

# **RULES OF STUDY AT THE FACULTY OF PHYSICAL EDUCATION AND SPORT OF CHARLES UNIVERSITY**

*Under sections 27 (1) (b) and 33 (2) (f) of Act No. 111/1998 Sb., to regulate higher education institutions and to change and amend other laws (“the Higher Education Act”), as amended, and under Article 29 of the Constitution of the Faculty of Physical Education and Sport of Charles University, the Academic Senate of the Faculty of Physical Education and Sport of Charles University has adopted the following Rules of Study at the Faculty of Physical Education and Sport of Charles University as an internal regulation of the faculty.*

## **Article 1 Introductory Provision**

Under Article 19 (2) and the relevant provisions of the Code of Study and Examination of Charles University (the “University”), these Rules of Study at the Faculty of Physical Education and Sport of Charles University (the “Rules”) set out the requirements for the programmes of study offered at the Faculty of Physical Education and Sport of Charles University (the “Faculty”), and stipulate the details of the study rules at the Faculty\*.

## ***Part I* Requirements for the Bachelor’s and Master’s Programmes of Study pursuant to the Code of Study and Examination of Charles University**

### **Article 2 Units of Programmes of Study (Under Article 4 (6) of the Code of Study and Examination of Charles University)**

The units of study in a bachelor’s programme of study and a master’s programme of study which is a continuation of a bachelor’s programme of study (“post-bachelor’s programme of study”) correspond to years of study.

### **Article 3 Specializations in Programmes of Study (Under Article 5 (4) of the Code of Study and Examination of Charles University)**

The names of specializations offered in the respective programmes of study are set out in Appendix No. 1 to these Rules.

### **Article 4 Minimum Number of Credits**

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\* Translator’s note: Words importing the masculine include the feminine, and unless the context otherwise requires, words in the singular include the plural and words in the plural include the singular.

(Under Article 5 (6) of the Code of Study and Examination of Charles University)

1. In a bachelor's programme of study, the minimum number of credits required for registration for the next unit of study is as follows:
  - a) 54 credits for registration for the second unit of study;
  - b) 106 credits for registration for the third unit of study;
  - c) 154 credits for registration for the fourth unit of study.
2. In a post-bachelor programme of study, the minimum number of credits required for registration for the next unit of study is as follows:
  - a) 52 credits for registration for the second unit of study;
  - b) 102 credits for registration for the third unit of study.

#### Article 5

Proportion of Credits in Optional Subjects for the Purposes of  
Continuous Assessment of the Course of Study  
(Under Article 5 (8) of the Code of Study and Examination of  
Charles University)

The proportion of credits acquired by a student in optional subjects to the normal number of credits to be acquired for the relevant continuous assessment of the course of study is stipulated as 10% for all programmes of study.

#### Article 6

Right to Register for a Subject  
(Under Article 7 (2) of the Code of Study and Examination of  
Charles University)

1. The right to register for a subject ("subject") taught at the Faculty is affected by the following:
  - a) the curriculum offered at the Faculty: if, for a particular subject, the curriculum requires or excludes the registration for a subject under Article 7 (5) (a), (b), (c), (d), or (e) of the Code of Study and Examination of Charles University, provided the subject is classified as compulsory or elective in the programme;
  - b) capacity under Article 7 (8) of the Code of Study and Examination of Charles University; in such cases priority is always given to students who are registering for a subject in accordance with the recommended curriculum; the subjects with specific capacity restrictions are listed in the schedules in the Student Information System for a given academic year;
  - c) failure to present, within the deadline stipulated by the Dean, a confirmation from a sports physician about the fitness to attend instruction in a particular subject; the list of subjects which may be registered for upon presentation of such confirmation is provided in a Dean's measure.
2. If a subject is not taught because too few students registered for it in the first round of the electronic registration, the Faculty will cancel the registration for such subject. The registration for such subject can be replaced with another subject in the second round of registrations.

Article 7  
Repeated Registration for a Subject  
(Under Article 7 of the Code of Study and Examination of Charles University)

1. Repeated registration for a subject which is prescribed as compulsory or elective in the curriculum of a particular programme of study is possible only once and only in the immediately following unit of study. Exceptions apply if a student could not complete a subject for health reasons. In such case the student may, upon application and presentation of a medical report, re-register a second time. If an elective subject is not being offered, it is possible to register for another elective subject.
2. Repeated registration for an optional subject is not possible.

Article 8  
Colloquium, Course Credit, Graded Course Credit, Course Test  
(Under Article 8 (7) of the Code of Study and Examination of Charles University)

1. The requirements for obtaining a colloquium, course credit, graded course credit, and the course test are stipulated, for the respective subjects, in the Student Information System. Two resits are allowed.
2. If a curriculum prescribes as assessment both a course credit and an examination, the course credit must be obtained before an examination can be taken in a given subject. If an assessment prescribes the assignment of a thesis, the assignment becomes effective on the date of entry and definitive assignment of the thesis in the Student Information System.

Article 9  
Taking Parts of State Final Examinations  
(Under Article 9 (5) and (9) of the Code of Study and Examination of Charles University)

The number of credits to be earned for taking parts of state final examinations is stipulated as follows:

- a) in the bachelor's programme of study Management of Physical Education and Sport, before taking the first part of the state final examination in Economics, it is necessary to have completed the compulsory subjects in the first two units of study, as well as the subject Global Economics, and to have earned 110 credits. For the other parts of the state final examination it is necessary to have earned 180 credits, to have completed all compulsory subjects, and to have earned the prescribed minimum number of credits in elective subjects;
- b) in the bachelor's programme of study Physical Education and Sport Oriented at Education, the number of credits necessary for taking the first part of the state final examination is prescribed by the relevant internal regulation of the partner faculty. For the other parts of the state final examination it is necessary to have earned 180 credits, to have completed all compulsory subjects, and to have earned the prescribed minimum number of credits in elective subjects;
- c) in the other bachelor's programmes of study, to be able to take the first part of the state final examination it is necessary to have earned 180 credits, to have completed all compulsory subjects, and to have earned the prescribed minimum number of credits in elective subjects;
- d) in the post-bachelor programme of study Secondary School Teacher Education –

Physical Education, the number of credits necessary for taking the first part of the state final examination is prescribed by the relevant internal regulation of the partner faculty. For the other parts of the state final examination it is necessary to have earned 120 credits, and to have completed all compulsory subjects, and to have earned the prescribed minimum number of credits in elective subjects;

- e) in the other post-bachelor programmes of study, to be able to take the first part of the state final examination it is necessary to have earned 120 credits, to have completed all compulsory subjects, and to have earned the prescribed minimum number of credits in elective subjects;
- f) in the bachelor's and post-bachelor programmes of study Specializations in Health Service, to be able to take the next part of the state final examination it is necessary to have successfully defended one's thesis;
- g) in the bachelor's and post-bachelor programmes of study Physical Education and Sport, to be able to take the next part of the state final examination it is necessary to have successfully defended one's thesis.

## ***Part II***

### **Details on the Organisation of Study in Bachelor's and Master's Programmes of Study**

#### Article 10

(Under Article 3 (3) of the Code of Study and Examination of Charles University)

The details on the organisation of study in a bachelor's and post-bachelor programme of study are provided in a Dean's measure.

## ***Part III***

### **Details on the Organisation of Study in Doctoral Programmes of Study**

#### Article 11

#### Subject Area Board

1. Doctoral study is offered in accredited programmes of study. The content and rules of study are ensured by the Subject Area Board ("SAB"). The SAB guarantees the quality and development of doctoral education in a particular accredited programme of study. A department or a laboratory at the Faculty is designated as the doctoral student training unit, and the units at the Czech Academy of Sciences ("CAS") and other universities and parts thereof are designated as cooperating units.
2. The SAB is presided over by the chair who is the guarantor of a particular programme of study.
3. Study in a doctoral programme is monitored and evaluated by the SABs set up under section 47 (6) of the Higher Education Act and Article 23 (5) and (6) of the Constitution of Charles University.
4. The SAB carries out, in particular, the following activities:
  - a) it recommends launching an admissions procedure for a specific programme;

- b) it recommends the chairs and members of admission boards;
  - c) it nominates supervisors and advisors for doctoral students;
  - d) it nominates the chairs and members of the boards for state doctoral examinations and defence of dissertations;
  - e) it considers and approves individual curricula for doctoral students;
  - f) it assesses the course of the study, and proposes adjustments to the amount of the doctoral bursary, and makes proposals for the termination of study;
  - g) it approves any changes to individual curricula.
5. The research unit of the Faculty carries out administrative tasks related to doctoral study.

## Article 12 Supervisors

1. The Dean appoints and dismisses, on the proposal of the SAB, the supervisor and advisors for a particular student, in accordance with Article 10 (6) of the Code of Study and Examination of Charles University.
2. In assessing a nominated supervisor, the SAB and the Dean take into account the following criteria:
  - a) the supervisor's research specialisation is consistent with the topic of the dissertation (the supervisor has demonstrated unquestionable achievements in the particular research area via outputs in WOS, Scopus, ERIHplus, scientific monographs, and awarded research grants);
  - b) the nominated supervisor has demonstrated, over the last five years, research activity with respect to the relevant topic of the dissertation through relevant publications (WOS, Scopus, ERIHplus, scientific monographs);
  - c) one supervisor may not supervise more than ten dissertations in doctoral programmes.

## Article 13 Individual Curriculum

1. A doctoral student draws up, under the supervisor's supervision, the content and timetable of the study in the form of an individual curriculum ("IC").
2. An individual curriculum includes the following elements:
  - a) a list of all study requirements in accordance with the accreditation of the relevant programme of study, as well as the dates for fulfilling the requirements;
  - b) assessments of the subject and the requirements;
  - c) the dissertation project;
  - d) the mandatory publication activities (e.g., in journals, conference proceedings); a student is required to publish papers in accordance with the criteria of the competent SAB; in the case of full-time study, the envisaged long-term (three months in total) internship abroad.
3. An individual curriculum for first-year students must be entered in the Student Information System after it has been considered at the competent Faculty unit, approved by the SAB, and the Ethics Commission has given its opinion thereon.
4. In addition to the subjects offered by the competent SAB, an individual curriculum may include subjects offered outside the Faculty and abroad.
5. Doctoral students must complete the subjects in accordance with the competent SAB's criteria.

6. Any changes to the curriculum are subject to the SAB's approval, upon a student's application in writing and as recommended by the supervisor.
7. A student may continue in his studies provided that he has submitted, in collaboration with the supervisor and on the prescribed form, an evaluation of the fulfilment of the individual curriculum.
8. The evaluation takes place twice a year, in March and in September. The annual evaluation in September must be accompanied by a report written by the student, presenting in particular a list of published papers and papers accepted for publication, participation in conferences, internships abroad, completion of selected subjects, and any progress with the dissertation.
9. If the evaluation identifies "failure to fulfil certain parts of the individual curriculum without reasonable justification", the SAB will determine the manner in which the doctoral student will fulfil the unfulfilled requirements, usually providing a three-month time limit, or it can propose a reduction in the bursary amount in accordance with the Scholarship and Bursary Rules of the University. If the requirements remain unfulfilled after the stipulated time limit, the procedure under section 56 (1) (b) of the Higher Education Act will be followed.

#### Article 14

##### State Doctoral Examination and Defence of the Dissertation

1. A student submits an application for the state doctoral examination ("SDE") to the competent Vice-Dean after a check of the prescribed study requirements against the competent SAB's criteria.
2. The SDE is oral and must be taken in the languages in which the doctoral programmes have been accredited.
3. A regular examination date and a resit date for the SDE are determined by the Dean. Each date, together with the exact times, is published at least two weeks in advance on the publicly accessible part of the Faculty website; the two-week period during which the examinations are to take place is published on the publicly accessible part of the Faculty website at least three months in advance. Upon agreement with the student it is possible to determine the SDE date individually.
4. A student may submit an application for the defence of the dissertation provided that he passed the SDE and submitted a list of published papers in accordance with the competent SAB's criteria.
5. After passing the SDE, but no later than six months before the end of the maximum length of study, the student submits an application for the defence of the dissertation, including all required appendices and the dissertation, to the research unit. At the same time, the student submits, for the purposes of the defence, a summary containing the propositions of the dissertation, as well as other materials prescribed by the applicable legislation.
6. The dissertation is sent to the reviewers without delay, together with a notification on their appointment. The reviewers are asked to draw up their reports within two months of receiving the dissertation, or to state without delay that they will not draw up any report. If a reviewer refuses or fails to deliver his report, the board will appoint a new reviewer.

7. After drawing up the reports, the date for the defence is determined, usually within six weeks of receiving the last report. At least four weeks before the defence, the reviewers' reports and the summary are sent to the student and the members of the board for the defence. At the same time, the summary, date, and place of the defence are published on the publicly accessible part of the Faculty website. The defence of the dissertation is public and it is held in a language in which the doctoral programme has been accredited.
8. Immediately after the closed meeting of the board, the chair announces publicly the result of the defence.
9. If the defence was unsuccessful, it can be repeated only once and no sooner than after six months.
10. If the student is asked to re-write the dissertation, and to submit it to a new review procedure, the dissertation must be uploaded as a new one in the Student Information System. If the defence was successful, but it was recommended to correct the text (e.g., grammatical mistakes), it will be recommended to carry out the corrections only, without holding a review procedure, and such changes must be uploaded in the Student Information System in the form of *errata*.

## **Part IV Common Provisions**

### Article 15 Dealing with Students' Submissions Regarding the Rules of Study

1. The competent Vice-Dean deals with students' submissions regarding the rules of study.
2. The Dean carries out reviews.

### Article 16 Transitional Provisions

1. Proceedings started under the previous "Rules of Study" will be completed under these Rules.
2. The rights and duties of students who began their study before these Rules became effective are governed by these Rules.
3. Wherever these Rules refer to a programme of study, this includes a field of study, for so long as the accreditations are valid for the programmes of study divided into fields of study.

### Article 17 Repeal and Final Provisions

1. The Rules of Study at the Faculty of Physical Education and Sport of Charles University of 23 October 2015 are hereby repealed.
2. These Rules were approved by the Academic Senate of the Faculty of Physical Education and Sport of Charles University on 16 June 2017.
3. These Rules come into force on the date of approval by the Academic Senate of Charles University on 23 June 2017.
4. These Rules become effective on 1 October 2017.

Doc. MUDr. Jan Heller, CSc.  
President of the Academic Senate of the Faculty

Doc. MUDr. Eva Kohlíková, CSc.  
Dean of the Faculty

PhDr. Tomáš Nigrin, Ph.D.  
President of the Academic Senate of Charles University

### Appendix 1 – List of Specializations

<b>Bachelor's Programme of Study</b>	<b>Specializations</b>
Physical Education and Sport, full time	Health promotion activities
	Outdoor activities
	Public Protection
	Sports coaching
Physical Education and Sport, combined	Health promotion activities
	Outdoor activities
	Public Protection
	Sports coaching
Physical Education and Sport Oriented at Education	Health promoting activities
	Outdoor activities
	Public Protection
	Sports coaching
<b>Post-bachelor Programme of Study</b>	<b>Specializations</b>
Physical Education and Sport, full time	Health promotion activities
	Outdoor activities
	Public Protection
	Sports coaching specialisation
Physical Education and Sport, combined	Health promotion activities
	Outdoor activities
	Public Protection
	Sports coaching
Secondary School Teacher Education - Physical Education	Health promotion activities
	Outdoor activities
	Public Protection
	Sports coaching