

Obstacles to Fulfilling Study Obligations

1. If a student is unable to fulfil a study obligation for serious reasons, they may request an alternative date (if offered) or an excuse from the course from the instructor, no later than 5 working days after the original deadline or after the obstacle has ceased.
2. If the student's obstacle to fulfilling study obligations lasts longer than 15 working days, the student must immediately inform the Study Department via InSIS.
3. An obstacle to fulfilling study obligations is primarily an illness, resulting in incapacity for work. The student must provide a "Certificate of Temporary Incapacity for Work" or an equivalent verifiable document containing the same details, i.e., a doctor's statement of duration of work incapacity, their name and specialization, address, and telephone contact.

§ 6

Final Theses

1. Final thesis refers to a diploma thesis or bachelor's thesis for students who enrolled no later than in the academic year of 2023/2024.
2. Students of FBA may prepare their final thesis only at FBA.
3. The thesis project must follow the template available on the FBA intranet. After an agreement is reached between the student and the thesis supervisor, the supervisor enters the thesis assignment into the InSIS system. The assignment is then approved by the student, supervisor, department head, and programme guarantor. The thesis assignment must be entered into InSIS and approved by both the student and the thesis supervisor no later than 3 months before the bachelor's thesis submission deadline and no later than 6 months before the master's thesis submission deadline.
4. The thesis assignment may be cancelled for a student who fails to cooperate with their thesis supervisor over a prolonged period or does not demonstrate sufficient progress in the preparation of their thesis. A proposal to cancel the thesis assignment is submitted by the thesis supervisor to the head of the department. The head of department will send the student a notice to their university email address, and the student may respond to the proposal within 5 working days. If the student does not refute the proposal within this period, the head of department will decide on the cancellation of the assignment and will inform the student of this decision via their university email address.
5. The final thesis must be written in the language of the study program. If there are substantive reasons arising from the nature of the thesis or the language of communication used by the thesis supervisor,

the student may request, through the Study Department, permission from the Vice-Dean for Academic Affairs to write the thesis in English within study programs taught in the Czech language.

6. Every final thesis must undergo an originality check in the Prague University of Economics and Business's anti-plagiarism system, and the results of this check are included in the materials for the thesis defence.
7. The student submits the final thesis electronically via InSIS. The title of the thesis specified in the assignment and the submitted thesis must be identical. If the correct submission of the final thesis is not confirmed in InSIS, the thesis is not considered submitted. The student must immediately send the confirmation of correct submission by email to the departmental office where the thesis is administered. The final thesis submitted for defence is made available in InSIS without undue delay, except in cases where a postponement of availability has been approved under paragraph 11.
8. Reviews of the submitted final thesis are prepared by the thesis supervisor and the reviewer. The reviewer is assigned by the department in which the thesis is administered; alternatively, the student may propose an external reviewer. An external reviewer must be a university-educated specialist, and their approval is decided by the thesis supervisor.
9. The student is awarded a grade based on the defence of the final thesis. The defence takes place even if both reviews propose the classification "failed."
10. If the final thesis is not successfully defended, the examination committee shall indicate in the defence protocol whether the student may resubmit a revised thesis or whether a new thesis, including a new assignment, must be prepared. A repeated defence of a revised thesis may take place no earlier than three months after the date of the unsuccessful defence.
11. Postponement of the publication of the final thesis shall be permitted for a maximum period of five years, and only in exceptional, duly justified cases where the thesis contains highly sensitive data that cannot, by reason of the nature of the work, be anonymized through the omission of the names of the persons or organizations concerned. A student may submit a request for postponement of the availability of the final thesis, or part thereof. Such a request, together with justification, shall be submitted via InSIS prior to the submission of the thesis. The decision on the postponement of the availability of the final thesis shall be made by the Vice-Dean for Academic Affairs.

§ 7

State Final Examinations

1. Participation in the state final examination shall be conditional upon the successful completion of all requirements prescribed for it. Prior to sitting the bachelor's state final examination, the bachelor's project group must also be completed.
2. Before the state final examination takes place, the student shall be obliged to request, through the Contact Centre in InSIS, confirmation of the fulfilment of all requirements. This confirmation shall be presented by the student to the examination committee on the day of the state final examination.

Confirmation of the fulfilment of all study requirements shall be issued by the Study Department and may be submitted either in printed or electronic form.

§ 8

Interruption of Studies

1. An application for interruption of studies shall be submitted through the designated form in the InSIS Contact Centre.
2. An application for interruption of studies on serious grounds, in particular health-related reasons, may be submitted at any time during the semester, provided that the grounds are documented in accordance with § 5, Obstacles to the Fulfilment of Study Obligations, paragraph 3.
3. An application for interruption of studies on other grounds may be submitted no later than the last day for additional changes to students' timetables (Friday of the first week of the semester).
4. Upon successful completion of all courses required for the state final examinations (closure of the study plan, SER Article 16, paragraphs 1 and 2), interruption of studies shall not be permitted (except for reasons specified in § 8, paragraph 2). The studies must be completed within one year, in accordance with SER Article 15, paragraph 2.
5. Interruption of studies shall not be permitted during the first semester of study.
6. Interruption of studies shall be permitted for a maximum duration of three semesters.

§ 9

Fees Associated with Studies

1. Students of the Faculty of Business Administration (FBA) are required to pay, within the prescribed deadlines, the fees determined by the Prague University of Economics and Business in accordance with Act No. 111/1998 Coll., on Higher Education Institutions, as amended.
2. Should a student fail to fulfil their obligations regarding the payment of fees, the Dean of FBA may suspend the student's studies.
3. Non-compliance with fee payment obligations may constitute grounds for the Dean of FBA to propose the initiation of disciplinary proceedings against the student.

RECOGNITION OF STUDY OBLIGATIONS

§ 10

Recognition of Study Obligations Completed at the Prague University of Economics and Business

1. The Dean of the faculty may recognize only a study obligation that was graded as *excellent* or *very good*, or marked as *completed*, and for which no more than three calendar years have elapsed since

its completion at the time of the application. Furthermore, the recognized obligation must align with the graduate profile of the program.

2. In the case of recognizing courses pursuant to Article 9(4) and Article 12(3) of the Study and Examination Regulations (courses in the oVOR group) and § 60 of Act No. 111/1998 Coll., on Higher Education Institutions, it is also possible to recognize study obligations graded as *good*. These courses may only be recognized if they were successfully completed and recorded in InSIS prior to fulfilling the last study obligation of the bachelor's program.
3. Courses completed under Article 4(10) of the Lifelong Learning Regulations and courses in internationally recognized programs at the Prague University of Economics and Business are also recognized.
4. Applications for recognition of physical education courses must be submitted directly to CTVS.

§ 11

Recognition of Obligations Completed at Another Higher Education Institution

The Dean of the Faculty may recognize a study obligation only if it meets the following conditions:

- a) It must align with the graduate profile of the program, have been assessed with the grade Excellent or Very Good, and no more than three (3) calendar years have elapsed since its completion at the date of application.
- b) The course guarantor at the Prague University of Economics and Business, for the course to which the obligation is to be recognized, shall assess the equivalence of the content and completion requirements, the type of higher education institution where the course was completed, and shall issue a statement of consent or non-consent regarding recognition.
- c) In case of any ambiguity, the decision shall rest with the program guarantor.

§ 12

Obstacles to Recognition of Study Obligations

A student cannot have any study obligation recognized within their current program of study if:

- a) The obligation was fulfilled as part of a program that was terminated by expulsion pursuant to § 56(1)(g) or (h) of the Higher Education Act, or due to withdrawal from studies under § 56(1)(a) of the Act, provided that grounds for termination under § 56(1)(g) or (h) were simultaneously met;
- b) Any study obligation (except for courses in the oVOR group) was recognized during the student's previous unsuccessfully completed program in the same field of study at the Faculty of Business Administration (FBA);
- c) The recognition concerns a study obligation from concurrent or successfully completed regular studies.

§ 13

Requirements for an Application for Recognition of a Study Obligation

1. The student shall submit a request for recognition of a study obligation through the InSIS Contact Centre. The latest possible deadline for submission is the last day of the additional schedule adjustment period in the student's first semester of active study.
2. In the application for recognition of study obligations completed at the Prague University of Economics and Business, it is necessary to include a list of the courses for which the student is requesting recognition, as well as the group into which the recognition should be applied.
3. In the case of recognition of a study obligation completed at another higher education institution, the student must submit separate applications for each individual course. The application must specify the course for which the study obligation is to be recognized. Mandatory attachments include a transcript of academic results digitally certified by the issuing institution, or a transcript converted from paper to electronic form, and the course syllabus.

§ 14

Transfer Between Study Programs

1. When considering an application for transfer between programs, the Dean of the Faculty shall primarily assess whether the applicant achieved, during the admission process in the same academic year of enrolment, results that would have qualified them for admission to the program into which they wish to transfer, and whether sufficient capacity exists in the target program.
2. A transfer may be requested only once at a given level of study and not earlier than after the completion of the first semester.

§ 15

Transitional and Final Provisions

1. The Dean's Directive of the Faculty of Business Administration No. N6/2018 is hereby repealed.
2. This directive shall enter into force on April 1, 2025.

List of Changes

Change Number	Part of Regulation	Text of Change	Effective From
1	§ 10 Recognition of Study Obligations Completed at the Prague University of Economics and Business, Paragraph 2	Removal of Paragraph 2	10.7.2025
2	§ 12 Obstacles to Recognition of Study Obligations, paragraph (c)	Text amended to: "Recognition of a study obligation from concurrent or successfully completed regular studies."	10.7.2025
3	§ 8 Interruption of Studies	Addition of Paragraph 5: "Studies cannot be interrupted during the first semester." Addition of Paragraph 6: "Studies may be interrupted for a maximum of three semesters."	10.11.2025
4	§ 6 Final Theses	Addition to Paragraph 7: "The final thesis submitted by the student for defence shall be made accessible in InSIS without undue delay, except for theses for which deferred access has been granted pursuant to Paragraph 11." Amendment to Paragraph 11: "Deferral of publication of the final thesis is possible for a maximum of five years and only in exceptional, justified cases where the thesis contains highly sensitive data that cannot be anonymized by omitting the names of affected individuals or organizations due to the nature of the work. The student may request deferral of access to the final thesis or parts thereof. The request, including justification, must be submitted via InSIS prior to the thesis submission. The decision on deferral of access to the final thesis shall be made by the Vice-Dean for Academic Affairs."	10.11.2025
5	§ 14 Transitional and Final Provisions	Change of numbering: § 14 renumbered as § 15.	10.11.2025
6	§ 14 Transfer Between Study Programs	Addition of a new § 14 titled "Transfer Between Study Programs."	10.11.2025