

CHARLES UNIVERSITY

THE FACULTY OF SOCIAL SCIENCES

**RULES FOR ORGANISATION OF STUDIES  
AT THE FACULTY OF SOCIAL SCIENCES OF CHARLES UNIVERSITY**

*The Academic Senate of the Faculty of Social Sciences in accordance with § 27 Para 1 Letter b) and § 33 Para 2 Letter f) of the law no.111/1998 Coll., on universities and in amendment and supplementation of other laws (hereinafter referred to as law on universities), as amended, and in accordance with Articles 16 and 19 of the Statutes of the Faculty of Social Sciences (hereinafter referred to as statutes) has adopted the Rules for organization of studies at the Faculty of Social Sciences as its internal regulations:*

Article 1

Introductory Provisions

In accordance with Article 19 Paras 2 and 3 and corresponding statutes of Study and Examination Regulations of the Faculty of Social Sciences (hereinafter referred to as regulations and university), the Rules for Organization of Studies at the Faculty of Social Sciences of Charles University (hereinafter referred to as rules) stipulate all the requirements for individual study programmes offered at the Faculty of Social Sciences (hereinafter referred to as the faculty) and govern all the details pertaining to the organization of study at the faculty.

**Part 1**

**Requirements for Bachelor's and Master's Study Programmes in Accordance with  
the Regulations**

Article 2

Segments of Study Programmes

(Pertaining to Article 4 Para 6 of the Regulations)

Segments of study in all study programmes offered at the faculty are composed of individual years.

Article 3

Specialisations within study programmes

(Pertaining to Article 5 Para 5 of the Regulations)

For study programmes with a specialisation, the applicant is obliged to choose a specialisation within the admission procedure in the application for study or when enrolling in the study in accordance with the conditions of the admission procedure.

#### Article 4

##### Minimum Required Amount of Credits

(Pertaining to Article 5 Para 11 of the Regulations)

1. Minimum amount of credits required for registration for a further segment of study in individual study programmes:
  1. Bachelor's study programmes:
    - i. 45 credits to register for the second segment of studies
    - ii. 90 credits to register for the third segment of studies
    - iii. 135 credits to register for the fourth segment of studies
    - iv. 170 credits to register for the fifth segment of studies
    - v. 170 credits to register for the sixth segment of studies
  2. Master's study programmes:
    - i. 45 credits to register for the second segment of studies
    - ii. 90 credits to register for the third segment of studies
    - iii. 110 credits to register for the fourth segment of studies
    - iv. 110 credits to register for the fifth segment of studies

#### Article 5

##### Registration for a Subject

(Pertaining to Article 7 Paras 2 and 9 of the Regulations)

1. Registration for a subject which is according to the study plan of a given study programme stipulated as compulsory or elective can only be repeated once. A corresponding study plan of a study programme categorises the courses as compulsory, elective or optional; the study plan is every year posted on the website of the faculty (Karolinka FSV UK).
2. Repeated registration for a subject offered at the faculty as optional in a given study programme is not permitted.
3. In case the student does not undertake the registration for subjects for justifiable reasons (especially medical reasons), they can address the Dean with the request to submit official registration for subjects. Such a request must be submitted by the end of the 6<sup>th</sup> week of the classes in the corresponding semester at the latest. Likewise, justifiable reasons (especially medical reasons) allow students to address the Dean with the request to cancel the registration for subjects. Such a request must be submitted by the 6<sup>th</sup> week of the examination period of a corresponding semester at the latest. To grant such a request of cancellation, the approval of the guarantor of the subject is necessary as well as the fact that the

student has not started to fulfil the obligations set for the evaluation of the credit, graded credit, or examination (with the exception of attendance) of the relevant subject, which the teacher of the subject must confirm in the application. In both cases, medical reasons must be documented by a certificate from the respective doctor.

4. For subjects taught in blocks, i.e. those that are offered during the semester and the teaching of which does not take place during the whole semester (hereinafter referred to as subjects taught in blocks), it is possible to submit an application for additional enrolment and application for cancellation of enrolment – if not possible to apply according to para 3 - by the end of the second day of teaching the subject. If it is a one-day subject, the deadline in accordance with the previous sentence is by the end of the first day of teaching.

## Article 6

### Assessment of Study

(Pertaining to Article 8 of the Regulations)

1. For subjects taught at the faculty, the credit is always a separate control of the study of the subject.
2. There are no re-take dates for credits and marked credits, except in the case when the credit or a marked credit includes a test. In such a case, the student is entitled to one re-take date for the failed test. The student can take the exam from the enrolled subject no more than three times, i.e. they have the right to two re-take dates.
3. Dates (date, time and capacity) in the number according to para 2 and capacity according to Article 8 para 12 of the Regulations for completion of subjects in the respective semester will be posted by the examiner in the Study Information System of the University (hereinafter referred to as SIS UK) at least one week before the end of classes according to the current calendar of the academic year (hereinafter referred to as the academic calendar).
4. The number of dates posted according to para 3 must not be less than three and at least two dates must fall within the examination period (Article 8 para 14 of the Regulations), the number of dates for the assessment of study must correspond to the type of assessment of study, form of verifying the knowledge and skills and the number of students who have enrolled in the course.
5. In the event that the conditions under paras 2 and 4 are not met, the student may contact the guarantor of the relevant study programme, who will immediately remedy the situation. In the event that the guarantor of the programme does not arrange a remedy, the student has the right to contact the director of the institute and subsequently the Dean.
6. Regular dates for completion of subjects are included in the examination period according to the academic calendar, one to two dates may be included in the last week of classes and the week intended for substitute teaching and pre-terms of examinations, set in the academic calendar. The assessment of the study of the

- subject in the last week of classes includes the material of all teaching weeks of the semester. The student is not obliged to use the examination dates offered for the last week of classes and in the week intended for substitute teaching and pre-terms of examinations according to the first sentence and must be offered a sufficient number of dates in the examination period in the sense of para 4.
7. Re-take dates are offered in the examination period.
  8. For subjects taught in blocks, it is possible to post regular and re-take dates during the semester. Paras 2 and 3 apply to the subjects taught on blocks similarly. If the assessment of the study of such a subject is to take place outside the examination period, at least two dates of assessment of the study of the subject must be posted in SIS UK on the first day of teaching the subject in case of the exam and at least one date of assessment of the study of the subject in case of the credit or a marked credit.
  9. The examiner records the results of the assessment of study (credit, a marked credit or exam) and expired dates in SIS UK no later than within seven working days (if the fulfilment of subject includes a project or a final thesis, then no later than within ten working days) after the date of credit, marked credit or exam. In the event that such an obligation is not met, the student may contact the guarantor of the relevant study programme, who will immediately remedy the situation. In the event that the guarantor of the programme does not arrange a remedy, the student has the right to contact the director of the institute and subsequently the Dean.
  10. The assessment of the study of the subject enrolled in the given semester can take place no later than by the end of the examination period of the respective semester.
  11. The results of the exam or marked credit are assessed with marks A-F. The details of the evaluation are stipulated by the Dean's Measure.
  12. The period for the possibility of recognising the assessment of the study of a subject in accordance with Article 8 para 16 of the Regulations is set at six years in the case of study in a Bachelor's programme and at five years in the case of study in a post-Bachelor's programme. The study obligation recognised this way is incorporated into the total study obligations as well as in the obligations defined in Article 4 for enrolment in the next section of study (i.e. credits are being allocated).

## Article 7

### State Final Examinations

(Pertaining to Article 9 Paras 5, 9, 10 of the Regulations)

1. The state final examination is composed of two or more component parts. One part consists of the defence of the bachelor's or master's thesis; another part (other parts) consists of the verbal or written examination focused on profiling the study programme.

2. The minimum number of credits from compulsory and elective subjects required for the first part of the final state examination in data analysis in the Bachelor's study programme of Sociology is 60.

#### Article 8

##### Other Conditions Related to Graduation with Honours

(Pertaining to Article 9 Para 13 of the Regulations)

A further condition related to graduation with honours in Bachelor's and Master's study programme is a proper completion of study in the period not exceeding the standard period for study by more than one year. The period of possible interruption of study is not being added to this period.

#### Article 9

##### Defence of Dissertation Thesis and State Final Examination

(Pertaining to Article 11 Para 10 of the Regulations)

The examination board for the defence of the dissertation will appoint at least two reviewers of the dissertation who will prepare a report on the submitted dissertation; at least one external reviewer comes from outside the faculty.

### **Part II**

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

#### Article 10

##### Enrolment for Study, Enrolment for a Further Segment of Study, Submission of the Overview of Fulfilled Obligations, Registration for Subjects

1. The date of registration for applicants is stipulated in the calendar of the academic year.
2. The date of registration to a further segment of studies is stipulated in the academic calendar. Registration is preceded by the checking of fulfilled study obligations for the year gone by, which generally takes place in a week prior to the beginning of the winter semester.
3. The check of study obligations is performed electronically in the SIS UK, where the student requests this check no later than one week before the beginning of classes in the winter semester. A student who has been enrolled in another

- segment of study has the right to enrol in individual courses listed in the academic calendar for individual semesters of the academic year. Enrolment of subjects means electronic enrolment of a subject using SIS UK. A student can enrol in a subject if they are enrolled in the given segment of study and has fulfilled the conditions necessary for enrolling in the relevant subject. The enrolment of individual subjects is stored in the database of the faculty computer system after the lapse of time specified in the academic calendar and serves as proof that the student has actually enrolled in the course.
4. Registration for subjects offered in individual semesters of a given segment of study generally takes place the first five working days of the corresponding semester and at least five working days prior to the beginning of the semester.
  5. Further details regarding registration proceedings (for study and individual segments) and registration for subjects are stipulated by the academic calendar.

## Article 11

### Course and Organisation of Study

1. Study plans for each semester are stipulated in the timetable. The timetable must be posted in the SIS UK ten working days before the beginning of the semester.
2. All the courses are offered for the period of one semester and are concluded by checking all the fulfilled obligations for the course (see Article 6). For every subject offered in a given semester the teacher concerned will produce an information sheet. In addition to the basic identification data (the code and name of the subject, credit assessment, credit rating, name or names of teachers, extent and form of teaching, form of assessment of studies) which the teacher secures in cooperation with a respective secretariat of the institute or department, the information sheet must also contain annotation (short description of the content of the course), course objective, literature, teaching methods, requirements for the exam (scoring structure, scoring scale, in accordance with the valid Dean's measure), and syllabus (weekly structure of teaching) according to appropriate sections in SIS UK. The guarantors of study programmes are responsible for ensuring that the syllabi of all subjects organized in the framework of fields of study in a given semester are available to students via the SIS UK ten working days prior to the beginning of classes in a given semester at the latest.
3. The information according to para 2 is always filled in the language of instruction of the subject. If the language of instruction of the subject is not Czech, at least the name of the subject and the annotation according to para 2 are always filled in Czech.
4. The student, teacher or guarantor of the relevant study programme has the right to approach the Dean of the faculty with a request to have the second re-take date take place before the board, at least 3 working days before the last examination date posted in SIS UK. The Dean, in agreement with the relevant guarantor, appoints a board of at least three members within 5 working days of the last examination date posted in SIS UK. In the case of a written test, the Dean, in

- agreement with the relevant guarantor, appoints at least a three-member board for reviewing and evaluating the given written test.
5. Examination dates outside the examination period and outside the weeks specified in Article 6 para 5 are not posted. In exceptional cases (especially for medical reasons), the student may apply to the Dean for a term outside the examination period and outside the weeks specified in Article 6 para 5, and in accordance with Article 6 para 2 of this Article. The condition for approving the application is the consent of the guarantor of the given subject and the guarantor of the given study programme.
  6. If a student studies more than one study programme at the faculty and attends a course within both (or more) studies, then they enrol in this course only once within one study programme and submits an application for recognition of the subject to the Dean within other study programmes.
  7. In addition to the condition of the total number of credits according to Article 7 para 2, the study plan of the given study programme states the number of obtained credits from compulsory subjects and the minimum number of obtained credits from elective subjects necessary for admission to the state examination. Other conditions for obtaining credits and their structure are not specified.
  8. The check of the fulfilment of study obligations for admission to the state examination is performed by the guarantor of the relevant study programme. Statements of fulfilled study obligations will be delivered to the Student Services Office of the faculty by the secretariat of the relevant institute or department before the date of the final state examination. The date according to the previous sentence can be specified in the academic calendar.
  9. The student applies for the regular date of the state examinations in the dates according to the academic calendar.

## Article 12

### Bachelor's and Master's Theses

1. The Bachelor's and Master's Theses (hereinafter referred to as theses) are assigned and submitted at dates stipulated by the timetable of the academic year.
2. The student sets his or her own theme in the form of a request to the person entrusted with the management of theses. The project must have a character of a thesis, i.e. it must contain (a) the planned title, (b) a brief account of the theme and its relevant literature, (c) methods of work, (d) planned structure and (e) basic literature, and it must be (f) signed by the proposed supervisor.  
After accepting the project, the student - in cooperation with the supervisor - enters the project into the SIS UK. The guarantor of the study programme decides on further details of the project acceptance in the prescribed manner; the details are determined and posted by the director of the institute. No later than one week before the beginning of each academic year, the director of the institute will forward these details in a structured form to the head of the Student Services Office of the faculty.

3. The thesis must be submitted electronically via SIS UK, at least in one printed copy in ring or in hard bindings, unless stipulated otherwise by the director of the institute. The electronic version of the thesis must be identical with the printed version. The thesis must meet the criteria stipulated by the faculty, must have all the necessary elements of an academic text, and be of appropriate length (the length is calculated in standard pages, defined as having 1800 characters with spaces per page). The thesis must contain a Czech and foreign language abstract (in the case of a thesis written in Czech it must contain a Czech and English abstract, in the case of a foreign language thesis it must contain an abstract in the Czech language and an abstract in the language of the thesis). Bachelor's thesis must have the length of at least 30 standard pages (54,000 characters with spaces) without abstract and appendices and the list of literature and Master's thesis at least 60 standard pages (108,000 characters with spaces) without abstract and appendices and the list of literature. In case of Bachelor's theses written in English, the minimum required extent is 25 standard pages (45,000 characters with spaces) without abstract, appendices, and the list of literature. In case of Master's theses written in English, the minimum required extent is 50 standard pages (90,000 characters with spaces) without abstract, appendices, and the list of literature. Layout of the front page is stipulated by the faculty and it must contain the statement of originality signed by the author, its extent and complete list of cited sources and literature. Further details are stipulated by the Dean's Measure.
4. The requirements for the examiner's reports of the final thesis are as follows:
  - a. Each submitted thesis has to be evaluated in writing by its supervisor and a reviewer.
  - b. A reviewer is appointed by a guarantor of a corresponding study programme upon submission of the work, within such a period as to ensure the timely submission of reports. Entering reviewers into the SIS before submitting the thesis is not allowed.
  - c. The reports of the supervisor and reviewer must be made available in SIS UK to the author of the thesis and the examination board at least five working days before the date of the state examination. Further details are stipulated by the Dean's Measure.
  - d. Reports include the proposed questions for the defence.
  - e. The reports contain statements on the originality of the work in connection with the result of the anti-plagiarism system at the faculty, the result of which is available in the SIS UK.
  - f. The reports have to clearly state whether the work is or is not recommended for defence and suggest the mark of the thesis based on an A-F grading scale.
  - g. If both reports suggest the result 'failed', the student has the right (not the obligation) to withdraw from the defence, but no later than 3 days before it takes place. Notice of withdrawal - in which the student declares that they have read the reports, acknowledges the reservations and that, based on the evaluation of the supervisor and reviewer considers it necessary to re-write and supplement the thesis - must be submitted in electronic form to the supervisor of the thesis and the head of a respective basic component part of the faculty. Subsequently, no later than on the day of the defence, it will be submitted in paper form with a



- handwritten signature to the relevant staff member of the Student Services Office. Based on this announcement, the defence will not be marked and the date of the defence will be forfeited.
5. One academic staff member can supervise a maximum of 20 Bachelor's theses and 15 Master's theses at the same time, a total of a maximum of 20 Bachelor's and Master's theses, taking into account the study status of researchers (interruption of study, study trip) and proportionally to the workload of the academic staff. Compliance with the given restriction is supervised by the guarantor of the study programme and in the event of a breach, they will notify the director of the relevant institute.

### **Part III**

#### **Details Regarding Organisation of Study in Doctoral Study Programmes**

##### Article 13

##### General Stipulations Governing Doctoral Study

1. The date of registration for applicants who were admitted for studies is stipulated in the academic calendar.
2. Individual study plan is governed by Article 10 of the Regulations.
3. The individual study plan contains a condition for taking the state doctoral examination no later than by the end of the fourth year of study. If the state doctoral examination is not taken by the end of the fourth year of study, the student is evaluated in accordance with Article 10 para 8 letter c) of the Regulations and the study will be terminated.
4. In accordance with the deadline set by the subject board, but no later than before the beginning of each academic year, the student - upon approval by the supervisor - submits to the subject board the specified study activities for the coming academic year, or proposes changes in the individual study plan.
5. The individual study plan, the annual specification of the individual study plan and changes in the individual study plan must be approved by the supervisor and the subject board of the relevant programme.
6. One supervisor can supervise a maximum of 10 students of doctoral study programmes at the same time, taking into account the study status of the researcher (interruption of study, study trip) and proportionally to the workload of the academic staff member. Compliance with the given restriction is supervised by the chairman of the subject board and in case of violation, they notify the director of the given institute.
7. Within the deadlines set by the subject board, the supervisor submits to the subject board an overview of the fulfilment of the obligations set out in the individual study plan for the period specified by the subject board.
8. After the end of the interruption of study and re-enrolment in the study, if it was not possible to perform the check due to the interruption of study, the student is

obliged to submit through their supervisor to the subject board an overview of fulfilment of study obligations for the period from the last evaluation by the subject board to the study interruption. At the same time, with the consent of the supervisor, the student submits to the subject board the specified study activities for the coming period, or proposes changes in the individual study plan. These actions must be done within one month of re-enrolment in the study.

## Article 14

### The State Doctoral Examination

1. The state doctoral examination can be taken only after fulfilment of the conditions stipulated in an approved individual study plan in accordance with Article 13 Para 2 of these Rules.
2. The student registers for the state doctoral examination no later than 1 month before the beginning of the period designated for the state doctoral examinations according to the academic calendar. In the study programmes of Economics and Econometrics (CERGE) in Czech and English, the student registers for the state doctoral examination no later than one week before the beginning of the period designated for the state doctoral examinations according to the academic calendar.

## Article 15

### Defence of the Dissertation Thesis

1. Dissertation thesis demonstrates the student's capacity and preparedness for independent work in the field of research or independent theoretical activities. The dissertation thesis is an original study which introduces new theoretical or empirical knowledge or original methodological techniques.
2. Dissertation thesis fulfils all the methodical and methodological demands placed on academic texts. Its recommended extent ranges between 100-250 standard pages at the minimum, without abstract, appendices and the list of literature. Dissertation thesis is either a thematically and methodologically compact text or a set of articles with integrating introductory and concluding text.
3. Outcomes contained in the dissertation thesis (in its compact or partial form) must be published or accepted for publication. Such outcomes of the dissertation thesis can be published as a book monograph or in the form of partial studies in reviewed academic journals.
4. The dissertation thesis is written in the language in which the study programme is accredited or in English. The dissertation thesis can be written in another language if the subject board of the relevant study programme agrees to it.
5. Successful completion of the state doctoral examination as well as fulfilment of any other study obligations stemming from the individual study plan form a prerequisite for submitting an application for the defence of a dissertation.

6. The condition for the defence of the dissertation is, in addition to the submission of the application according to the previous paragraph, also the submission of a regular evaluation of the study of the doctoral study programme by its supervisor.
7. The doctoral student submits an application for defence at the same time as the dissertation itself and all the prescribed (in accordance with Dean's Measures or Directives of the director of a respective institute) forms, and must do so 60 days prior to the planned date for defence at the latest. The student of the doctoral study programme in the programmes of Economics and Econometrics (CERGE) in Czech and English language submits an application for defence at the same time as the dissertation itself and all the prescribed forms, and must do so 30 days prior to the planned date for defence at the latest. In order to be able to take a possible re-take date, it is necessary to submit an application for defence at least 8 months before the end of the maximum period of study.
8. The dissertation must be delivered for defence in at least 2 printed copies in ring or hard binding, unless stipulated otherwise by the director, and it has to contain Czech and English abstract.
9. Together with the dissertation the student also delivers 2 printed exemplars of propositions, unless stipulated otherwise by the director, which will be available along with the thesis to the examination board for the defence of dissertation theses. These propositions are between 10-20 standard pages long and must contain a Czech and English abstract.
10. The electronic version of the thesis (identical to the printed version) is entered into the SIS UK by the student or the employee in charge of the administration of the thesis via the web interface.
11. The deadline for submitting the thesis in printed and electronic form is the same; the thesis is considered submitted if the student submitted both forms of thesis within the deadline.
12. The dissertation reviewer's reports must be available to the student no later than 10 working days before the defence.

## **Part IV**

### **Transitional and Final Provisions**

#### Common, Transitional and Final Provisions

#### Article 16

#### Common Provisions

Any filings by students in matters of organization of study according to Article 17 of the Regulations are handled by the relevant vice-dean. The Dean of the faculty is entrusted with the reviews.

#### Article 17

## Transitional Provisions

1. The minimum number of credits required for enrolment in a higher year of study according to Article 4 is set by the Rules valid for students enrolled in the academic year of 2016/2017 and earlier.
2. The provisions of this internal regulation on the implementation of study programmes will apply mutatis mutandis to the implementation of study fields within study programmes accredited in accordance with the law on universities, as amended before 1 September 2016.

## Article 18

### Final Provisions

1. The Rules for the Organisation of Studies at the Faculty of Social Sciences of Charles University, approved by the Academic Senate of Charles University on March 25, 2017, as amended, are repealed.
2. These regulations were approved by the Academic Senate of the Faculty on June 9, 2020.
3. These regulations come into force on the day of their approval by the Academic Senate of University <sup>1</sup>).
4. These regulations come into force on the first day of the academic year of 2020/2021.

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PhDr. Václav Moravec, PhD. et PhD.

Chairman of the Academic Senate of FSV UK

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PhDr. Alice Němcová Tejkalová, Ph.D.

Dean of FSV UK

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Prof. Ing. František Zahálka, Ph.D.

Chairman of the Academic Senate of Charles University

<sup>1)</sup> § 9 Para 1 Letter b) of Law on Universities. The Academic Senate of University approved these regulations on June 26, 2020.