

CHARLES UNIVERSITY
FACULTY OF SOCIAL SCIENCES

RULES OF STUDY AT THE FACULTY OF SOCIAL SCIENCES
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 Articles 16 and 19 of the Constitution of Faculty of Social Sciences (“the Constitution”) the Academic Senate of Faculty of Social Sciences has adopted the following Rules of Study at the Faculty of Social Sciences as an internal regulation of the Faculty:

Article 1

Introductory Provision

These Rules of Study at the Faculty of Social Sciences of Charles University (“the Rules”) stipulate under Article 19 (2) and (3) and the related provisions of the Code of Study and Examination of Charles University (“the Code” and “the University”) the requirements of programmes of study offered by the Faculty of Social Sciences (“the Faculty”) and provide the detailed rules of study at the Faculty.

Part I

Requirements for Bachelor’s and Master’s Programmes of Study
under the Code

Article 2

Units of Programmes of Study

(under Article 4 (6) of the Code)

The units of study of all programmes of study offered by the Faculty correspond to years of study.

Article 3

Specialisations in the Programmes of Study

(under Article 5 (4) of the Code)

The specialisations offered within the framework of some programmes of study are listed in Appendix No. 1 to this regulation.

* 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 4
Minimum Number of Credits

(under Article 5 (6) of the Code)

1. The minimum number of credits required for registration for the next unit of study of a programme of study is as follows:

- a) in bachelor's programmes of study:
 - i. 45 credits for registration for the second unit of study;
 - ii. 90 credits for registration for the third unit of study;
 - iii. 135 credits for registration for the fourth unit of study;
 - iv. 180 credits for registration for the fifth unit of study;
 - v. 180 credits for registration for the sixth unit of study.

- b) in master's programmes of study:
 - i. 45 credits for registration for the second unit of study;
 - ii. 90 credits for registration for the third unit of study;
 - iii. 120 credits for registration for the fourth unit of study;
 - iv. 120 credits for registration for the fifth unit of study.

2. In case of interruption of study for at least one semester, the minimum number of credits required for registration for the relevant unit of study is reduced by one half of the difference between the minimum number of credits required for registration for the previous unit of study and that required for the relevant unit of study.

Article 5
Registration for a Subject

(under Article 7 (2) and (9) of the Code)

1. It is possible to register only twice for a subject that is indicated as compulsory or elective in the curriculum of a programme of study. The division of subjects into compulsory, elective, and optional is provided in the curriculum of the programme of study. The curriculum is published every year in the publicly accessible section of the Faculty website ("the Karolinka Course Catalogue" of the Faculty).
2. It is possible to register only once for a subject taught at the Faculty that is indicated as optional for a given programme of study.
3. If a student fails to register for a subject due to legitimate reasons (in particular due to illness) the student may apply to the Dean for supplementary registration for subjects. This application may be made at the latest by the end of the sixth week of instruction in the relevant semester.
By analogy, it is possible to apply to the Dean for cancellation of registration for a subject due to serious reasons (in particular illness). Such an application may be submitted by a student at the latest by the end of the examination period of the relevant semester. Approval of the application for cancellation of registration is

conditional on consent of the guarantor of the programme of study and the fact that the student has not started fulfilling the requirements for assessment of course credit or examination of the relevant subject. A medical certificate must be submitted in case of illness-related reasons.

Article 6

Assessments of Study

(under Article 8 of the Code)

1. For subjects taught at the Faculty a course credit is always a separate assessment of study of the subject.
2. No resits are permitted for course credits and graded course credits. As an exception to this rule, if a written test forms part of a course credit or a graded course credit, the student is entitled to resit such test once. A student may take examination in an enrolled subject no more than three times, i.e., is entitled to two resits.
3. The examiner publishes the dates (date, time, and capacity) in the number specified in paragraph 4 and capacity under Article 8 (12) of the Code for completing subjects in the given semester in the Student Information System of the University ("SIS") at least one week before the end of instruction in accordance with the current academic calendar ("the calendar").
4. The number of published dates under paragraph 3 must not be fewer than three (Article 8 (14) of the Code), the number of dates for the assessment of the subject must be in line with the type of assessment of study, form of verification of knowledge and skills, and with the number of students enrolled in the subject.
5. Regular dates for the completion of subjects are scheduled for the examination period and possibly also for the last two weeks of instruction. Students are not obliged to use the examination dates scheduled for the last two weeks of instruction, and a sufficient number of dates within the examination period as stated in paragraph 3 must be offered to the students. Resit dates are scheduled for the examination period. The details are regulated in the calendar.
6. The examiner enters the grades of the assessment of study (course credit, graded course credit, or examination) in SIS at the latest within seven working days after the date of the course credit, graded course credit, or examination taken by the student. In case of failure to meet this obligation, the student may turn to the head of the relevant department, who will provide instant rectification. If the department head fails to rectify the situation, the student has the right to turn to the Dean.
7. The assessment of a subject enrolled in in a given semester may be done at the latest by the end of the examination period of the relevant semester.
8. The results of examinations and graded course credit are graded using A to F grades.
9. The time limit for the recognition of assessment of study of a subject under Article 8 (16) of the Code is five years in the case of a bachelor's programme and four years in the case of a post-bachelor programme. The recognized fulfilled study requirement is counted towards the total study requirements and towards the requirements defined in Article 4 for registration for the next unit of study (i.e., the student acquires credits).
10. The time limit for the recognition of assessment of study of a subject under Article 8 (16) of the Code is six years in the case of a doctoral programme of study.

Article 7

State Final Examination

(under Article 9 (5) and (9) of the Code)

1. State final examination consists of one or more parts; one part of the state final examination is the defence of the bachelor's or diploma thesis, another part (other parts) is an examination focused on the content of the programme of study.
2. The number of credits and completion of certain subjects that must be achieved before a part other than the last part of a state final examination may be taken are stipulated in the following paragraphs of this Article. Unless stipulated otherwise below, a student in a bachelor's programme of study must acquire 180 credits before taking state final examination and a student in a post-bachelor programme must acquire 120 credits.
3. The number of credits a student must acquire from compulsory and elective subjects before taking the first part of the state final examination of data analysis in a Bachelor of Sociology programme of study is 60.

Article 8

Additional Requirements for Graduating with Distinction

(under Article 9 (13) of the Code)

Another condition for graduating with distinction in a bachelor's programme of study is the successful completion of study within a period which does not exceed the standard period of study by more than one year.

Part II

Detailed Rules of Study in Bachelor's and Master's Programmes of Study

Article 9

Enrolment in Study, Registration for the Next Unit of Study, Submission of the List of Fulfilled Study Requirements, and Registration for Subjects

1. The date of enrolment into study is provided in the calendar.
2. The date of registration of students for the next unit of study is provided in the calendar. The registration for the next unit of study is preceded by the checking of the fulfilment of study requirements which usually takes place in the week before the commencement of instruction in the winter semester.
3. The checking of fulfilled study requirements is performed online in SIS, where students request at the latest in the week before the commencement of instruction in the winter semester that the fulfilment of study requirements be checked. A student who has been registered for the next unit of study is entitled to register for individual subjects published in the schedule for individual semesters of the given academic year. The registration for subjects means online registration for subjects in SIS. A student may register for a subject providing that he is registered for the given unit of study and has fulfilled the necessary requirements for registration for the given subject. After expiration of the period provided in the calendar, the registration for

individual subjects is stored in the database of the Faculty information system and serves as a proof of the fact that the student registered for the subject.

4. The registration for subjects for individual semesters of the given unit of study usually takes place in the first five working days of the relevant semester and at least five working days before the commencement of the relevant semester.
5. The calendar provides the details of the manner and timeframe of enrolment in study and registration for individual units of study and for subjects.

Article 10

The Course of Study

1. The curricula are elaborated for every semester in the schedule. The schedule must be ready at the latest twenty working days before the commencement of instruction in the relevant semester and published in SIS ten working days before the commencement of instruction in the semester.
2. All subjects at the Faculty take one semester and are completed with an assessment of the subject (Article 6). The teacher creates a syllabus for every subject taught in the given semester. The syllabus must contain the code of the subject, the name of the subject (in Czech and English), a brief description of the subject, the number of credits, the name or names of teachers, the scope and form of instruction, requirements for registration for the subject, a brief course overview broken down into weeks, the form of assessment of study, and the list of compulsory and recommended literature for the subject. The guarantors of the programmes of study must ensure that the syllabi of all subjects taught within individual programmes of study in the given semester be available to the students in SIS no later than ten working days before the commencement of instruction in the given semester.
3. For an optional subject to be automatically included in the fulfilled requirements of study, the student must have registered for the optional subject in SIS in the relevant semester.
4. A student, teacher, or guarantor of the relevant programme of study has the right to apply to the Dean of the Faculty for the date of a second resit to be performed before a board. The Dean appoints a board of at least three members upon agreement with the relevant guarantor.

Article 11

Bachelor's and Diploma Theses

1. Bachelor's, or diploma thesis ("the thesis") is assigned and submitted on dates provided in the calendar.
2. The topic of the thesis is assigned by the student through an application to the employee designated to administer the theses. The application must have the nature of an outline, i.e., it must contain (a) the anticipated title of the thesis, (b) a brief overview of the topic and the available literature on the topic, (c) research methods, (d) the anticipated structure, (e) the basic literature, and (f) the signature of the proposed thesis advisor. The application is usually made at least one year before the anticipated date of taking state examinations. The state examination may be taken no sooner than eight months of the submission of the outline. The guarantor of the programme of study makes a decision on the acceptance of the outline in a specified manner the details of which are provided and published by the director of the institute.

After acceptance of the outline the student enters the outline into SIS in cooperation with the thesis advisor.

3. The thesis is submitted in electronic format by uploading it into SIS and in two printed copies either ring-bound or hardcover. The electronic version of the thesis must be identical to the printed version. The thesis must comply with the criteria provided in the Dean's measure, must have the elements of an academic text, and must have the required scope (the scope is calculated in standard pages defined as 1,800 characters including spaces per page). The thesis must contain the approved outline and an abstract in a foreign language. The minimum scope of bachelor's theses is 30 standard pages (54,000 characters and spaces) excluding the abstract, appendices, and the list of literature; the minimum scope of diploma theses is 60 standard pages (108,000 characters and spaces) excluding the abstract, appendices, and the list of literature. If the diploma thesis is written in English, the minimum scope is 50 standard pages (90,000 characters and spaces) excluding the abstract, appendices, and the list of literature. The thesis must have the front page design prescribed by the Faculty and contain signed statement of the author confirming that the text is original, stating its scope and that all sources and literature used were listed. The details are provided in the Dean's measure.
4. Every submitted thesis must be reviewed in writing by the thesis advisor and one reviewer. The thesis reviewer is determined by the guarantor of the relevant programme of study after the thesis is submitted. The reports of the thesis advisor and the reviewer must be available to the thesis author in SIS no later than five working days before the date of state examination. The details are provided in the Dean's measure. The reports must explicitly state whether the thesis is recommended or is not recommended for defence and must also propose the grade. If both reports propose the grade "fail" ("neprospěl/a"), the student has the right to withdraw from the defence, but no later than three days before the date of defence. The notice of withdrawal, stating that the student read the reports, admits the reservations made in the reports, and that based on the reports of the thesis advisor and the reviewer the student considers it necessary to rewrite or to supplement the thesis, must be sent within the above deadline in electronic format to the thesis advisor and the head of the competent basic unit of the Faculty and the written and signed copy of the notice must be sent to the Student Registry no later than on the day of the defence. On the basis of such notice the defence will be graded as "fail" ("neprospěl/a").
5. One member of academic staff may simultaneously act as a thesis advisor of a maximum of 20 bachelor's theses and 15 diploma theses.

Part III

Detailed Rules of Study in Doctoral Programmes of Study

Article 12

Enrolment in Study, Individual Curriculum

1. The date of enrolment of applicants admitted to study is provided in the academic calendar.
2. No later than two months after enrolment in study the student submits to the Subject Area Board the individual curriculum approved by the supervisor that must be in accordance with the accreditation of the given doctoral programme of study. The supervisor is responsible for the preparation of the individual curriculum, if the

student fails to co-operate in the preparation, the supervisor himself prepares the curriculum. The individual curriculum always includes the following:

- a. planned procedure for preparation of the dissertation including the schedule;
 - b. requirements for taking the State Doctoral Examination;
 - c. study requirements including the schedule for fulfilment;
 - d. publishing activities including the schedule for fulfilment;
 - e. participation in conferences including the schedule for fulfilment;
 - f. internships including the schedule for fulfilment.
3. The individual curriculum is prepared on the assumption that the student will take the State Doctoral Examination at the latest by the end of the fourth year of study.
 4. In accordance with the date provided by the Subject Area Board, however, and no later than before the commencement of every academic year, the student submits after getting approval from the supervisor the elaborated study activities for the coming academic year, possibly also proposing changes to the individual curriculum to the Subject Area Board.
 5. The individual curriculum, annual elaboration of the curriculum, and any changes to the curriculum must be approved by the supervisor and the Subject Area Board of the relevant programme. The provision of paragraph 2 applies by analogy.
 6. One supervisor may supervise simultaneously a maximum number of ten doctoral students.

Article 13

Course and Assessment of Study

1. A student fulfils the study requirements in accordance with the approved individual curriculum.
2. On the date provided by the Subject Area Board, the supervisor submits to the Board an overview of the fulfilment of requirements stipulated in the individual curriculum for the period specified by the Subject Area Board.
3. If the student is assessed as stated in Article 10 (8) (b) of the Code, the Subject Area Board modifies the individual curriculum to stipulate how and by when the student must fulfil the study requirements that he has not fulfilled.
4. After termination of the interruption of study and re-registration for study, if it was impossible to make an assessment due to the interruption of study, it is the student's duty to submit through his supervisor to the Subject Area Board an overview of fulfilment of study requirements for the period since the last assessment by the Subject Area Board up to the moment of interruption of study. At the same time the student submits to the Subject Area Board upon agreement with the supervisor the elaborated study activities for the coming period, possibly also proposing changes to the individual curriculum. These acts must be carried out within one month of re-registration for study.

Article 14

State Doctoral Examination

1. The state doctoral examination may be taken upon fulfilment of the requirements set in the approved individual curriculum under Article 12 (2) (b).
2. The student registers for the state doctoral examination no later than one month before the commencement of the period provided in the calendar for the taking of state doctoral examinations.

Article 15

Defence of Dissertation

1. The passing of the state doctoral examination and fulfilment of all other requirements arising from the individual curriculum constitute a requirement for submitting an application for the defence of the dissertation.
2. In addition to submitting the application under the preceding paragraph, another requirement for the defence of dissertation is the submission of an assessment of the student's study in the doctoral programme by his supervisor.
3. A student in a doctoral programme of study submits an application for the defence simultaneously with the dissertation and all the prescribed forms no later than 60 days before the planned date of defence. To make it possible to resit the defence it is necessary to submit the application for the defence no later than eight months before the lapse of the maximum period of study.
4. The dissertation must be submitted for defence in two printed copies either ring-bound or hardcover; the dissertation must contain an abstract in both the Czech and English languages.
5. Together with the dissertation the student also submits two printed copies of the summary that will be available with the dissertation to the Board for the Defence of Dissertation. The summary encompasses brief content of the dissertation in the scope of 15 to 20 standard pages. The summary must include an abstract in both the Czech and English languages.
6. The electronic version of the dissertation (identical to the printed version) is uploaded by the student through the web interface into SIS.
7. The date for submission of the printed and electronic versions of the dissertation is identical; the dissertation is deemed submitted if the student submitted both versions of the thesis within the deadline.
8. The dissertation shows the capability of and preparedness for independent activities in research or for independent theoretical activities. The dissertation is an original study offering new theoretical or empirical findings or original methodological procedures.
9. The dissertation must comply with all the methodical and methodological requirements for scientific texts. The recommended scope of the dissertation is between 100 and 250 standard pages excluding the abstract, appendices, and the list of literature. The dissertation may be either a self-contained text in terms of the topic and the methodology or it may be a collection of treatises with an integrating introduction and conclusion.
10. The findings of the dissertation must be published or accepted for publishing. The findings of the dissertation may be published as a monograph or in the form of partial studies published in peer-reviewed scientific journals.
11. The dissertation is written in the language in which the programme of study is accredited or in the English language. The dissertation may be written in another language providing that the Subject Area Board of the relevant programme of study consents thereto.
12. The Board for the Defence of Dissertation chooses two reviewers of the dissertation

who will prepare the reviewer's reports on the submitted dissertation. If the reviewers' reports provide contrary recommendations, the Board chooses a third reviewer to prepare another reviewer's report on the dissertation. In the Economics programme of study the Board will always choose three reviewers of the dissertation. The reports must be available to the student no later than five working days before the date of defence.

Part IV

Common, Transitional, and Final Provisions

Article 16

Common Provision

The relevant Vice-Dean is competent to process students' submissions regarding the organization of study under Article 17 of the Code. The Dean of the Faculty is competent to review the processing.

Article 17

Transitional Provisions

1. For students enrolled into study in the 2016-2017 academic year and before, the minimum number of credits required for registration for the next year of study under Article 4 are provided in the previous rules of study.
2. The specialisations under Appendix No. 1 are applicable as of the first day of the 2017-2018 academic year. The specialisations mentioned in the preceding sentence were approved by the Research Board of the Faculty on the sessions held on 8 October 2014, 10 December 2014, and 11 March 2015.
3. The provisions concerning the implementation of programmes of study of this internal regulation apply with the necessary modifications to the implementation of the fields of study offered within the programmes accredited under the Higher Education Act which was in effect before 1 September 2016.

Article 18

Final Provisions

1. The Rules of Study at the Faculty of Social Sciences of Charles University in Prague, approved by the Academic Senate of Charles University on 25 March 2011, as amended, are hereby repealed.
2. This regulation was approved by the Academic Senate of the Faculty on 25 May 2017.
3. This regulation comes into force on the date of approval by the Academic Senate of the University.¹⁾
4. This regulation becomes effective on the first day of the 2017-2018 academic year.

.....

PhDr. David Emler, Ph.D.
President of the Academic Senate of the Faculty
of Social Sciences of Charles University

.....

PhDr. Jakub Končelík, Ph.D.
Dean

.....

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

¹⁾ S. 9 (1) (b) of the Higher Education Act. The Academic Senate of the University approved
this regulation on

Appendix No. 1 Specialisations within the Programmes of Study

Type of study	Programme of study	Specialisation
Post- bachelor	International Area Studies	Balkan and Central European Studies
		European Studies
		German and Austrian Studies
		Russian and Eurasian Studies
		North American Studies
		West European Studies
	Sociology	Applied Sociological Research and Methodology
		Sociology, the Public and Politics
		Social Anthropology and Qualitative Research
	Economics	Economic Theory and Modelling
Finance, Financial Markets and Banking		
Bachelor	Media and Communication Studies	Visual and Written Journalism
		Audiovisual Journalism
		Television