

**CHARLES UNIVERSITY  
CATHOLIC THEOLOGICAL FACULTY**

**Rules of Study at the Catholic Theological Faculty 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, the Academic Senate of the Catholic Theological Faculty of Charles University has adopted the following Rules of Study at the Catholic Theological Faculty of Charles University as an internal regulation of the faculty.*

**Article 1**

**Introductory Provisions**

1. Bachelor's, master's, and doctoral programmes of study are offered in accordance with the rules set out in Act No. 111/1998 Sb., to regulate higher education institutions and to change and amend other laws (the Higher Education Act), as amended, (the "Higher Education Act"), and in the internal regulations of Charles University, in particular the Code of Study and Examination of Charles University (the "Code of Study and Examination of the University").
2. These Rules of Study at the Catholic Theological Faculty (the "Faculty") set out the requirements for the programme of study offered at the Faculty and the details of the study rules in the bachelor's, master's, and doctoral programmes of study.\*

**Part One**

**Requirements for the Bachelor's and Master's Programmes of Study**

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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.

## Article 2

### Units of Study

(Under Article 4 (6) of the Code of Study and Examination of the University)

A unit of study corresponds to a year of study.

## Article 3

### Specialisations in the Programme of Study

(Under Article 5 (4) of the Code of Study and Examination of the University)

The specialisations “History of Art” and “History of Literature” are offered in the bachelor’s and post-bachelor programme of study “History of European Culture”. Students are required to choose a specialisation by the end of their first unit of study. Choosing a specialisation is necessary for the smooth pursuit of one’s studies.

## Article 4

### Course of Study

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

1. In a bachelor’s programme of study, the minimum number of credits required for registration for the next unit of full-time study is as follows:
  - a) 40 credits for registration for the second unit of study;
  - b) 90 credits for registration for the third unit of study;
  - c) 140 credits for registration for the fourth unit of study;
  - d) 160 credits for registration for the fifth unit of study;
  - e) 180 credits for registration for the sixth unit of study.
2. In a post-bachelor programme of study, the minimum number of credits required for registration for the next unit of full-time or combined study is as follows:
  - a) 40 credits for registration for the second unit of study;
  - b) 80 credits for registration for the third unit of study;
  - c) 120 credits for registration for the fourth unit of study;
  - d) 120 credits for registration for the fifth unit of study.
3. In a long-cycle (master’s) programme of study, the minimum number of credits required for registration for the next unit of full-time study is as follows:
  - a) 40 credits for registration for the second unit of study;
  - b) 90 credits for registration for the third unit of study;

- c) 140 credits for registration for the fourth unit of study;
  - d) 200 credits for registration for the fifth unit of study;
  - e) 240 credits for registration for the sixth unit of study;
  - f) 300 credits for registration for the seventh unit of study;
  - g) 300 credits for registration for the eighth unit of study;
  - h) 300 credits for registration for the ninth unit of study;
  - i) 300 credits for registration for the tenth unit of study.
4. In a bachelor's programme of study, the minimum number of credits required for registration for the next unit of combined study is as follows:
    - a) 40 credits for registration for the second unit of study;
    - b) 80 credits for registration for the third unit of study;
    - c) 120 credits for registration for the fourth unit of study;
    - d) 160 credits for registration for the fifth unit of study;
    - e) 180 credits for registration for the sixth unit of study;
    - f) 180 credits for registration for the seventh unit of study.
  5. If a student failed to earn the normal number of credits, but earned the minimum number of credits, he may register repeatedly for the next unit of study.

#### Article 5

##### Registration for a Subject

(Under Article 7 (2) and (9) of the Code of Study and Examination of the University)

1. The registration period for individual subjects is stipulated in a Dean's measure that sets out the academic calendar.
2. The Dean's measure under paragraph 1 stipulates the time limit within which the registration for a subject may be cancelled by the Faculty where some obstacles have arisen for the Faculty, or upon the student's application, and within which the student may register for another subject.
3. A student may re-register only once for a subject which has been designated as compulsory in the curriculum. A student may not re-register for a subject which has been designated as elective or optional in the curriculum, unless otherwise provided in the course description given in the Student Information System.

## Article 6

### Assessment of Study

(Under Article 8 (3), (7), (14), (16), and (17) of the Code of Study and Examination of the University)

1. With respect to a subject registered for in a given unit of study, the assessment of study can be undertaken no later than ten working days before the end of the academic year in which the student studied in a given unit of study.
2. A student may take an examination in a registered subject no more than three times, i.e., he may take two resits; no special resit date is allowed. The number of examination dates offered must be proportionate to the number of students and may not be fewer than three; at least two examination dates in the examination period must be published before the beginning of this examination period. Other examination dates can only be published at least one week in advance. If only three examination dates have been offered in the examination period, and the third examination date is full in terms of capacity, the capacity must be increased or another date must be offered, unless this is prevented by the academic calendar. If a student fails to attend an examination for which he had registered, without prior excuse, no grade will be given and the examination date lapses. A subsequent excuse can be allowed only for serious reasons. The examiner or the chair of the board of examiners decides whether the excuse is legitimate.
3. Paragraph 2 applies equally to the assessment of study in the form of a colloquium, course credit, graded course credit, and a course test.
4. The assessment of study for a subject may be recognised as fulfilled (equivalent credit) under Article 8 (16) of the Code of Study and Examination of the University if an application is filed within seven years of the fulfilment of an equivalent requirement.
5. If the Dean decides that the assessment of study for a subject should be recognised as fulfilled, he assigns a corresponding number of credits so that the student earns the credits only after fulfilling the prerequisites and corequisites prescribed for the registration and completion of this subject in the curriculum of the programme of study in which the student is enrolled.<sup>1</sup>

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<sup>1</sup> Article 7 (5) (a) of the Code of Study and Examination of the University.

Article 7  
State Final Examinations  
(Under Article 9 (5), (9), and (13) of the Code of Study and Examination of the  
University)

1. Individual parts of the state final examination (the “state examination”) may be taken separately.
2. The order in which the parts of the state examination may be taken is not prescribed. A student may take the first part of the state examination only after the topic of his thesis has been registered and approved.
3. A student graduates with distinction if he fulfils the requirements under Article 9 (13) of the Code of Study and Examination of the University; in addition, the student must successfully complete the studies without exceeding the standard length of study by more than one year.

**Part Two**  
**Rules of Study in Bachelor’s and Master’s Programmes of Study**

Article 8  
A Dean’s Measure on the Rules of Study  
(Under Article 19 (3) of the Code of Study and Examination of the University)

A Dean’s measure may set out further details on the rules of study in bachelor’s and master’s programmes of study which are not stipulated in the Code of Study and Examination of the University, are not set out in Part One of this internal regulation of the Faculty, and which do not prescribe obligations in the field of study for students.

**Part Three**  
**Rules of Study in a Doctoral Programme of Study**

Article 9  
Defence of the Dissertation  
(Under Article 11 (10) of the Code of Study and Examination of the University)

The board for the defence of the dissertation appoints two reviewers who will prepare reviewers’ reports on the dissertation submitted. If the interdisciplinary character of the dissertation so requires or if the reports of the first two reviewers fundamentally differ, the board will appoint a third reviewer. The reviewer appointment procedure is managed by the chair of the board and may be carried out electronically.

## Article 10

### Dean's Measure on the Rules of Study in a Doctoral Programme of Study

A Dean's measure may set out further details on the rules of study in a doctoral programme of study which are not stipulated in the Code of Study and Examination of the University and which do not prescribe obligations in the field of study for students.

## Part Four

### Common, Transitional, and Final Provisions

## Article 11

### Dealing with Students' Submissions Regarding the Study Rules

(Under Article 17 (3) of the Code of Study and Examination of the University)

1. In the bachelor's and master's programmes of study, the Vice-Dean for Studies is competent to process the students' submissions regarding the study rules. The processing of submissions is reviewed by the Dean.
2. In the doctoral programme of study, the chair of the competent subject area board has the competence to process students' submissions regarding the study rules. The processing of submissions is reviewed by the Dean.

## Article 12

### Transitional Provisions

The provisions of these Rules on implementing programmes of study apply with the necessary modifications to implementing fields of study within the framework of the programmes of study accredited under the Higher Education Act in the wording effective before 1 September 2016.

## Article 13

### Final Provisions

1. The Rules of Study at the Catholic Theological Faculty of Charles University in Prague of 30 April 2014 are hereby repealed.
2. The Rules for Lifelong Learning at the Catholic Theological Faculty of Charles University in Prague of 23 June 2010 are hereby repealed.

3. These rules were approved by the Academic Senate of the Faculty on 31 May 2017 and they come into force on the date of approval by the Academic Senate of the University.
4. These rules become effective on the first day of the 2017/2018 academic year.

David Vopřada, Dr.  
President of the Academic Senate of the  
Faculty

ThLic. Prokop Brož, Th.D.  
Dean of the Faculty

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

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This internal regulation was approved by the Academic Senate of Charles University on 23 June 2017.