

Undergraduate Studies' Dean's instructions as of 06.10.2020 concerning certificates of completion

A) Study plans mandatory for particular students

1. Obtaining the certificate of completion requires especially fulfilment of requirements of the curriculum for a particular student
2. The curriculum for a particular student is determined by the year studies were commenced. A student commencing education in the year t is obliged to fulfil the requirements described in the information booklet for the year t.
3. In case of resumption of studies after a break it must be determined which curriculum (from which year) shall be determinant in this particular case for obtaining certificate of completion.
4. The curricula, as described in points 2-3, are not subject to changes over time and any alterations to the curricula resolved in later years do not affect the shape of the curriculum for students commencing education and studying according to the curricula from earlier years.
5. An exception to the rule described in point 4 could be made whilst a new curriculum is introduced and it is **straightforwardly stated** in the provision putting it in place that it should apply to students from earlier years. In an event when the said change should not be beneficial for the student subject to an earlier curriculum, it is the dean in cooperation with the head of the Advisory Board who decide on a suitable mode of proceedings in order to achieve the learning outcomes required by the earlier curriculum. It is done at the request of the student concerned.

B) Settlement of courses with particular attributes for obtaining the certificate of completion

6. In the event when a course attribute has changed for a student who had completed the course earlier (for example an elective subject becomes listed as connected to a particular field of study), the certificate of completion is generated in accordance with the provisions for the year of commencement,

listed in the information booklet for the given year, mandatory for the student. The exception to this rule is point 5.

7. If a situation described by point 6 or similar should arise, when a student does not fulfil requirements for obtaining the certificate of completion, the said student is allowed to apply to the dean for resolution in accordance with the provisions from a different year. It is especially regarding certificates of completion newer than described in 2-3 or a course from a different University (e.g. during an international scholarship) to be incorporated in the specific group of subjects, e.g. major subjects) completed by a student in a situation when a mandatory curriculum stipulates differently.
8. An opinion by the head of the Course Advisory Board or a person appointed is a compulsory component of an application in cases described in 7.
9. A positive opinion as described in 8 is a prerequisite though not determinant in obtaining dean's approval for changes to the curriculum whilst obtaining the certificate of completion.

C) Specialization in obtaining certificate of completion

10. When a certificate of completion is obtained by a given student, specialization is also accounted for as applicable according to the information program booklet in place.
11. In the event of the next information booklet containing a new specialization or the curriculum for the specialization completed by the student had been subject to change, it is possible to apply rules as in 2-3 of this instruction. In such case it is required to place an application with the dean's office.

C) Order regulations

12. The opinion of Head of Advisory Board or a person appointed as in 8 should be in written form. During the period of Covid-19 epidemic and stationary classes' suspension it is acceptable to submit opinions in electronic form.
13. The instruction shall enter into force as of date of issue.