

## **RULES OF STUDY AND EXAMINATION**

### **Art. I. Introductory Provisions**

These Rules for Study and Examination of Archip s.r.o. (hereinafter only as "ARCHIP") are an internal regulation of ARCHIP, issued under the terms and conditions of and in accordance with the Act No. 111/1998 Coll., on higher education and on the amendment of some other laws (Higher Education Act), as amended, and Article 9(5) of the Statutes of ARCHIP.

### **Art. II. Study Programme and Study Plans**

1. ARCHIP offers an accredited bachelor's degree programme "Architecture" and a master's degree programme "Architecture and Urbanism", only in full-time study form, and lifelong learning programs. The bachelor's and master's study programs are not further divided into study majors.
2. Study plans outline the scope and curriculum of the study in the Study Programme of ARCHIP, in accordance with the accreditation with the Ministry of Education, Youth and Sports of the Czech Republic (hereinafter only as the "Ministry").
3. Study plans set out the character of courses, form of instruction, method of completion of the course, method of study outcome testing and the binding time schedule of study. All courses are mandatory.
4. Study courses take the form of:
  - a) studio work,
  - b) lectures,
  - c) seminars.
5. Every student accepted for the bachelor or master's programme enrolls for mandatory courses of the given Study Plan.
6. The student selects courses from a group of courses in order to comply with the rules and requirements set forth in the Study Plans of his/her Study Programme for the given period of study and in accordance with these Rules for Study and Examination.
7. For reasons of timing and content consistency, the order of courses may be prescribed in a set order.

**Art. III.  
Organisation and Time Requirements of Academic Study**

1. Applicants for bachelor or master's degree study of Architecture at ARCHIP are admitted for study based on an admission procedure, whose terms and conditions, process and results are provided for in Articles 5-7 of the Statutes of ARCHIP.
2. The academic year fundamental unit of study in the accredited Study Programme. The start of each academic year is promulgated by the Rector (typically through the study department), who also sets out the year's schedule and lecture plan, in particular the start and finish of the instruction, dates of the examination period and the dates of holidays, including public holidays.
3. Every academic year is divided into a winter and a summer semester, the examination period of the winter semester, examination period of the summer semester and holidays.
4. Every year, ARCHIP publishes a Study Plan for the current academic year, which also specifies the schedule of the academic year, study examination, the application of the relevant terms and conditions, and other matters relevant for the study.

**Art. IV.  
Instruction and its Organisation**

1. Studio work, lectures, seminars, consultations, excursions, specialised courses and other forms of professional work experience are all forms of basic instruction. Each such form is provided for in the Study Plan which specifies the number and schedule of lessons for all study groups for the year in question.
2. Lectures are delivered by professors and associate professors in the given field of the profession; assistant lecturers and renowned experts from science and practice may also lecture subject to the Rector's permission. Attendance at all forms of organised instruction is mandatory for each student, in the scope as specified by the Rector (or, Vice-Rector acting in the absence of the Rector), based on a recommendation from the teaching faculty member.

**Art. V.  
Credit-based System of Study Evaluation**

1. ARCHIP credit system is compatible with the European Credit Transfer System (ECTS) which allows for the mobility of students between Study Programmes in the European Union. The credit system is also compliant with the system of classification and other ECTS-recommended standards.
2. In order to quantify progress in study, a single credit-based system for evaluation of achievement in every programme is used; credit limits are set out in the Study Plan. A certain number of credit points is assigned to every course and the student who successfully finishes the course claims the

relevant number of credits. The number of credits for an academic year is 60 credits (30 credits per term), which represents a standard workload of a student in full-time study and corresponds with the recommended Study Plan.

3. The minimum number of credits collected, which is controlled at the start of each academic year and is necessary for continuation of study, is 30 credits.

4. In order to duly conclude the study in accordance with the Study Plan and the Rules of Study and Examination, a student must complete all courses prescribed in the Study Plan and collect 180 credits (including credits for the bachelor project), and pass the final state examination; if he/she fails, the student only has a right only to a certificate of attendance of study at ARCHIP pursuant to Section 57(5) of the Higher Education Act.

5. A student must finish his/her bachelor study no later than within five years and his/her master's study within four years from the start of the study. The standard length of the accredited bachelor degree programme is three years, or six semesters, and of the accredited master's degree programme is two years, or four semesters.

## **Art. VI. Testing of Study Results**

1. The Study Plan sets out a way for the testing of a student's study results in individual courses, as a requirement for their successful completion. The teacher's assessment of the student is noted in ARCHIP Information System and in the student's records with ARCHIP. The records of study results kept in the student's records take precedence in the event of a conflict of facts recorded in the system and in the records.

2. The number of credits collected is the basic method of controlling the outcomes of the study. Credits may be awarded for active attendance of lessons, success in written or oral tests, satisfactory completion of term projects and other assignments within deadlines set by the teaching faculty member.

3. The Study Plan prescribes methods of testing the results of study. They may be oral, written, practical and combined. The test dates are set forth in the study schedule for the academic year. Prior to the end of the instruction period in the semester, the teaching faculty members are obliged to publish dates of the examinations, unless this has already been done by the Rector in the list published for the academic year in question.

4. The conditions which must be met by the student for a successful completion of a course will be communicated by the lecturer or the teaching faculty members to the assembled students at the beginning of the semester, regardless of the fact that the same information is already or will be published at the official notice board of ARCHIP or is or it will be communicated using the ARCHIP Information System.

5. Degrees of classification attest to the achievement of students. Students are principally divided

into a group of achieving students, who collect credits at least in the scope of the required minimum, and other students who failed to successfully complete a course as they did not collect the minimum required number of credits. These two groups of students are classified separately.

6. Successful students are classified on a scale of A–E, representing a percentage of the successful students, as follows:

- A – EXCELLENT – excellent performance, with small mistakes permitted
- B – VERY GOOD – above-average performance, with mistakes
- C – GOOD – average performance, with a number of discernible mistakes
- D – SATISFACTORY – satisfactory performance, though lacking in many aspects
- E – PASSABLE – performance just above the minimum required level

7. Failed students are classified as follows:

- FX – FAILED – more effort is required for a credit award
- F – FAILED – a lot more effort is required for a credit award

8. The results of the study test will be immediately communicated by the teaching faculty member to the study department for entering in the student's records and the ARCHIP Information System.

9. A student has a right to re-sit an examination twice. The dates are determined by the examining faculty member. If the student fails to pass at the second attempt, he/she is classified as Failed and must enrol for the same course again. Only one repeated enrolment is permitted per course. If the student fails to collect the minimum required number of credits again, he/she may to ask the Rector for his third repeated attempt – the so-called Rector's exam date. If the Rector grants his concession, he/she appoints a committee composed of faculty members teaching the given course. If the Rector decides not to grant the concession, or if the student fails to pass at the examination date set by the Rector, the student's study is terminated on the grounds of failing to meet the requirements of the Study Programme in accordance with Section 56(1b) of The Higher Education Act.

10. If a student fails to attend an examination without a prior excuse, he/she is classified as "Failed". If a student fails to attend an examination without excusing himself or herself and being able to prove that he had been long term sick or had other serious reasons worthy of special consideration, he/she is classified as "Failed".

11. The mark given for the term project is final and cannot be appealed.

12. The Rector sets the fee for sitting an examination on a Rector's date before a committee; the fee reflects the actual cost of re-sitting the examination, and is payable by the student in advance. If the student fails to pay the fee, he/she will not be permitted to sit the examination.

13. The final state examination is a means of testing, before a committee, the student and his/her professional capability in the subject of Architecture, in which the standard rules of higher education pedagogy are observed. The final state examination contains a defence of a bachelor or master's thesis/project. A failed final state examination may be re-sat only once, subject to a written application by the student, on a date and for a fee specified by the Rector.

**Art. VII.****Course Recognition and Classification for Graduates and Students**

1. Courses which the student can prove he/she successfully completed at another university must be recognised by the Rector, or the Vice-rector, as the case may be, if the conditions laid down in the law or in an international treaty have been met. In the absence of a legal base, the Rector may - both for the admission procedure and during a study already commenced – subject the student to a comparative examination. ARCHIP may recognize a student's due completion of a course even without a comparative examination. The credits collected for recognized courses are accounted for in the total number of credits collected by the student during his/her whole study at ARCHIP. The credits collected for the recognised courses are not accounted for in the total number of credits collected in the given academic year.
2. Students who have completed lifelong learning courses at ARCHIP may have their courses recognized if they correspond to the content and scope to an accredited study programme at ARCHIP, unless the Rector orders a comparative examination.
3. An application for recognition of examinations is lodged with the Vice-rector by way of the study department. The application must, in accordance with Section 57(1b) or (1d) of the Higher Education Act, be accompanied with a timesheet of study or a proof of examinations passed, or by a supplement to a diploma, if applicable. The Rector will decide on the recognition or non-recognition of an examination, including any potential requirement to sit a comparative examination, within 15 days from the date of submission of the application.

**Art. VIII.****Interruption of Study**

1. A student may request a permission from the Rector to interrupt the study only once, with the exception of cases which fall under point (4) of this Article. The application is lodged in writing by way of the study department of ARCHIP. First year students may be granted this permission only in extraordinary circumstances – if material and substantiated reasons exist on their part.
2. Study can be interrupted for a maximum of one year or, in exceptional cases which must be sanctioned by the Rector, for a longer period.
3. During the interruption period, the person is not a student of ARCHIP, with all the implications for statutory health and social contributions. The person is obliged to enrol for study within 15 days from the expiration of the period for which the study was interrupted. If he/she fails to enrol for study, the study is terminated without further notice.
4. A student has the right to interrupt his/her study in connection with pregnancy, childbirth or parenthood for the entire period of recognized parenthood. The right to interrupt study also arises in connection with taking the child into care according to the provisions of Section 54 (2) of the Higher Education Act.

5. Proceedings for the interruption of study may also be initiated by an official authority.

## **Art. IX. Termination of Study**

1. The study of the accredited Study Programme is duly terminated upon the successful completion of all the requirements of the Study Programme. The day of due termination of study is understood to be the day when the student successfully passed the last part of the final state examination. The diploma and a supplement to the diploma represent a proof of a successful completion of study and confer the right to the academic title of bachelor ("Bc.") or "inženýr architekt" ("Ing.arch.", to be shown before the name), as the case may be.

2. Study is also terminated in the following instances:

- a) a student leaving the study;
- b) a student failing to meet the requirements of the Study Programme according to the Rules for Study and Examination of ARCHIP;
- c) exclusion from study according to Section 65(1c) or Section 67 of the Higher Education Act;
- d) exclusion from study according to Sections 47(e), 47(f) or 47(g) of the Higher Education Act;
- e) if a student fails to meet the duties undertaken in the Agreement on the Conditions of Study with ARCHIP, in particular if the student fails to pay the tuition fees or if a student who, is a foreign national fails, to furnish a residence permit;
- f) in the eventuality that the accreditation of the ARCHIP Study Programme is retracted;
- g) in the eventuality of a legal cessation of the ARCHIP Study Programme accreditation.
- h) termination of authorization to carry out a study programme pursuant to Section 86 (3) and (4) of the Higher Education Act.

3. A student has the right to leave the study without giving a reason. He/she must however give a notice of leaving the study in writing to the study department.

5. ARCHIP will issue to a student who has completed the course of study for the reasons set out in paragraph 2, at his/her request, a certificate of examinations past, indicating the actual duration of the studies and that the study has not been terminated properly.

## **Art. X. Final State Examination and Bachelor/Master's Project**

1. Study is completed with a final state examination (hereinafter only as "FSE"), which also comprises the defence of the diploma (bachelor/master's) project (thesis). The verbal part of the FSE and the defence of the bachelor/master's project as a rule take place on the same date before the same committee (see point 3).

2. The dates for submission and the form in which the bachelor/master's projects are to be submitted, as well as the conditions for withdrawal of a bachelor/master's project, and the registration for the FSE, are announced by the Rector as part of the schedule for the given academic

year. Only a student who collected the required number of credits, including the credits for the elaboration and defence of the bachelor/master's project, may sit the FSE, on the condition that he/she had met, as at the date of the defence or the FSE, all its obligations under the Agreement on the Conditions of Study.

3. The defence of the bachelor/master's project and the FSE is before the FSE committee (hereinafter only as the "Committee"). Only professors, associate professors and experts approved by the ARCHIP Academic Board can examine at the FSE. The Rector appoints the members and the Chairperson of the Committee. The Ministry may also appoint experts. The FSE and the work of the Committee are managed the Committee Chairperson or – in his/her absence – by a designated Committee member.

4. The SFE Committee votes on the result of the FSE, by vote, with a majority of votes required, or by way of ruling "Passed" or "Failed". The Committee ruling adopted by the majority is promulgated verbally by the Committee Chairperson in the presence of the student. The Committee Chairperson then files the protocol of the process and result of the FSE with the study department of ARCHIP. The study department arranges for the delivery of the written decision of the Committee to the email address of the student which is kept on record, together with other instructions, e.g. concerning the administrative formalities required for the completion of study, or filing an application for a re-sit of the FSE.

## **Art. XI.**

### **Decisions Concerning Students' Rights and Obligations**

1. Decisions concerning the rights and obligations of students in the matters referred to in Section 68 (1) (a) through to (e) and (g) through to (i) of the Higher Education Act are covered by Articles 68, 69 and 69(a) of the Higher Education Act.

2. A student may appeal to the Rector against a decision in the cases referred to in Section 68 (1) (a) through to (e) and g) through to (i) of the Higher Education Act within 30 days from the date of receipt of the decision.

3. The decision to grant a Rector's examination date, the recognition of examinations and the passing of differential examinations which are in favour of the student's application and decisions to award a scholarship will be delivered through the school electronic information system; the day of delivery and notification of the decision is considered the first day after the decision is made available to the student in the electronic information system.

**Art. XII.  
Final Provisions**

1. According to Section 41(2) of The Higher Education Act, these Rules come into effect on the day of the registration with the Ministry.

Approved by the Academic Board of ARCHIP on 19 June 2017

For the Academic Board: Regina Loukotová

*Regina Loukotová*