

## 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 referred to as "the SER"), certain conditions for the fulfillment of study obligations by students enrolled in bachelor's and follow-up master's degree programs accredited at the Faculty of Business Administration (hereinafter referred to as "FBA").

#### § 2

##### Submitting Applications

1. FBA students submit all applications to the Student Office through the Contact Center in InSIS.
2. Students use specific applications for the given purpose offered by the Contact Center; in other cases, they complete a general application.
3. The text of the application contains the application itself, including the justification. If necessary, students upload attachments in digital form.

## STUDY OBLIGATIONS

#### § 3

##### Course Registration

1. Students register for and enroll in courses within the deadlines specified in the Schedule announced by the Rector of the Prague University of Economics and Business.
2. Course modifications can be made no later than Friday of the first week of the semester.
3. Over-capacity enrollments are not possible.

## § 4

### Study of Foreign Languages

1. The student chooses language subjects according to his/her study plan in InSIS.
2. If a student has successfully completed a higher-level language course culminating in an examination, he/she cannot subsequently take a lower-level course.
3. Students cannot choose their mother tongue or native language or the official (official or unofficial second) language of the country of which they are nationals or a language from the same language group as a foreign language.

## § 5

### Obstacles to Fulfilling Study Obligations

1. If a student has been unable to fulfill a study obligation for serious reasons, they may ask the teacher for an alternative date, if offered, or for permission to withdraw from the course no later than 5 working days after the date when the obligation should have been fulfilled, or the obstacle to the fulfillment of the study obligation on the part of the student has passed.
2. If an obstacle to the fulfillment of study obligations on the part of the student lasts longer than 15 working days, the student is obliged to inform the study department of this situation immediately via InSIS.
3. An obstacle to the fulfillment of study obligations is, in particular, illness leading to incapacity for work. The incapacity for work shall be documented by a "Certificate of Temporary Incapacity for Work" or a similar reviewable certificate, which must contain the same elements, i.e., a clear statement from the doctor about the period of incapacity for work, the name, and specialty of the doctor, address, and telephone contact.

## § 6

### Final Theses

1. A final thesis is understood to be a diploma thesis or a bachelor's thesis for students who started their studies no later than the academic year 2023/2024.
2. FBA students can only write their final thesis at FBA.
3. The student develops the final thesis project using the structure of the project template available on the FBA intranet. If the student and the supervisor agree on the final thesis project, the supervisor submits the final thesis assignment to InSIS. The assignment is subsequently approved by the

student, the supervisor, the head of the department, and the program guarantor. The assignment must be entered into InSIS and approved by the student and the supervisor no later than 3 months before the deadline for submitting the bachelor's thesis and no later than 6 months before the deadline for submitting the diploma thesis.

4. The assignment of a final thesis can be canceled for a student who does not cooperate with their thesis supervisor for an extended period or does not show sufficient progress in their work. The proposal to cancel the thesis assignment is submitted by the thesis supervisor to the head of the department. The head of the department will send a notice to the student's 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 the department will decide on the cancellation of the assignment and inform the student via the university email address.
5. The final thesis must be written in the language of the study program. In case there are valid reasons based on the nature of the thesis or the communication language of the thesis supervisor, the student may request permission from the Vice-Dean for Academic Affairs via the study department to write the thesis in English for study programs taught in Czech.
6. Every final thesis must undergo an originality check using the university's plagiarism detection system, and the results of this check are included in the materials for the thesis defense.
7. The student submits the final thesis electronically via InSIS. The title of the thesis in the submission must match the title specified in the assignment. If the correct submission of the thesis is not confirmed in InSIS, the thesis is not considered submitted. The student must promptly email confirmation of the correct submission to the department's secretary, where the thesis is processed.
8. The thesis supervisor and the reviewer prepare evaluations of the final thesis. The reviewer is assigned by the department processing the thesis, though the student may propose an external reviewer. The external reviewer must be a university-educated expert and his/her approval is under the full authority of the thesis supervisor.
9. The student receives a grade based on the defense of the final thesis. The defense occurs even if both evaluations propose a "fail" grade.
10. If the thesis is not successfully defended, the examination committee will recommend in the thesis defense report whether the student may submit a revised version or must prepare a new thesis with a new assignment. A defense of the revised thesis may be held no earlier than three months from the date of the unsuccessful defense.
11. The postponement of the publication of the final thesis is allowed for a maximum of three years and only in exceptional and justified cases where the thesis contains highly sensitive data that cannot be anonymized by omitting affected individuals or organizational names due to the nature of the work.

## § 7

### State Final Examinations

1. Participation in the state final examination is conditional on the successful completion of all required obligations. Before taking the bachelor's state final examination, the bachelor's project group must also be completed.
2. Before the state final examination, the student is required to request confirmation of the fulfillment of all obligations through the Contact Center in InSIS. This confirmation must be presented to the examination committee on the day of the state final examination. The study department issues the confirmation, which can be submitted either in printed or electronic form.

## § 8

### Interruption of Studies

1. A request to interrupt studies is submitted through the designated application in the InSIS Contact Center.
2. A request to interrupt studies for serious reasons, especially health-related issues, can be submitted at any time during the semester, with supporting documentation in accordance with § 5, paragraph 3, Obstacles to Fulfilling Study Obligations.
3. A request to interrupt studies for other reasons can be submitted no later than the last day of additional schedule changes for students (Friday of the first week of the semester).
4. After successfully completing all courses required for the state final examinations (completion of the study plan, SER § 16, paragraphs 1 and 2), it is not possible to interrupt studies except for reasons specified in § 8, paragraph 2. The studies must be completed within one year in accordance with SER § 15, paragraph 2.

## § 9

### Study-related Fees

1. Students of the Faculty of Business Administration are required to pay fees set by the Prague University of Economics and Business within the specified deadlines, in accordance with Act No. 111/1998 Coll., on Higher Education Institutions, as amended.
2. If a student fails to fulfill their obligations regarding the payment of fees, the Dean of FBA may interrupt their studies.

3. Failure to meet fee payment obligations may also serve as grounds for the Dean of FBA to initiate 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, very good, or passed, and whose completion occurred no more than three calendar years prior to the date of the application. Additionally, the study obligation must align with the graduate profile of the program.
2. Study obligations from concurrent or successfully completed regular studies cannot be recognized.
3. In the case of recognition of courses according to § 9(4) and § 12(3) of the Study and Examination Regulations (courses in the set of master's degree courses that bachelor's degree students can also choose from) and § 60 of Act No. 111/1998 Coll. on Higher Education Institutions, study obligations graded as "good" may also be recognized. These courses can only be recognized if they were successfully completed and registered in InSIS before the fulfillment of the last study obligation in the bachelor's program.
4. Courses are recognized in accordance with § 4(10) of the Lifelong Learning and Internationally Recognized Courses Regulations of the Prague University of Economics and Business.
5. Applications for recognition of physical education courses must be submitted directly to the Center of Physical Education and Sport (CTVS).

### § 11

#### Recognition of Obligations Fulfilled at Another University

The Dean of the faculty may recognize a study obligation only if the following conditions are met:

- a) It must align with the graduate profile of the program and must have been graded as excellent or very good, and no more than three calendar years must have passed since its completion at the time of the application submission.

- b) The course guarantor at the Prague University of Economics and Business, for which the study obligation is to be recognized, evaluates the equivalence of the content and completion requirements, as well as the type of university where the course was completed, and provides either a positive or negative opinion on the recognition.
- c) In case of ambiguities, the program guarantor makes the final decision.

## § 12

### Obstacles to the Recognition of Study Obligations

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

- a) It was completed as part of a program terminated due to expulsion in accordance with § 56(1)(g) or (h) of the Higher Education Act, or due to withdrawal from studies under § 56(1)(a) when reasons for termination under § 56(1)(g) or (h) of the Higher Education Act were simultaneously met.
- b) Any study obligation (except for courses in the set of master's degree courses that bachelor's degree students can also choose from) was previously recognized during unsuccessful studies in the same study program at the Faculty of Business Administration.
- c) The student requests recognition of a study obligation from concurrent studies.

## § 13

### Requirements for Applications for Recognition of Study Obligations

1. Students apply for the recognition of study obligations via the InSIS Contact Center. The latest possible deadline is the last day of additional schedule changes during the first semester of their active studies.
2. In applications for the recognition of study obligations completed at the Prague University of Economics and Business, the student must provide a list of the courses for which recognition is requested and indicate the group into which the recognition should be assigned.
3. For the recognition of study obligations completed at another university, students must submit individual applications for each course separately, specifying the course for which the obligation is to

be recognized. Required attachments include a transcript of study results digitally certified by the issuing university or a transcript converted from paper to electronic form, along with the course syllabus.

## § 14

### Transitional and Final Provisions

1. The Dean's Directive of the Faculty of Business Administration No. N6/2018 is hereby revoked.
2. This directive comes into effect on April 1, 2025.