

B3-11/8-SR



PALACKÝ UNIVERSITY IN OLOMOUC
UP RECTOR'S DIRECTIVE

B3-11/8-SR

Organization of Study in the Credit System at Palacký University in Olomouc

Contents: The present directive regulates and specifies the rules for study within the credit system at UP.

Drafted by: Legal Department of UP

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Organization of Study in the Credit System at Palacký University in Olomouc

I. Introductory Provisions

Further to the provisions of the Study and Examination Code of UP (hereinafter the "Code") governing the credits assigned for courses I issue the present Directive, which further regulates and specifies the rules for study within the credit system at Palacký University in Olomouc (hereinafter "UP").

II Credit System at UP and ECTS

1. The credit system at UP is compatible with the European Credit Transfer System (hereinafter referred to as "ECTS") and creates conditions for transparency and the external standardization of the study content, organization, and results, both at UP and during student mobility between universities.
2. The Vice-Rector for Study Affairs shall be the UP coordinator for ECTS. At their respective faculties, the Vice-Deans for Study Affairs shall be the ECTS coordinators, and at the level of departments (institutes or clinics) employees authorized by the Dean upon a proposal by the Head of the Department shall be the ECTS coordinators.
3. The faculties and departments (institutes and clinics) publish information materials with an overview of study plans and a description of courses taught (hereinafter the "courses") for each semester, together with the number of assigned credits and annotations, in print or in an electronic form on the website of the respective faculty.
4. The respective offices of the faculties are in charge of the international mobility of students and administrative issues associated with it in accordance with the ECTS principles issued by the European Commission.

III. Study within the Credit System at UP

1. A credit system applies to all programs of study implemented at UP unless the Dean's directive stipulates otherwise for the doctoral program of study.
2. The credit system shall not affect the content and structure of programs of study. Following programs of study under the credit system enables students to:
 - decide individually on their study load and determine their pace and content of study subject to the fulfillment of the requirements defined by the program of study,
 - broaden and deepen their specialization both within their respective field of study and outside it making use of the all-university offer of courses at UP.

3. The credit system enables UP faculties to:
 - make the content of the accredited programs and fields of study more objective and compare them with other universities,
 - diversify the fields of study using the all-university offer of courses, i.e. credits acquired by following courses at any UP faculty or courses not taught by any of the faculties,
 - create interdisciplinary fields of study more easily,
 - increase the transparency of implemented programs of study with more faculties involved.

IV. General Principles of Study within the Credit System at UP

1. The credit system is based on credits which are used to quantify the student's load for a given course. A student's quantitative load is based on study outcomes and the student's study load, which is calculated as the product of all the time related to study activities (in particular lectures, seminars, practical classes, examinations, researching study materials, note taking, team work, and self-study) and the level of difficulty of acquired skills and knowledge.
2. The guarantor, or the department guaranteeing the course, shall have the primary responsibility for assigning credits to individual courses.
3. No credits shall be assigned to the State Final Examination and defenses of the Master's and Bachelor's diploma theses or the dissertation.
4. The numbers of credits is assigned on the basis of the student's quantitative load (25-30 hours of student's work shall correspond to 1 credit) and qualitative study outcomes which are defined by the scope and difficulty of the acquired knowledge and skills.
5. As a rule, 60 credits correspond to one academic year, which is the same number as under ECTS.

6. Credits are acquired for courses implemented within a program of study upon their completion in the prescribed way.
7. With the exception of the first semester of study, unless the study plan stipulates a different time period, students have a certain leeway as to the course of their study as they may, during course registration, create their personal study plans consisting of obligatory, elective, and optional subjects, while observing stipulated limitations in the form of possible prerequisite and preclusive courses.

V. Categories of Study Courses

1. Depending on their study load, courses implemented within individual programs and fields of study are assigned credits; the structure of the respective program or field of study may stipulate that these courses are:
 - obligatory (Category A courses),
 - elective (Category B courses),
 - optional (Category C courses).
2. During the course of their study, students are required to acquire:
 - the required number of credits for completed obligatory courses,
 - the required number of credits for completed elective courses divided into study blocks,
 - the recommended number of credits for completed optional courses.
3. Obligatory courses (Category A) are courses which must be completed by students of the respective field of study. With the exception of the first semester of study, students may choose when they complete such courses while observing the defined limitations in the form of possible prerequisite or preclusive courses.
4. Elective courses (Category B) are divided into study blocks. For each study block defined by the respective field of study, students choose such courses, the completion of which enables them to acquire the required minimum number of credits for the given block. This enables students to specialize; however, students shall ensure that the conditions for completing the study or its phase have been met. The total number of credits acquired for the completion of obligatory and elective subjects shall be inferior to the amount of credits required for the completion of study or its phase; this shall not apply to the part-type or distance learning form of study. Students may register for elective (Category B) only if limitations defined by the respective program of study or other conditions precluding registration defined by the faculty do not prevent them from doing so.
5. The remaining number of credits shall be acquired by completing optional courses (Category

- C). Students may register for any course taught at UP as an optional one unless limitations defined by the respective program of study or other conditions precluding registration defined by the faculty do not prevent them from doing so.
6. Other conditions for the implementation of elective and optional courses include, but are not limited to, a minimum number of students defined by the faculty, or availability of specialized teachers to teach the course. Should the conditions for the course implementation fail to be met, the faculty shall without undue delay cancel the registration of students for the respective course. Students are informed of the cancellation of registration for courses without undue delay by an e-mail sent to their university e-mail address.

VI. The Pace of Study and the Conditions for the Continuation of Study

1. The pace of study may be set individually by students in accordance with the following conditions, which define the number of credits to have been acquired as of a defined deadline unless a directive of the Dean of the respective faculty stipulates otherwise.
2. Conditions for the continuation of study are as follows:
 - acquire a minimum of 40 credits during the first year of study,
 - acquire a minimum of 40 and a maximum of 90 credits in one academic year,
 - acquire a minimum of 80 credits for each of four consecutive semesters.
3. During the course of their study, students are required to acquire the number of credits that corresponds to the product of the standard length of study expressed in academic years multiplied by 60. Meeting this requirement is a prerequisite for being allowed to sit for the State Final Examination. The number of credits that a student is required to acquire in a doctoral program of study may be determined otherwise by means of the Dean's directive.
4. Further conditions for the continuation of study:
 - not exceed the highest admissible value of the weighted study average, which is set at 3.40,
 - participate in the registration for courses in accordance with the provisions of the Code and instructions by the Students' Office,
 - not exceed the maximum length of study.

VII. Students' Personal Study Plans

1. During the period determined by the Academic Calendar for the registration for courses for the following semester, students shall register for the

selection of courses that they would like to attend. Courses are registered for through the electronic student records system.

2. By means of the registration for courses students create their personal study plans. Students select the courses according to the recommended study plan, or upon the instructions of a teacher - a credit advisor of the department (clinic or institute) guaranteeing the course, who has been authorized by the Dean in writing for the respective field of study, and according to course annotations which include information on the content of the course, its scope, number of credits, bibliography, limitations of its registration, etc.
3. Students register for obligatory, elective, and optional courses so that upon their completion they have acquired a minimum of 40 credits during one academic year or such a number of credits which would, together with the credits acquired in the previous academic year, reach a minimum of 80 credits. This does not apply to the last academic year of the standard length of study of the respective field of study.

VIII. Repeated Registration for Courses

1. Unless the Dean's directive stipulates otherwise, a student who does not complete one of the registered obligatory courses is obliged to register for this course in the next academic year in which the course is offered again.
2. Unless the Dean's directive stipulates otherwise, a student who has not completed any of the elective or optional courses is not obliged to register for them again.
3. During study in one program of study a course may not be registered for more than twice, or another course may be registered for as a replacement provided that stipulated conditions have been met (such as a requirement to choose from a block of elective subjects). Students may continue studying courses which are not a direct follow-up to the courses which the students has failed to complete. The Dean's directive may stipulate that a course may be registered for only once.
4. In the event that a student registers, or fails to register, for a certain course contrary to the provisions of paragraphs 1 to 3, the faculty may adjust the personal study plan of such a student so that it conforms to these provisions and deregister or register for such a course for the student.
5. The first round of registration for courses commences at the end of the summer semester of the preceding academic year, or on another convenient date determined by the respective faculty. In the first registration round students create their personal study plan by registering for courses in accordance with their study plan and on the basis

of information from the course guarantors. Taking into account the nature of study, the first and second registration rounds are organized at faculties in accordance with the Academic Calendar of UP and in cooperation with Students' Offices and the Computer Center of UP.

6. The department (institute or clinic) guaranteeing an elective and optional course may determine a minimum and maximum number of students to register for a given course.
7. Given the needs of the faculty, a specifying registration for courses may take place before the summer semester begins, in which changes, subject to the Dean's approval, may be made.

IX. Assessment of Study Results

1. The quality of students' study results and the completion of courses are assessed with methods defined in the Code. If the results of study in a course are checked by means of an examination, the "E" grade is sufficient to acquire credits for the completion of the course.
2. A weighted study average is used as a more comprehensive method for assessing the quality of students' study results which is calculated for each student for each academic year, for the first phase of study and for the whole period of study before the State Final Examination. The **weight** of the study average is the number of credit of courses registered for by the students and completed by passing an examination. For the purposes of the weighted study average, courses completed by passing an examination for which the student registered, but did not complete, are graded as "F".
3. In the Study Information System, the weighted study average is calculated on the basis of all courses assessed with a grade by the following method: the sum of all acquired grades is multiplied by the number of course credits and the product is then divided by the sum of credits of all these courses. If no grade is entered, it is assigned the value of 4 for the calculation. It follows that at the beginning of the year the average for the year and semesters equals 4, and it improves as the student completes his or her study requirements.
4. The weighted study average is used in particular:
 - to award merit bursaries,
 - as one criterion for assessing students' applications to have accommodation at university dormitories assigned,
 - for other purposes in accordance with the conditions for study at the respective faculty of UP,
 - to determine the overall study results of students

X. Final Provisions

1. The present Directive comes into force once it has been signed by the Rector of UP, and comes into effect upon its publication on the official website of UP, i.e. the second day following its coming into force.
2. Rector's Directive No. B B3-02/1 SR, Organization of Study within the Credit System at Palacký University in Olomouc of 14 January 2002 is hereby repealed.

In Olomouc on 27 September 2011

Prof. RNDr. Miroslav Mašláň, CSc.
Rector of UP