

Study and Examination Regulations of NEWTON University

PART ONE: INTRODUCTORY PROVISIONS

Article I General provisions

1. NEWTON University (hereinafter referred to as "NEWTON University" or simply "the University"; until 13 May 2021 operating under the trade name NEWTON College and the abbreviation NC) carries out accredited study programmes in full-time, combined and distance form of study on the basis of the state approval granted by the Ministry of Education, Youth and Sports (hereinafter referred to as "the Ministry") to operate as a private university.
2. The Study and Examination Regulations of NEWTON University (hereinafter referred to as the "Study and Examination Regulations" or "SER") regulate the course of study at NEWTON University in accordance with Act No. 111/1998 Coll., on Higher Education and on Amendments and Supplements to Other Acts (the "Higher Education Act"), as amended (hereinafter referred to as the "Act"), and the Statutes of NEWTON University (hereinafter referred to as the "Statutes").
3. The Study and Examination Regulations apply to all students of NEWTON University, to academic staff of NEWTON University providing teaching according to the valid curricula of accredited study programmes and to other staff and other collaborators participating in the provision of accredited study programmes of the University.

PART TWO: STUDY REGULATIONS

Article II Admission to study

1. The conditions for admission to study and the admission examination at the university are laid down in Sections 48 to 50 of the Act, as well as in the relevant provisions of the Statutes.
2. The form and course of the admissions procedure, including the method and deadlines for submitting applications for study and the specific conditions for admission to individual study programmes, are determined by the Chancellor of the university in accordance with the wording of the Act and the Statutes.

Article II Special conditions for admission to study, recognition of results obtained during previous studies

1. Candidates admitted to study by a decision of the Chancellor in accordance with Section 49, subsection 3 of the Act who have provided a list of courses successfully completed during their previous studies, including examination results (a statement of study results) confirmed by the relevant other university and a syllabus of courses successfully completed, may, upon their request, have the credits and examinations completed during their previous studies recognised after admission to study, and may subsequently be enrolled in studies beyond the first year of university.
2. A candidate admitted to study in accordance with Section 49, subsection 3 of the Act may be granted recognition of courses successfully completed by him/her in the course of previous studies that correspond to courses in the relevant curriculum of the university's study programme, provided that no more than three years have elapsed since their completion, or more than five years if the course assessment result was at the A, B or C level (or their equivalents). For recognised courses, the student will receive the appropriate number of credits according to the university's curriculum.
3. The number of courses accepted for study and the credits awarded in connection with them is decisive for the inclusion of an applicant accepted for study by a decision of the Chancellor in accordance with Section 49, subsection 3 of the Act in a particular higher year of study.
4. For the purpose of completing courses not yet completed in comparison with the standard curriculum of the university, the Chancellor may permit a student who has been admitted to study by a decision of the Chancellor in accordance with section 49, subsection 3 of the Act to study on the basis of an individual study plan in no more than two semesters following his or her admission.
5. The provisions of paragraphs 1 and 2 of this Article may also be applied to mutatis mutandis the possible recognition of courses which the student has successfully completed as part of a concurrent study at another university or higher vocational school.
6. If it is appropriate with regard to the study needs and interests of the applicant for study and at the same time possible from the point of view of the organisation of teaching at the university, the applicant referred to in paragraph 1 may be admitted and subsequently enrolled in the next starting semester of teaching within the current academic year.

Article III Organisation of studies, credit system

1. Study in an accredited study programme is carried out in the form of full-time, combined or distance learning.
2. The organisation of study at the university, regardless of its form, is based on the principles and principles of the European Credit Transfer System (hereinafter referred to

as "ECTS"). ECTS credits (hereinafter referred to as "credit(s)") express the level of study load during a semester, with one credit corresponding to 1/60 of the average annual study load.

3. Each course is graded by a certain number of credits, which the student receives by successfully completing the course. A student who takes a course but does not successfully complete it will receive no credit for that course and must repeat the course.
4. For successful completion of the study or part of it, the student must obtain a specified number of credits in the specified composition and, if applicable, continuity according to the requirements of the valid accreditation of the relevant study programme.

Article IV Study content, study programme and curriculum

1. The content of the study is determined by the form of the study plan of the student's chosen study programme of the university, including its possible specialisation in the relevant form of study.
2. The student may choose a specific specialisation, if the relevant study programme is divided into specialisations, within the study programme already during the admission procedure for study at the university, or may make or change the choice of specialisation during the first semester of study. The possibility of choosing certain specialisations may be conditional on fulfilling the conditions set by the Chancellor.
3. The study plan determines the time and content sequence of individual study subjects, the scope and form of their teaching, as well as the method of verification of study results.
4. Study subjects may be compulsory, compulsory elective, elective or optional.
5. If the study programme is implemented in a foreign language in accordance with the accreditation, the admission procedure, all teaching and learning activities, verification of learning outcomes, writing and defending the final qualification thesis and all other parts of the final state examination are conducted in that language in relation to the study programme.
6. In the case of study programmes implemented in the Czech language, some study subjects or activities already determined in the accreditation procedure of the study programme may be conducted in a designated foreign language (usually English). In such a case, the teaching of a given study subject takes place in the designated foreign language, and the verification of learning outcomes in relation to this subject may then take place in the designated foreign language as well as in the Czech language.
7. The study of an optional subject may be charged in excess of the standard tuition fee for the chosen study programme. The teaching of an optional course in a particular semester is usually conditional on a sufficient number of students interested in taking it.

Article V Organisation of the academic year

1. The academic year begins on 1 September and ends on 31 August of the relevant calendar year.
2. The academic year is divided into the winter semester, the winter semester examination period, the summer semester, the summer semester examination period and the vacation period.
3. For each academic year, a timetable (schedule) of the academic year of the university is announced, which sets out in particular the dates of the beginning and end of each semester and its examination periods, the dates of the beginning and end of the vacation period and, where appropriate, the dates or periods of other academic activities.
4. Each semester lasts a total of 14 weeks, of which 12 are teaching weeks and 2 are consultation weeks. The examination period of each semester lasts a minimum of 4 weeks.
5. Teaching in the full-time form of study is carried out according to weekly timetables, while the timetable of odd and even weeks may differ.
6. In justified cases, full-time study may be organised in blocks. The block organisation of teaching must be subordinate to the teaching according to the weekly timetables and must not disrupt it.
7. Teaching in the combined form of study is organised in blocks according to a separate timetable, usually taking place at weekends and on working days immediately preceding or immediately following weekends.
8. Teaching in the distance form of study can be organized according to a regular weekly schedule as well as in block form, both on weekdays and at weekends. Teaching in the distance form of study can also take place during holidays.
9. In the case of a very low number of students enrolled in a particular course of study, the teaching of this course of study may be organised during a designated semester or out-of-semester in a consultative form with the Chancellor's approval.

Article VI Teaching

1. One teaching lesson lasts 45 minutes, and usually the teaching is organized in the form of two immediately consecutive lessons of the same subject.
2. The basic forms of teaching include lectures, exercises, seminars, excursions, training courses, individual and group consultations, individual or group homework.

3. Depending on their nature, the teaching forms used are mainly implemented in ways that allow and assume active involvement of students in the teaching. In the distance form of study, and in justified cases also in the full-time and combined form of study, the forms of teaching used are also implemented in the form of remote electronic communication (i.e. in the form of videoconferences, webinars, etc.).
4. The lecture is mainly theoretically oriented interpretation of basic principles, facts, relationships and problems including their model solutions.
5. Lectures are given by professors and associate professors of the relevant study programme, or by distinguished experts from practice, assistant professors with the scientific rank of CSc. or the academic title of Dr. or Ph.D. or, with the consent of the Chancellor, by other assistant professors.
6. Within the framework of exercises, seminars, consultations and homework, emphasis is placed on independent individual or group work, during which students use the knowledge and skills acquired during lectures and individual study.
7. Exercises, seminars and other forms of teaching are led by professors, associate professors, assistant professors, assistants and lecturers of the relevant study programme, or experts from scientific departments and practice.
8. Consultations are primarily based on the students' requirements and are carried out at their request; they are not included in the total study load. They focus on providing supplementary or explanatory information on professional issues that have been taught or assigned for individual study.
9. Consultations are provided mainly in the terms announced by individual lecturers in the information system of the university (hereinafter referred to as "IS"), or in other terms given by agreement between students and lecturers.
10. Instructors are required to publish the course syllabus, including the scope of the examination requirements, no later than the first week of classes in a given semester. The course syllabus contains an annotation of the course, the timetable of individual lectures, the form of the end of the course and a list of required and recommended readings.
11. Continuous oral or written verification of students' learning outcomes may be part of the teaching, which may be a condition and part of the student's final classification in the course of study.
12. Teaching must be carried out in premises that meet the requirements of higher education and its relevant form (lecture, exercise, seminar, training course, colloquium, consultation) in terms of their parameters (capacity, light, airiness, noise, ergonomic parameters, etc.).

13. In the case of using classrooms with only artificial lighting (i.e. without daylight), teaching for an individual group of students as well as for an individual teacher can take place for a maximum of two teaching blocks of 90 minutes each. The follow-up teaching for a given group of students or teacher must already be carried out in a classroom with daylight, or it must follow after a break of at least 90 minutes.
14. In the case of distance education by electronic communication, the means of electronic communication (software) must be used in such a way that they are commonly available to students and do not impose unreasonable demands on them in terms of knowledge or money.

Article VII Enrolment in studies, conditions for continuing studies

1. Enrolment in a course of study is a legal act by which an admitted applicant for study, an admitted applicant for study enrolled in a higher semester of study than the first semester of study or a person whose studies have been previously interrupted becomes a student of the university for the relevant academic year with all his/her rights and obligations.
2. Existing students of the university are always enrolled in a higher year of study, or in a repeated year of study, for each academic year following their first academic year of study.
3. By enrolling in the course of study and then in subsequent years by enrolling in a higher year of study or a repeated year of study, the student acquires the right to participate in their teaching, to receive credits, classified credits and to take examinations in these subjects. At the same time, he/she is obliged to fulfil his/her study obligations within the scope of the applicable legislation, the Statutes, these Study and Examination Regulations, as well as other applicable standards of the University.
4. Enrolment in studies, enrolment in the higher year of study and enrolment in the repeated year of study are carried out electronically via the IS (hereinafter referred to as "e-enrolment"). The rules and dates of enrolment for individual years and semesters of study are set by the Chancellor and published at least one month before the start of the academic year or semester for which enrolment is to take place.
5. When enrolling, the student records the study subjects according to the standard study plan of the study programme, as well as any study subjects not yet completed in comparison with the standard study plan or not successfully completed in previous academic years.
6. The student chooses compulsory and elective subjects of the study plan during enrolment, and may also enrol in optional subjects beyond the study plan.
7. E-enrolment is possible when at least the first agreed instalment of tuition fees for the academic year or semester is paid.

8. If a student has fulfilled all the conditions for enrolment in studies but has not carried out the e-enrolment without submitting a request for interruption or termination of studies, the study department of the university will enrol the student in studies. The study department will also enrol students who pay their tuition fees or the relevant instalment late. There is usually a fee for enrolment by the study department.
9. If the condition referred to in point 6 of this article is not fulfilled even within the subsequently specified deadline, the e-enrolment cannot be carried out. In the case of an applicant who does not commence his/her studies, he/she does not become a student of the university, but this does not relieve him/her of the obligation to fulfil the terms of the study agreement concluded with the university. In the case of an existing student, his/her studies will be interrupted until the end of the current semester, but this does not relieve him/her of his/her obligation to fulfil the terms of his/her study contract with the university. In the case of a person whose studies have previously been interrupted, the interruption will be extended until the end of the current semester; if such an interruption is no longer possible, the person's studies will be terminated.
10. If the condition referred to in point 6 of this Article is repeatedly not fulfilled in two consecutive semesters, the person's studies at the university may be terminated, but this does not relieve him/her of the obligation to fulfil the terms of his/her study agreement with the university.
11. A condition for advancement to a higher year of study is the acquisition of a minimum of 40 credits in the previous academic year of study.
12. In the event that a student fails to meet the requirement for advancement to a higher year of study, he or she may submit a request to the Chancellor for conditional enrolment in higher year courses.
13. If a student does not meet the condition for advancement to a higher year of study, has not submitted a request to the Chancellor for conditional enrolment in higher year courses, or if the Chancellor has not granted the student's request, the student is obliged to enrol in all courses not yet completed in comparison with the standard study plan, as well as courses taken in previous academic years but not successfully completed, and to repeat the relevant year of study.
14. An exemption from the obligation to fulfil the condition for advancement to a higher year of study, as well as from any other study obligations set out in these Study and Examination Regulations, may be granted to a student by the Chancellor in connection with the wording of Section 54a of the Act. A student who has been granted such an exemption shall be treated in the same way as if he or she had duly and timely fulfilled all the relevant study obligations.
15. If a student has completed the final year of studies but has not fulfilled all the study obligations set out in the study plan of the relevant study programme, he/she cannot apply for and pass the final state examination or any part or parts thereof. Such a student shall re-enrol in the final year of study in the following academic year. When re-enrolling

in the final year of study, the student shall enrol in all courses not yet completed in comparison with the curriculum requirement, as well as in all courses which he/she has already taken in previous academic years but has not successfully completed.

16. Throughout the entire course of study, the student is obliged to duly fulfil his/her study obligations in accordance with the provisions of the Act, other generally applicable legislative regulations of the Czech Republic, the Statutes, these Study and Examination Regulations and other applicable standards of the University.
17. During the course of studies, the student is obliged to avoid fraudulent behaviour, in particular infringement of copyrights, plagiarism and unauthorised use of aids including communication devices of any kind in the verification of study results (i.e. in taking the final state examination, examinations and in fulfilling the conditions for obtaining classified credits and credit), as well as any other illegal behaviour.
18. By violating his/her obligations, the student exposes himself/herself to the risk of sanctions in accordance with the wording of the disciplinary regulations of the university as well as generally applicable legal regulations.

Article VIII Evidence of study

1. Documents of study and their requirements are defined in Section 57 of the Act; documents of study at NEWTON University are:
 - a) student card: student card means the ISIC card for full-time students and the ALIVE card for combined or distance learning students issued by the university;
 - b) study report (e-index): a study report is a document in which the subjects studied and the results of the academic achievement or performance check are recorded. The University uses an electronic study report (e-index) within the IS with adequate security against unauthorised persons.
2. The output documents of the completion of the study programme at the university are:
 - a) a university diploma,
 - b) a certificate of completion of study practice and management training,
 - c) Diploma Supplement.
3. As a standard, the university will issue a student with a certificate of study only for the period for which the student has paid the study fee (tuition fee).

Article IX Individual study plan

1. A student submits an application for study on the basis of an Individual Study Plan (hereinafter referred to as ISP) to the Study Department in electronic form via the Contact Centre (part of the IS), stating and, if necessary, documenting the reason for the application, no later than the end of the first teaching week of the semester for which the student is applying for study on the basis of an ISP.

2. Applications not submitted by the deadline may be rejected without further consideration.
3. All timely applications for ISP-based study will be reviewed no later than the second teaching week of the semester. The basic condition for the consideration and possible positive processing of an ISP application is the payment of the tuition fees for the semester to which the ISP application relates.
4. ISP-based studies are authorised by the Chancellor of the university.
5. A student's request to study on an ISP basis will be considered justified for serious health reasons, reasons related to pregnancy, childbirth or parenthood, or other reasons of special consideration. As a rule, the student's time constraints due to business or employment obligations, the difficulty of commuting from his/her place of residence etc. are not among the reasons justifying the authorisation of ISP studies.
6. The requirements and conditions for study and successful completion of the courses of study that the student intends to take within the ISP will be communicated to the student by the convenor or teacher of each individual course of study upon request.
7. In the case of ISP-based studies, the student is responsible for obtaining all relevant information related to the study, in particular, he/she is obliged to communicate with the teachers and, where appropriate, the convenors of the relevant study courses in the necessary manner.
8. Students of the Bachelor's degree programme with a lower knowledge of the language in which the study programme is taught can apply for ISP-based study, the essence of which is to spread the teaching of the first year of the Bachelor's degree into 4 semesters.
9. For the purpose of completing courses not yet completed in comparison with the standard curriculum, the Chancellor may allow a student who has studied at another university or higher vocational school prior to admission to study to study on the basis of the ISP.

Article X Interruption of studies

1. A student may interrupt his/her studies for a maximum period of two years (four semesters), but the sum of the existing period of study, the planned period of interruption and the time required to complete the studies after the interruption must not exceed the maximum period of study.
2. The student shall request the interruption of his/her studies in writing to the study department, always stating the reason for the request.
3. A student has the right to interrupt his/her studies always in connection with the reasons listed in Section 54, subsection 2 of the Act. In accordance with the wording of Section

54(3) of the Act, the period of interruption of studies during the recognised period of parenthood is not counted towards the total period of interruption of studies or the maximum period of studies.

4. The period of interruption of studies is always set until the end of the individual academic year.
5. Upon expiry of the period of interruption of studies, the person concerned becomes entitled to re-enrolment in the year of study before or during which the person's studies were interrupted.
6. During a recognised period of parenthood, a person whose studies have been interrupted may, on application, re-enrol in studies before the period of interruption has expired. Enrolment must be in the year of study before or during which the person's studies were interrupted. A similar procedure may be followed in cases of interruption of studies for serious health reasons and for suddenly arising exceptional hardship in life or social circumstances.
7. At the time of interruption of studies, the person is no longer a student and ceases to be a member of the academic community of the university.

Article XI Orderly completion of studies

1. The condition for proper completion of studies is the fulfilment of all study obligations prescribed by the study plan of the relevant study programme, including the submission of the final qualifying thesis, within a maximum period not exceeding the specified maximum period of study, and the subsequent successful completion of the state final examination in all its parts.
2. The maximum period of study may not exceed twice the standard period of study. In the case of persons who were students during the academic years 2019/2020 and/or 2020/2021, or whose studies were interrupted during the academic years 2019/2020 and/or 2020/2021, the maximum duration of their studies is further extended by one year.
3. The standard period of study means the period of study of the relevant study programme at the average study load - unless otherwise stated, the standard period of study for bachelor's degree programmes is three years, and for continuing master's degree programmes is two years.
4. The state final examination in an accredited study programme consists of four parts, namely the defence of the final qualification thesis and oral examinations in three subjects of the state final examination.
5. NEWTON University may designate the part or parts of the final state examination that a student may take during his or her studies, provided that he or she fulfils those study

requirements prescribed by the study regulations that make passing the relevant part or parts of the final state examination a prerequisite.

6. The principles, procedures and deadlines for the assignment, preparation and submission of final qualification theses, the criteria for their evaluation, as well as other facts related to final qualification thesis are the subject of another university standard in the form of the Chancellor's Directive on the preparation of final qualification theses.
7. The course of the defence of the final qualification thesis and oral examinations within the state final examination, including their evaluation and the procedures for postponing or repeating the state final examination and its parts are regulated by another university standard in the form of the Chancellor's Directive on State Final Examinations.
8. In justified cases, the state final examinations, or some part or parts thereof, including the defence of final qualification theses, may be conducted by means of remote electronic communication. The detailed procedures and rules for such a method of conducting state final examinations, including the defence of final qualification theses, shall be laid down in a specific additional standard of the university in the form of a relevant specially issued directive of the Chancellor.
9. The date of the proper completion of studies is the date on which the student has successfully passed the last part or parts of the state final examination; on this date the student becomes a graduate of the relevant study programme of the university and is awarded the corresponding academic degree (in the case of bachelor's studies "bakalář" (bachelor, abbreviated "Bc." in front of the name), in the case of continuing master's studies "inženýr" (Master of Science, abbreviated "Ing." in front of the name).

Article XII Completion of studies by other means

1. Students who intend to withdraw from their studies of their own volition shall notify the Study Department in writing. The Chancellor will then confirm to the student in writing without undue delay that his/her studies at the university have been terminated by withdrawal.
2. The study may be terminated if the student fails to comply with the conditions set out in the study agreement or the requirements set out in these Study and Examination Regulations in relation to the relevant study programme, despite prior notification.
3. In accordance with the wording of § 56, paragraph 1, letter b) of the Act, the study will be terminated for a student who:
 - a) has passed any part of the state final examination with a grade of "fail" during the second repeat (i.e. in the so-called Chancellor's term) (the study is terminated on the date of the second repeat of this part of the state final examination),
 - b) during the first retake (i.e. in the so-called remedial term), he/she has passed any part of the state final examination with a grade of "fail" and subsequently

has not submitted an application for a second retake (Chancellor's term) of this part of the state final examination within the set deadline (the study is terminated on the 30th calendar day following the day of the first retake of the relevant part of the state final examination),

- c) the student's period of study has exceeded the maximum period of study without the student having fulfilled all the study obligations prescribed by the study plan of the relevant study programme, including the submission of the final qualifying thesis.
4. The Chancellor sends the decision on termination of studies to the student in writing, specifying in the notification the specific date on which the student's studies at the university are terminated. Section 68 of the Act applies to the decision to terminate studies.
 5. Termination of studies by expulsion occurs on the basis of a decision of the Chancellor for reasons that are exhaustively defined in the Act. The Chancellor sends the decision to expel the student in writing.
 6. A student who has dropped out of studies or whose studies have been terminated early will be issued, at his/her request, with proof of having passed the examinations in accordance with the law.

Article XIII Communication between student and university

1. The student is obliged to monitor the IS bulletin board and follow the instructions posted on it. The student is also required to monitor e-mail correspondence received in his/her assigned school e-mail box.
2. During the entire period of study, the student is obliged to report changes in personal data to the university, including the address for delivery of documents.
3. By failing to comply with the obligations set out in the preceding provision, the student runs the risk of being deemed unavailable by the university. A student is deemed unavailable if he or she fails to appear in person or to contact the University in writing, by telephone or by e-mail within 30 days of the date of the written notice sent to his or her last reported address for service at the University.
4. The University delivers all decisions, as well as notices, confirmations, communications, etc., except for decisions that may not be delivered in this way by law, to the student via the electronic information system of the University (i.e. IS) in electronic form to the student's school e-mail box, or in the case of applicants for study at the University to the e-mail addresses provided by them. In this case, the date of delivery and notification of the decision shall be the first day following the date on which the decision is made available in the IS.

5. Decisions that by law cannot be delivered through the electronic information system of the university are delivered by the university through an authorised postal service provider. In the event that a student fails to comply with his/her obligation referred to in section 63(3)(b) of the Act or if a document cannot be delivered to the address for service reported by the student, it shall be delivered by written public notice in accordance with the wording of section 69a(2) of the Act.
6. All important announcements of a mass nature concerning students and their studies are published by the University on the IS notice board.
7. In negotiations with the university, the student may be represented exclusively by a representative authorised by the student in accordance with the wording of generally applicable Czech legislation.

Article XIV Study evaluation

1. For the evaluation of studies, credit (zápočet, hereinafter referred to as "z"), graded credit (klasifikovaný zápočet, hereinafter referred to as "klz") and examinations (zkouška, hereinafter referred to as "zk") are used.
2. In the case of credit, the grades "credited" and "uncredited" are used to assess specific learning outcomes.
3. In the case of graded credits and examinations, the university uses the ECTS grading scale to assess specific learning outcomes:

Classification grade %	equivalent	Value for determining the weighted average
A	90-100	1
B	80-89	1,5
C	70-79	2
D	60-69	2,5
E	50-59	3
F	less than 50	4

4. In addition to the above classification grades, the classification grade "FN" (i.e. "failed to appear") is used to evaluate the results of the study. A student who has been graded "FN" without having duly excused himself/herself from the relevant deadline is treated in the same way as if he/she had been graded "F", with all the consequences that this entails.
5. The grading scale may be modified by the instructor's decision. However, the modified form of the scale must then be adequately presented to students, usually together with other requirements for the completion and successful completion of the course.
6. A check of the student's academic performance for the purpose of assessing whether the student meets the conditions for advancement to a higher year of study is carried out after the end of the examination period of the summer semester of the academic year.

7. The overall result of the study is evaluated as follows:
- "passed with distinction",
 - "passed".
8. The student has achieved an overall study result of "passed with distinction" if:
- has achieved a weighted grade point average of up to and including 1.50 for the entire period of study,
 - and at the same time passed the state final examination with an overall final grade of "passed with distinction", i.e. successfully passed the state final examination in due time and received, with no more than one exception in the form of a grade "B" in all individual parts of the state final examination, a grade "A".
9. The weighted grade point average is calculated as follows:

$$VP = \frac{\sum [(number\ of\ credits) \times (course\ classification)]}{\sum\ credits\ for\ courses\ completed\ with\ zk\ or\ klz}$$

PART THREE: EXAMINATION REGULATIONS

Article I General provisions

1. The provisions of the Examination Regulations do not apply to the organisation, conduct, postponement, repetition or assessment of the State Final Examination or any of its parts.
2. The student has the opportunity to take the exam on the individual exam dates, which are:
 - a) regular term,
 - b) first remedial term,
 - c) second remedial term,
 - d) Chancellor's remedial term.
3. The specific date, time, venue and capacity of the examination term, as well as the form of examination (written, oral or a combination of both) or any restrictions on student registration for the examination term, shall be determined by the academic staff member conducting the assessment in the course of study (hereinafter referred to as the "examiner"). In the case of examination terms held in the following semester, the examiner shall ensure that the announced terms do not unreasonably interfere with regular teaching.
4. In justified cases, examinations (and similarly, graded credits and credits) may be conducted by means of remote electronic communication. Students must be duly informed of this in advance.
5. The announcement of examination dates as well as the registration of students for specific examination dates takes place as standard through the IS.
6. The examiner is obliged to list a sufficient number of individual examination dates for completion of the course.
7. The listing of terms, especially their numbers and capacities, is controlled by the heads of the centres of expertise and the Vice-Chancellor designated by the Chancellor.
8. The student will normally learn the grade achieved in the relevant examination period no later than the 5th calendar day following the date of the examination.
9. In the case of a written examination, the student has the right to request the examiner to inspect the written material submitted during the examination period and evaluated by the examiner within a period of 30 calendar days following the date of the examination, during which time the examiners are obliged to archive the written material produced by the student during the examination period.

10. In the case where the examiner has announced a sufficient number of repetitions of the course with sufficient capacity in accordance with the conditions for announcing an individual (i.e. regular, first or second remedial) examination term, all students who have not taken the opportunity to take this examination term are assessed with the classification grade "FN" within this examination term, with all the consequences resulting therefrom.
11. In the event that a student fails to fulfil all the requirements for the completion and successful completion of a course of study by the end of the examination period of the semester following the semester in which the course was taught, the student shall be graded "FN" in the course of study with all the consequences thereof.
12. In the event of fraudulent or other unauthorized conduct by the student during the examination or in fulfilling the conditions of the (graded) credit (in particular, unauthorized use of aids including communication devices of any kind, copying, plagiarism, etc.), the student will be graded "F" within the relevant examination period.

Article II Awarding of credits

1. The rules for awarding credit for a course that is subsequently concluded by an examination are laid down by the teacher in the syllabus of the course of study. The rules and mechanisms for the award of credit for a course which is subsequently concluded by examination may be established in derogation from the specific provisions of the Study and Examination Regulations applicable to the conduct of examinations.
2. An examination in a subject in which it is necessary to obtain credit may be taken only after the credit has been obtained and the grade "credited" has been entered in the IS.
3. Credit for a course that is subsequently completed by examination must be obtained by the end of the third week of the examination period in a given semester at the latest, otherwise the student will not be awarded credit (i.e., the student will be graded as "not credited"). Exceptions to this rule are possible only with the approval of the Chancellor for reasons of special consideration.
4. For the fulfilment of the conditions of classified credit, the individual provisions of the examination regulations on the conduct of examinations apply, including the same grading scale.
5. The provisions of the Examination Regulations applicable to the conduct of examinations and the fulfilment of the conditions of classified credits shall also apply *mutatis mutandis* in the case where a course of study in a given semester is completed only by credit.

Article III Regular term

1. Regular dates for the examination are announced during the examination period of the semester, or in the form of so-called pre-terms during the semester.

2. The examiner decides on the announcement of a regular term in the form of a so-called pre-term.
3. Ordinary deadlines in the form of a "pre-term" may not be announced before the final class of the course in the semester in question, including substituted classes.
4. In the case of block or tutorial teaching of a study subject implemented and completed in its entirety during the semester, regular deadlines in the form of so-called pre-terms may be announced during the semester.
5. Ordinary terms in the form of so-called pre-terms must not conflict with regular or substituted teaching in other courses belonging to the standard study plan of students who can register for these terms.
6. The total capacity of the announced regular examination dates must correspond to at least 125% of the number of students enrolled in the course.
7. The examiners shall announce the regular examination dates for at least the first three weeks of the examination period no later than the first day of the examination period, but usually before the beginning of the examination period.
8. For full-time study, the examiner must always announce a sufficient number of regular dates - at least 3 different regular dates, usually at least 1 regular date in each of the first 3 weeks of the examination period.
9. In the case of the combined form of study, at least 2 regular dates are usually announced, at least 1 of the regular dates should be announced on a working day (usually in the afternoon or evening within the normal operating hours of the university), and at least 1 of the regular dates should be announced on weekend days within the examination camp of the combined form of study.
10. For the distance form of study, there are usually at least 2 regular dates in the first 3 weeks of the examination period. Exam dates are announced at similar times during the semester when the course is taught.
11. A full-time or combined form of study student is obliged to pass the regular examination term of the course during the examination period of the semester in which the course was taught, otherwise he/she will be graded with the classification grade "FN" during the regular examination term, with all the consequences resulting therefrom. Exceptions to this rule are only possible with the approval of the Chancellor for reasons of special consideration.
12. In the case of distance learning, the student may also take the regular examination term of the course until the end of the semester following the semester in which the course was taught.

Article IV First remedial term

1. A student who has been graded "F" or "FN" in the regular term may apply to take the examination in the first remedial term.
2. The first remedial dates are usually announced during the exam period, and if necessary during the following semester.
3. The first remedial dates are usually announced so that students who can apply for them have at least 5 calendar days to prepare for their studies.
4. The number and capacity of the first remedial terms are announced according to the need, taking into account the specific number of students who are eligible to attend.

Article V Second remedial term

1. A student who has been graded with a grade of "F" or "FN" in the first remedial period may apply to take the examination in the second remedial term.
2. Second remedial dates are announced during the exam period or during the following semester.
3. Second remedial dates are usually announced so that students who can apply for them have at least 7 calendar days to prepare for their studies.
4. The number and capacity of the second remedial terms are announced according to the need, taking into account the specific number of students who are entitled to attend them.

Article VI Chancellor's remedial term

1. A student who has been graded with a grade of "F" or "FN" in the second remedial term may request the Chancellor to take the examination in the Chancellor's remedial term via the Contact Centre (part of the IS).
2. The student must request to take the examination during the Chancellor's remedial term no later than the 14th calendar day after the date of failure of the second remedial term. If the student does not apply to take the examination at the Chancellor's remedial date in time, he/she will be considered as if he/she had not applied to take the examination at the Chancellor's remedial date at all.
3. The Chancellor decides on a student's request to take the examination within the Chancellor's remedial term within 7 calendar days of its submission.
4. There is a fee for taking the examination during the Chancellor's remedial term; the fee must be paid within 5 calendar days of the approval of the relevant application.

5. If the student fails to pay the designated fee within the specified time limit, he/she will not be allowed to take the examination during the Chancellor's remedial term. This situation will be viewed as if the student had not submitted a request to take the examination during the Chancellor's remedial term at all.
6. Chancellor's remedial dates are announced during the semester following the semester in which the course was taught, usually within 10 to 30 calendar days of the student's review of the request; the student must be notified of the date of the Chancellor's remedial date at least 7 calendar days in advance.
7. The Chancellor's Remedial Term is organised and its date announced by the examiner, and the student applies for the Chancellor's remedial term in the usual way via the university's information system.
8. A student may excuse himself/herself from participation in the Chancellor's remedial term, however, excuses from participation in the Chancellor's remedial term are only possible for reasons of special consideration. The Chancellor decides on the validity of the excuse. If the apology is found to be valid, the grade of "FN" recorded on the examination report by the study department is cancelled due to the student's non-attendance in the term, and the student is retroactively withdrawn from the Chancellor's remedial term by the Study Department. The Study Department will then take the necessary steps to hold the Chancellor's remedial term again. In such a case, the student is not obliged to pay the fee for taking the examination again in the Chancellor's remedial term.

Article VII Attendance at the examination term, excuses from participation

1. Only a student who is duly registered for the examination in the IS can take the examination in the examination period.
2. A student may withdraw from the examination term for which he/she is registered in IS under the conditions specified by the examiner.
3. A student who is registered for the examination but fails to appear for the examination on the given date is graded by the examiner in this examination period with the classification grade "FN".
4. A student who is graded "FN" in an examination term without having properly excused himself/herself from the term shall be treated in the same way as if he/she had been graded "F" in that examination term, with all the consequences resulting therefrom.
5. If a student is unable to attend an examination for serious reasons and it is no longer possible to withdraw from the examination, he/she must apologise to the examiner by e-mail message sent to the examiner's school e-mail address no later than the calendar day following the date of the examination.

6. An excuse from a probationary period will be considered proper and therefore accepted in these cases:
 - a) medical reasons: proof of medical treatment or sick leave (in paper or electronic form) must be provided by the 5th calendar day after the date of the examination,
 - b) traffic obstacles: the condition is that the so-called "delay ticket" issued by the public transport company (in paper or electronic form) must be presented by the 5th calendar day after the date of the test,
 - c) other reasons of special consideration: on the basis of an assessment by the Chancellor or a person authorised by the Chancellor.
7. In the case of a proper excuse, the IS examiner cancels the student's grade with the classification grade "FN" and retroactively withdraws the student from the term from which he/she has properly excused him/herself. The student may then re-register for the relevant examination term.
8. In the event of a proper excuse from attending an examination term, the student is obliged to re-register for the relevant term without delay. If a student finds that there is no longer an examination date for a course that he/she is still eligible to take, he/she must inform the relevant examiner immediately by e-mail to the examiner's school e-mail address.

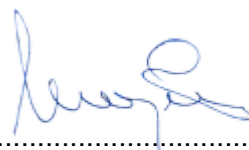
Article VIII Repetition of the subject

1. A student who:
 - a) has not received credit for a course of study that is subsequently completed by examination,
 - b) has been graded with a grade of "F" or "FN" in the second remedial term and has not submitted a request to take the examination in the Chancellor's remedial term,
 - c) was graded with a grade of "F" or "FN" in the Chancellor's remedial term,
 - d) has not met all the requirements for taking and successfully completing the course of study by the end of the examination period of the semester following the semester in which the course was taught.
2. A student who is required to repeat a course must request re-enrollment in the course through the IS Contact Center. There is a fee for repeating a course.
3. In the event of an obligation to repeat the study of a course, all the results achieved by the student in the course up to that time in the form of, for example, the credit obtained, the seminar paper submitted, etc. are cancelled. When repeating a course, the student is obliged to fulfil all conditions for its completion and successful completion as if he/she were studying the course for the first time.

PART FOUR: FINAL PROVISIONS

Article I Final provisions

1. These Study and Examination Regulations of NEWTON University shall come into force and effect on 9 January 2023.
2. On the date of entry into force of these Study and Examination Regulations, the version of the NEWTON University Study and Examination Regulations dated 1 September 2021 in force until that date shall be repealed.



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MUDr. Jan Mojžíš, MBA
Chancellor
NEWTON University