

STUDY AND EXAMINATION RULES OF THE COLLEGE OF BUSINESS AND HOTEL MANAGEMENT

Study and examination rules of VŠOH Brno

The Ministry of Education, Youth and Sports registered in accordance with Section 36, Paragraphs 2 and 4 and with Section 41, Paragraph 2 and Section 87 Letter a) of the Law No 111/1998 of the Bulletin of Acts on higher education and on changes and supplementation of other laws (Law on Higher Education), on 17 September 2013 under the file No MSMT-36418/2013-1 the Study and examination regulations of The College of Business and Hotel Management, Ltd.

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STUDY AND EXAMINATION RULES OF THE COLLEGE OF BUSINESS AND HOTEL MANAGEMENT, Ltd.

First Part

Fundamental Provision

ARTICLE 1

INTRODUCTORY PROVISION

The Study and examination rules of The College of Business and Hotel Management, Ltd. regulates in accordance with the Law No 111/1998 of the Bulletin of Acts on higher education and on changes and supplementation of other laws (Law on Higher Education), as amended (hereinafter referred to as the “law”) the course and conditions of study in the accredited study program carried out by The College of Business and Hotel Management, Ltd. (hereinafter referred to as “VŠOH”).

Second Part

Provisions for study in a bachelor’s study program

ARTICLE 2

ACADEMIC YEAR AND TIME DIVISION OF STUDY

1. The academic year is divided into winter and summer terms.
2. In each term there are usually 14 weeks of teaching and usually 6 weeks of the examination period in the winter term and 5 weeks of the examination period in the summer term.
3. Teaching is organized in full-time and combined forms of study. The standard study period is three years. The full-time form of study is organized usually according to weekly schedules. Teaching in the combined form of study is organized usually once every two weeks in tutorials lasting two days, i.e. Friday and Saturday.
4. For teaching, students can be divided into lecture and study groups. The division of students into groups is performed annually, especially on the basis of the conditions of the study subject, by the study department of VŠOH.
5. Every year, together with the announcement of the beginning of the academic year, the rector sets the timetable for teaching the academic year for VŠOH. The timetable of the academic year stipulates in particular:
 - a) dates of enrollment and preliminary enrollment in the study,
 - b) beginning and end of teaching, examination period and holidays in individual terms,
 - c) deadlines for study control,
 - d) the period in which the state final examinations take place and the deadlines for applying for them,
 - e) the period for creating the student's study plan and the deadlines for applying to individual study subjects (hereinafter referred to as the "subject") of the study plan.
6. The time schedule of the relevant academic year is usually announced by the rector of VŠOH by 31 July of the previous academic year.

ARTICLE 3

STUDY PLANS

1. The basic teaching module of the study plan of the bachelor's study program is a one-term course. Subjects are further divided into compulsory subjects, compulsory elective subjects, elective subjects.
2. Before starting the implementation of the study program, VŠOH will publish a structured list of subjects. Each subject listed has a documentation (syllabus) for the subject according to the Article 7. It is published in the school information system and on the e-learning portal of the school. The study plan of an accredited program forms the basis for the study plan of the given subject.
3. In exceptional cases, the vice-rector for educational activities may, at the written request of the student, grant an exception to the general rules for compiling a study plan. It is possible to adjust the course of study and the dates of study control for students who want to complete part of their studies at another college or university, or want to expand their knowledge of internship or other similar activities. In making his decision, the vice-rector will take into account in particular the student's achieved study results and the nature of the planned activities. Other serious reasons (especially health ones) may also be a reason for granting an exception.
4. After granting an exception by the vice-rector for compiling the study plan, granted to the student on the basis of his written application, the student is obliged to ask the guarantors of individual subjects for approval of individual conditions of study of

specific subjects. Only then is a document with individual study conditions submitted to the rector for a final decision on granting an exception. This exception is always granted for the relevant term of the academic year. A copy of the document is based on the study department of VŠOH and in the standard file service of the organization.

ARTICLE 4

CREDIT SYSTEM

1. The ECTS (European Credit Transfer System) credit system according to the conditions of the Bologna Process is used for the quantified evaluation of the course of study in the bachelor's study program carried out at VŠOH. Completion of the subjects of the study program is evaluated by awarding credits.
2. The number of credits that belong to each subject is determined by adding the number one to the number of hours taught per week. An exception is a foreign language, where the number of credits allocated is equal to the number of credits of hours taught per week. For subjects with a lower hourly allowance, but higher demands, and for block-taught subjects, it is possible to determine the calculation of credits in a different way. The calculation mechanism is determined by the vice-rector for study activities together with the subject guarantor. Obtaining credits is conditioned by successful completion of the course. To successfully complete the course, it is necessary to meet all the requirements of the course, which result from its syllabus. Credits are awarded in the term in which the requirements for their awarding were completed.
3. In case the student does not fulfill the requirements of the given subject, the study department registers the failure to fulfill the conditions for granting credit, granted credit, colloquium, exams, in the study report "credit not awarded".
4. Credits obtained within one branch of study add up. The number of obtained credits is a tool for study control.

ARTICLE 5

METHOD OF COMPLETING THE COURSE

1. The subject ends in one of the following ways:
 - a) by awarding of a credit,
 - b) by granting of a classified credit,
 - c) by conducting a colloquium,
 - d) by performing a test,
 - e) by performing a test after previous awarding of a credit.
2. The subject, which is necessary to be completed for the proper completion of the study program (compulsory and optional subjects) and which was not completed by the student, must be enrolled again. The subject can be enrolled repeatedly within the study not more than twice. The subject already completed by the student must not be enrolled again.
3. In case of repeating the subject, the student must enroll in it again. In the case of repeating the same course, the student can be granted the credit when enrolling in the course at the study department, if there is no significant change in the content of the

course if the course is completed by credit and examination and the student completed the credit conditions.

ARTICLE 6

TEACHING METHODS AND SECURITY

1. Teaching methods are mainly lectures, seminars, exercises, field exercises, e-learning, workshops, various types of guided consultations, professional practice and excursions.
2. The methods of teaching referred to in paragraph 1 are characterized as follows:
 - a) Lectures have the character of an explanation of basic principles, methodology of the issue, model solutions to problems.
 - b) The seminar is a way of teaching where the emphasis is on individual work of students.
 - c) Field practice is a complex teaching form, which includes various teaching methods and organizational forms of teaching. During the field exercise, which takes place mainly outside the school premises, practical activities, methods of observation, explanations, interviews, solution of individual works, collection of material and data collection are applied.
 - d) Professional practice serves to deepen the knowledge and skills acquired through studies and to verify their application in practice, as well as to supplement knowledge and to get acquainted with working methods, especially in out-of-school institutions. They are a source of information and experience for the elaboration of the final – bachelor thesis.
 - e) Excursions are mainly used for acquainting students with the methods of work in out-of-school institutions.
3. Teaching method is complemented by individual consultations, the scope and manner of their provision being determined by the vice-rector for educational activities at the beginning of each term. Consultation hours are published in the school information system and at individual school workplaces.
4. An integral part of the student's study activities is an assigned and own independent work.
5. Attendance at lectures is recommended, attendance at other forms of teaching is controlled. Attendance at seminars and tutorials is required at least 80% per term. It is possible to excuse 20% non-participation in controlled education for health, family or other recognized reasons. In the case that the student is not able to complete the controlled attendance, he or she may, in exceptional and duly justified cases, apply for an individual study plan in accordance with Article 3, paragraph 4.
6. The head of the department is obliged to monitor the teaching provided by his workplace and take care of its level. The basis for the evaluation of teaching are also the results coming from the evaluation of teaching students.
7. Staffing of teaching – students are lectured by professors and senior lecturers and, with the consent of the rector, also by assistant professors and other experts from other institutions (practice). In addition to the above staff, the seminars are also led by assistants.

ARTICLE 7

SUBJECT DOCUMENTATION (SYLLABUS)

1. The subject documentation (syllabus) of the subject contains in particular:
 - a) the name of the subject,
 - b) the scope of the subject (number of hours per week or term, divided by the way of teaching),
 - c) creditor of the evaluation of the subject in the given branch of study,
 - d) the way of completion of the subject,
 - e) the name of the subject guarantor, who is responsible for fulfilling the basic objectives of the subject and coordination of its teaching, the name of the teacher / teachers and the name of the department providing the teaching of the subject,
 - f) the content annotation defining the objective and the syllabus of the subject,
 - g) the list of literature on which the subject is built and literature recommended to students,
 - h) conditions for granting credits or classified credits, colloquia,
 - i) the form of examinations, method and rules of the final classification of the subject.
2. The documentation (syllabus) of the subject is published through the VŠOH information system and through an e-learning course for each subject in the Czech language and the student has the opportunity to get acquainted with it.

ARTICLE 8

VERIFICATION OF STUDY RESULTS

1. Study results are verified continuously and at the end of the course by credit, classified credit, colloquium or exam.
2. The departments are obliged to accurately and consistently fill the unified information system with information on branches of study, the credit system and the results of credits and examinations, and to follow the instructions of the rector and the vice-rector for educational activities.
3. The data about all the study results are obligatorily registered in two ways: in the information system and in the evaluation protocol. The study report is kept in electronic form.
4. The appropriate evaluation of study results (credit, classified credit, colloquium and examination) is continuously registered in the school information system and in the evaluation protocol. The teacher who carries out the evaluation is obliged to enter his or her evaluation into the school's information system within three days after the date on which he or she carried out the evaluation. The student is obliged to check the registered evaluation no later than five days after the date of the performed evaluation. Any discrepancies in the registration are immediately resolved with the teacher who performed the evaluation, or with the vice-rector for educational activities. Other employees of VŠOH, including employees of the study department, must not interfere in any way with the records of the evaluation without the approval of the teacher who evaluated the student. The vice-rector for educational activities and, on his behalf, the staff of the study department, check the timeliness of students' evaluation records.

ARTICLE 9

CREDIT AND CLASSIFIED CREDIT, COLLOQUIUM

1. The credit confirms that the student has met the requirements that were conditional on the granting of credit at the beginning of the course. The conditions for granting the credit are set by the subject guarantor always in the first week of teaching. The student of VŠOH has the opportunity to obtain credit in the following terms: a regular one and two corrective ones.
2. A classified credit is a form of credit in which the level of required activities is assessed by a classification level. The conditions for granting a granted credit are set by the subject guarantor always in the first week of teaching. The student of VŠOH has the opportunity to obtain a classified credit in the following terms: a regular one and two corrective ones.
3. A colloquium is an assessment in which the level of required activities is assessed by the degree: passed or failed. The conditions for completing the course ending with a colloquium are set by the subject guarantor always in the first week of teaching. The student of VŠOH has the opportunity to obtain a colloquium in the following terms: a regular one and two corrective ones.
4. A student who was not awarded a credit or a classified credit or a colloquium may request a written review. In the case of awarding a credit, a classified credit or a colloquium, the final decision is made by the head employee (i.e. the head of the department). In the event that the awarding is not decided by the manager, the final decision is made by the rector who decides even if the credit, classified credit or colloquium is awarded by the manager of the school.
5. If a student does not obtain a credit, a classified credit or a colloquium from a subject, the completion of which is compulsory for the given study program and which he can no longer enroll again (Article 5 Paragraph 2), his study is terminated according to the Section 56 Paragraph 1 Letter b) of the Law. Section 68 of the Law applies to the decision-making procedure of this matter.
6. The teacher will enter the credit with the word “započteno” (counted) in the VŠOH information system, at the same time attaching the date of the credit. In the case of a classified credit, the degree of evaluation is stated together with the verbal expression of the classification (the classification scale is given in the Article 11 of these Rules) and again the date of granting the classified credit is attached. The colloquium states the pass / fail rating together with the date of the awarding of the evaluation.

ARTICLE 10

EXAMINATION

1. The examination determines the complex mastery of the material defined in the documentation (syllabus) of the subject at the level corresponding to the completed part of the study, including the ability to apply the acquired knowledge in a creative way. The degree of mastery of the issue is assessed by the teacher with a classification level. The exam is conducted in the language in which the majority of teaching of the subject took place.
2. The examinations are:
 - a) Written,

- b) Oral,
 - c) Combined.
3. Examinations and re-examinations are usually held in the examination period determined by the time schedule of the given academic year. The dates and places of the examinations set by the examiner must be published in the school's information system in sufficient advance. Registration for the examinations takes place via the information system.
 4. A student who was classified as "unsatisfactory" has the right to take a corrective examination. To take the examination, the student of VŠOH has a maximum of three terms available: one regular one and two corrective ones.
 5. At the request of a student or on his or her own initiative, a senior employee may, in exceptional cases, decide to hold an examination before a committee appointed by the senior employee to whose scope the subject is taught. The committee has at least three members. If the examiner is a senior employee, the vice-rector for educational activities decides on the conduct of the examination before the commission and also appoints the commission. The examination before the commission is not an additional examination and provisions of paragraph 4 apply to it.
 6. If a student does not take an examination in a subject, the completion of which is compulsory for the given study program and which he or she cannot enroll again (Article 5, Paragraph 2), his or her study is terminated according to the Section 56, Paragraph 1, Letter b) of the Law. Section 68 of the Law applies to the decision-making procedure in this matter.
 7. The result of the examination – the degree of evaluation and the verbal expression of the classification together with the date of the examination will be entered by the teacher into the information system of the school.
 8. If a student does not appear for the examination without an apology, or if his or her apology is not accepted, he or she is classified as "unsatisfactory". An apology is possible no later than on the day of the examination date.
 9. If a student seriously violates the proper conduct of the examination, he or she is classified as "unsatisfactory". A gross violation of the rules is considered a disciplinary offense.
 10. If the student's rights were seriously violated during the examination, the student may ask the senior employee providing the subject to repeat the examination. In the event that the examiner is a senior employee of the school, the rector or, on his or her behalf, the vice-rector for educational activities will make a final decision on the student's application. He or she also decides whether the student's rights were violated.

ARTICLE 11

CLASSIFICATION SCALE

1. The following classification scale is used to evaluate the study:

ECTS GRADE	VERBAL EXPRESSION	NUMERICAL EXPRESSION
A	VÝBORNĚ/EXCELLENT	1
B	VELMI DOBŘE/VERY GOOD	1,5

C	DOBŘE/GOOD	2
D	USPOKOJIVĚ/SATISFACTORY	2,5
E	DOSTATEČNĚ/SUFFICIENT	3
F	NEDOSTATEČNĚ/UNSATISFACTORY	

- Each qualification level is assigned a numerical expression to be used to calculate the average classification according to Article 12.

ARTICLE 12

AVERAGE CLASSIFICATION OF STUDENTS

- Average classification of a student in a given part of the study (academic year, the whole study before passing the final state examination) is expressed by the study average, which consists of the sum of the classification of subjects ending with a classified credit and an examination. If a student does not complete a credit in any subject, he or she is evaluated in the given part of the study as unsatisfactory.

The study average is calculated to be rounded to two decimal places.

- The study average is used mainly for:
 - Awarding of a merit scholarship,
 - Determining the overall evaluation of the study.
- To calculate the study average, the numerical expression of the classification valid at the time of the completion of the course in the prescribed manner is used.

ARTICLE 13

ENTRY INTO HIGHER YEARS AND CONDITIONS FOR CONTINUATION OF STUDY

- In each academic year, the student is checked within the set deadlines obtained in the given part of the study (term, academic year, total study before passing the final state examination) the required number of credits in the prescribed structure determined by the study program.
- Acquisition of at least 50% of the credits determined for the given year by the study program is considered as fulfillment of the study obligations. If the student does not meet this condition, he or she may request a repetition of the year or his or her studies are terminated according to Section 56 Paragraph 1 Letter b) of the Law. Section 68 of the Law applies to the decision-making procedure in this matter.
- In connection with the care of a child, a student has the right to extend the deadlines for fulfilling the study obligations, as well as for meeting the conditions for advancement to the next term, year for the period for which it would otherwise take them maternity leave, provided that he or she will not interrupt his or her studies at this time. Specifically, the procedure is in accordance with Section 54 of the Law.
- If a student does not fulfill the study obligations specified for the given year through the study program, he or she may request in writing the rector for the permission to

repeat the year, or request transfer to a higher year. The rector decides about the permission to repeat a year or to advance to a higher year without fulfilling the study obligations given by the study program on the basis of information from the study department of the school.

5. A student who has transferred from another university or college can be enrolled in the year. Paragraphs 1 – 3 of this Article 15 apply equally to his or her registration.
6. The enrollment in individual years is made in the way determined by the rector's decision. The dates of the enrollment, including the possible signing of a study contract for individual years, are part of the schedule of the academic year. If the student does not appear for the enrollment within the specified period and apologizes in writing within three days, he or she has the right to enroll in an alternative period.
7. The student participates in the registration procedure in person, in exceptional cases he or she will appoint a representative who will prove his or her verified power of attorney.

ARTICLE 14

STUDY INTERRUPTION

1. On the basis of the student's written request, the rector determines the period of study interruption so that all the principles of these rules are observed in accordance with the relevant study program.
2. Study interruption during the first term is possible only in exceptional cases, especially for health reasons.
3. It is possible to interrupt the study no more than twice during the study. Each interruption may last for maximum of one year, except in the cases referred to in paragraph 5 of this article.
4. A student has the right to interrupt the study always in connection with pregnancy, childbirth or parenthood, for the entire recognized period of parenthood.
5. The period of study interruption for the recognized period of parenthood is not included in the total period of study interruption.
6. In the period of study interruption, the person is not a student. The person is obliged to re-enroll in the study within five working days from the end of the interruption of the study. If he or she does not do so and does not apologize or the apology is not accepted, the study is terminated according to Section 56 Paragraph 1 Letter b) of the Law. The decision on the acceptance of the apology is decided by the rector. Section 68 of the Law applies to the decision-making procedure in this matter.

ARTICLE 15

RECOGNITION OF PART OF THE STUDY

1. The subjects completed by a student in previous studies at VŠOH or another college or university may be recognized. The period which has elapsed since the awarding of the credit, classified credit or examination must not exceed 5 years.
2. The application for recognition of the subject is submitted by the student in writing to the vice-rector for educational activities, who decides on the recognition of the subject after the statement of the guarantor of the subject.

3. The recognized results and relevant credits are entered into the information system and registered at the study department.

ARTICLE 16

PROPER COMPLETION OF STUDY

1. The study is properly completed by fulfilling the obligations set by the study program. The student fulfills the obligations if he or she obtains the number of credits in the prescribed composition and passes the state final examination which includes the defense of the bachelor's thesis in the bachelor's study program. After fulfilling the above obligations, the student is awarded the academic title of "Bachelor" in short Bc. Before the name.
2. Pursuant to Section 55 Paragraph 1 of the Law, the day of the proper completion of study is the day on which the state final examination (hereinafter also referred to as the "Final Examination") or its last part was taken.
3. VŠOH issues its graduates a university diploma stating the study program, branch and academic title awarded to them. The graduate will receive a diploma supplement at the same time.

ARTICLE 17

STATE FINAL EXAMINATION

1. SFE (state final examination) consists of two parts. The first part is the defense of the bachelor's thesis and the second part consist of an examination in subjects for SFE set by the study program. The course of the SFE and the announcement of the results are public. If a study program is accredited in Czech, the examination in the subject is conducted in the language in which the subject was taught. SFE takes place on the dates set by the schedule of the academic year. The rules for the organization and course of SFE are set out in the instruction of the vice-rector for educational activities.
2. SFE begins with the defense of a bachelor's thesis. The bachelor's examination cannot be taken by a student who has not submitted or completed the bachelor's thesis within the set deadlines. The student lectures the basic theses of his or her work. After reading the opinions of the thesis supervisor and the opponent, a discussion follows, in which the student answers the questions of the thesis supervisor, the opponent and the members of the commission concerning the bachelor's thesis. The second part of SFE is an oral examination of the subjects, which are determined by the accreditation documentation so that they correspond to the compulsory and optional subjects that the student has completed. The student must be acquainted with the required structure and content of examination subjects no latter than two months before conducting SFE. The total duration of SFE (including the non-public evaluation, classification and announcement of the results to the student) must not exceed 90 minutes.
3. SFE or any part of it can be repeated twice.
4. When repeating SFE, the student repeats the part of it in which he or she was classified as "unsatisfactory". If the student failed in the defense of the bachelor's thesis, he or she only repeats the defense. If he or she fails in one subject of the oral examination, he

- or she repeats the oral examination in one subject. If he or she fails in two or more subjects, he or she repeats all the subjects that are part of the oral examination.
5. A report is kept on the course of SFE, in which the course and evaluation of the defense of the bachelor's thesis, the evaluation of examinations in SFE subjects and the overall classification of SFE according to Article 20. The opinion of the opponent and the opinion of the supervisor are attached to the report.
 6. If a student does not attend the SFE without an apology or if his or her apology is not accepted, he or she is assessed with the grade "unsatisfactory". The apology is submitted to the rector, who decides on its final acceptance.

ARTICLE 18

EXAMINATION BOARD FOR STATE FINAL EXAMINATIONS

1. SFE takes place before the examination board or state final examinations (hereinafter referred to as the "examination board"). The chairman and members of the commission are appointed by the rector, after the approval by the academic council. At the same time, he appoints the secretary of the board, who ensures the organizational and administrative activities of the commission.
2. The examination board for SFE in the bachelor's study program has at least three members.
3. The meeting of the examination board is chaired by its chairman. In his absence, the meeting is chaired by the vice-chairman or another member of the board authorized by the chairman.
4. The examination board has a quorum if at least three-fifths of its members are present, of at least three of them.
5. The chairman of the board is responsible to the rector of the school for the activities of the board.

ARTICLE 19

BACHELOR'S THESIS

1. With the bachelor's thesis the student demonstrates that he or she is able to solve and present the given problem orally and in writing and defend his or her own approaches to the solution. The student is fully responsible for the content and the quality of the bachelor's thesis. Bachelor's theses are submitted in both written and electronic forms. The student is responsible for the correctness of the English titles of qualification theses.
2. The head employee of the VŠOH component (the head of the department) writes a list of bachelor's theses. The heads of bachelor's theses are appointed by the heads of departments from among the academic staff and important staff from practice. Other additions of paragraph 2:
 - a) According to Section 62 Paragraph 1 Letter f) of the Law the student has the right to propose the topics of his or her bachelor's thesis. In this case, when designing his or her own topics, the work follows the current instruction from the vice-rector for educational activities.

- b) The dates and manner of publishing the topics and their selection for the student's bachelor's thesis are set by the vice-rector for educational activities.
 - c) At the request of the student and with the consent of the supervisor of the bachelor's thesis, the student may in exceptional cases ask the rector to change the assignment of the bachelor's thesis during its solution.
 - d) The student submits the bachelor's thesis in electronic form on a data carrier and in two printed copies to the study department of VŠOH. After successful completion of the final examination, the printed and electronic versions of the bachelor's thesis will be stored in the VŠOH library.
3. The assignment of the bachelor's thesis contains in particular a brief description of the task, a clearly formulated goal of the work to be achieved, basic literary sources, the name of the supervisor and the deadline for its submission. A binding form is issued for the assignment of a bachelor's thesis. The formal arrangement of the bachelor's thesis is set out in the methodological tool issued for VŠOH students. The assignment of the bachelor's thesis will be prepared by the student during consultation with the supervisor, who is obliged to check the assignment, sign it and further submit it to the supervisor of the VŠOH head employee. The head employee signs all the assignments of work led by the staff and hands them over to the vice-rector for educational activities after a formal and professional inspection within the set deadline.
 4. The bachelor's thesis in a study program accredited in the Czech language can be submitted in English with the consent of the supervisor. In such a case, the supervisor must be sufficiently competent to conduct the work in English and the board before which the work is defended is composed of examiners who are able to assess the work in terms of their language skills. The defense of a thesis written in English is also in English. The rector will decide on the language competence to conduct and oppose the bachelor's thesis in the English language and the composition of the board for defense.
 5. The supervisor of the bachelor's thesis and its opponent, who are appointed by the leading employee of VŠOH, will prepare opinions on this thesis. The report for the bachelor's thesis must include a classification evaluation. The student must be able to get acquainted with the reports no later than three working days before the defense.
 6. When defending the bachelor's thesis, the student states the main results of his work and then reacts to the comments made in the evaluation of the supervisor and in the opponent's report. The discussion follows.
 7. If the student does not defend the bachelor's thesis, the examination board decides whether the student completes the thesis or completely reworks it or prepares the thesis with another assignment. The board shall state the reasons for its decision in the final examination protocol and acquaint the student with it.
 8. If, for serious reasons, the student does not submit the bachelor's thesis within the deadline given by the teaching schedule, he or she may ask the vice-rector for educational activities to postpone the submission of the bachelor's thesis. The request for postponement of the submission of the thesis must be submitted to the vice-rector for educational activities before the set deadline for submission and with the statement of the head of the department who submitted the thesis. A student who has not submitted his or her bachelor's thesis within the set deadline without an apology or a student whose apology has not been accepted by the vice-rector is classified in this part of the SFE as "unsatisfactory".
 9. VŠOH non-profitably publishes bachelor's theses for which the defense took place, including the opinions of the opponents and supervisors and the result of the defense through the database of qualification theses, which it manages. The database of qualification theses is accessible via the LMS Moodle.

10. The bachelor's theses submitted by the applicant for the defense must be published for public viewing in the library at least five working days before the defense. Everyone can obtain extracts, transcripts or copies of the published work at their own expense.
11. It is true that before submitting the work, the author agrees with the publication of his or her work, regardless of the result of the defense.

ARTICLE 20

EVALUATION OF STATE FINAL EXAMINATION

1. The individual parts of the SFE are classified separately. The examination board decides on the classification of the SFE and its parts in a closed session. The classification scale according to Article 11 shall be used for classification. The proposal for classification is accepted if it has obtained the majority of votes of the present members of the commission. In the event of a tied vote, the chairman of the commission decides.
2. A detailed evaluation of both parts of the SFE as well as the overall evaluation of the SFE is given in the appendix to these rules.

ARTICLE 21

OVERALL EVALUATION OF STUDY

1. The overall evaluation of properly completed studies is expressed in words:
 - a) passed with distinction,
 - b) passed.
2. A student who has passed with distinction will receive a university diploma with distinction.
3. Excellent study results will be achieved by a student whose average for the entire study does not exceed the value of 1.50. including the SFE result.

ARTICLE 22

EXTRAORDINARY COMPLETION OF STUDY

1. The rector shall complete the studies no later than on the day of the month in which the seventh day from the date on which he became aware of the fact in question was completed, to a student who:
 - a) has not passed or repeatedly completed all parts of the SFE or did not defend the bachelor's thesis no later than two years from the date on which he or she fulfilled the prescribed conditions for completing all parts of the SFE by the last study program,
 - b) was illegally enrolled in a higher year,
 - c) did not exercise his right to re-enroll after the interruption of his or her studies.
2. The rector's decision on the matter must be in writing, must contain a justification and instructions on the possibility of submitting a request for review. This decision must be delivered to the student in person. In case that the decision is returned to the rector

from the post office as undelivered, it will be posted on the VŠOH official notice board for five days. After this period, the decision is considered delivered.

3. The student may, within 30 days from the day the decision was delivered to him or her, request a review of the decision. The application is submitted to the rector who issued the decision, and its submission has a suspensive effect.
4. A student who intends to leave the study himself or herself will send a written statement to the VŠOH about leaving the study. His or her studies end on the day the relevant written statement was delivered.
5. Students whom their studies were completed or who have left their studies will be issued a confirmation of successfully completed subjects and passed examinations. This confirmation will be issued by the study department at the students' request and for a fee.
6. The study is further completed:
 - a) by the withdrawal of accreditation of the study program,
 - b) by termination of accreditation of the study program,
 - c) by exclusion from studies according to the disciplinary rules.
7. The exclusion from the study is a disciplinary sanction. A student may be expelled from studies only for reasons stated in the Law on Higher Education Institutions.
8. In the case of a decision on expulsion from studies according to the disciplinary rules, the student may, within 30 days from the day when the decision was delivered to him or her, request a review of the decision. Missing this deadline can be waived for serious reasons. The application is submitted to the rector. The rector shall amend or revoke a decision that has been issued in violation of the law or with an internal regulation. The decision on the disciplinary offense and expulsion from studies will be revoked even if the facts that would justify the termination of the proceedings were subsequently revealed.

ARTICLE 23

GRADUATION CEREMONY OF VŠOH GRADUATES

1. The handing over of a university diploma is a part of the graduation ceremony of the graduates of the given study program, within which the graduate makes a promise.
2. The participation of the graduates in the graduation ceremony is compulsory.
3. The absence of the graduates from the graduation ceremony is possible only after his or her apology to the vice-rector for educational activities. The request must be properly justified.
4. If the graduate does not attend the graduation ceremony, the diploma and the diploma supplement are handed over for a fee at an extraordinary time.
5. The dates of the graduation ceremony for the relevant academic year are set by the rector.

ARTICLE 24

TUITION FEE

1. Studies in an accredited study program are carried out by VŠOH for a fee.

2. Tuition fees are divided into several price levels, with each group containing a different offer of study and administrative services within a given study program and form of study.
3. The amount of tuition fees, the method and dates of payment, the so-called repayment calendar, and the conditions for refunding tuition fees upon leaving the study are determined by the study contract.
4. Payment of tuition is a condition of enrollment in a higher year in the relevant academic year.
5. Failure to pay tuition is a reason to terminate the study. In the case of termination of studies due to non-payment of tuition fees, the day of termination of studies is the last day of the academic year, or term for which the tuition fee was paid.

ARTICLE 25

FINAL PROVISIONS

1. The Study and Examination Regulations of the College of Hotel and Business Management, Ltd registered by the Ministry of Education, Youth and Sports on 1 February 2008 under No 29 422/2007 – 30 is deleted.
2. The Study and Examination Regulations come into force pursuant to Section 36, Paragraphs 4 and 2 and Section 41 Paragraph 2 of the Law on the day of registration by the Ministry of Education, Youth and Sports.

Brno 2nd of September 2013

PhDr. Ludmila Bartoňová (by her own hand)
The rector of VŠOH

ATTACHEMENT

EVALUATION OF THE STATE FINAL EXAMINATION

Evaluation of the 1st part of SFE

The evaluation of the defended bachelor's thesis is based on the proposals of the evaluation of the supervisor and the opponent of the thesis. Based on the defense of the thesis, the commission will perform its overall classification according to the classification scale (A – B – C – D – E – F).

Evaluation of the 2nd part of SFE

Individual subjects of the 2nd part of the SFE are evaluated according to the following classification scale:

ECTS DEGREE	VERBAL EXPRESSION	NUMERICAL EXPRESSION
A	EXCELLENT	1
B	VERY GOOD	1,5
C	GOOD	2
D	SATISFACTORY	2,5
E	SUFFICIENT	3
F	UNSATISFACTORY	-

The arithmetic mean is calculated from the evaluation of individual subjects. In case the student fails one or more subjects and has an evaluation of "F" insufficiently, the student is generally evaluated F - insufficiently in the second part of the SFE. The arithmetic mean does not count.

The overall evaluation of the 2nd part of SFE is performed accordingly to the calculated arithmetic mean and ranges given in the following table:

ECTS DEGREE	VERBAL EXPRESSION	RANGE FOR ARITHMETIC MEAN
A	EXCELLENT	1,00 – 1,25
B	VERY GOOD	1,26 – 1,75
C	GOOD	1,76 – 2,25
D	SATISFACTORY	2,26 – 2,75
E	SUFFICIENT	2,76 – 3,00

F

UNSATISFACTORY

-

The overall evaluation of the 2nd part of the SFE is expressed by the classification levels A – B – C – D – E – F.

OVERAL EVALUATION OF SFE

Overall evaluation of SFE is expressed by the result of the arithmetic average of the sum of the classification of the 1st and 2nd part of the SFE.