

PARDUBICE UNIVERSITY Faculty of Chemical Technology	
DIRECTIVE No. 9/2017	
Subject:	Rules, procedures and conditions for registration of subjects at the Faculty of Chemical Technology of the University of Pardubice
Applicability:	students and academic employees of FChT
Effective from:	issue date
Reference No.	sfcht/342/17
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Article 1 Control of fulfilment of study obligations

(1) In connection to Section 51 and Section 61 of Act No. 111/1998 Coll., on universities and on the amendment of other acts (Universities Act), as amended (hereinafter the “Act”), and pursuant to Art. 4, Art. 5 and Art. 7 of the Study and Examination Rules of Pardubice University (hereinafter the “SZŘ UPa”), students are obliged to attend the control of fulfilment of the study obligations arising from the yearly study plan for the reviewed academic year (hereinafter “registration”) based on the approved schedule.

(2) During the control of studies which takes place during registration for the next academic year, the student submits their study report either in person, or appoints a representative who will provide officially certified power of attorney. If the student does not attend registration by the specified deadline and does not submit the study report, and fails to do so even within five working days, their studies will be terminated pursuant to Art. 4(9) of the SZŘ UPa and Section 56(1)(b) of the Act. The decision on termination of studies will be delivered to the student in writing.

(3) The student will attend the control with their study report, which must contain all the credits and grades from passed subjects. All the results of conclusion of the subjects must also be recorded in IS STAG. The data in IS STAG and the study report must be identical. With their signature, the student will confirm the conformity in the registration list at the study department, otherwise the credits cannot be counted.

(4) A student who has not obtained the minimum number of credits stipulated by the SZŘ UPa in the reviewed academic year will have their studies terminated in accordance with Art. 5 of the SZŘ UPa.

Article 2 Registration of subjects - creation of students’ personal study plans

(1) Pursuant to Art. 4(8) of the SZŘ UPa, students of bachelor’s or master’s study programs compile a personal study plan for each academic year according to the study plan.

(2) The standard study quota is 60 credits per year, generally 30 credits per one semester. This is the sum of credits awarded within mandatory, mandatorily optional and optional subjects. If the standard study plan contains blocks of mandatorily optional subjects, the student is obliged to fulfil at least the minimum number of subjects or credits as stipulated for each block in the respective study plan.

(3) The registered mandatory and mandatorily optional subject must be completed by the prescribed means, or registered again. The student cannot register one subject more than three times during studies. If the student fails to pass the subject registered for the third time by the prescribed means, their studies will be terminated pursuant to Section 56(1)(b) of the Act. The obligation of subject repetition does not apply to optional subjects.

(4) The students register the subjects in their personal study plan into IS STAG during the period of permitted individual pre-registration (schedule). By registration, the personal study plan becomes binding for the student in the sense of its fulfilment. The student may modify their personal study plan, but only until the end of the second week of the respective teaching period at the study department upon submitting a receipt of payment of CZK 200 (see the Rector's Directive No. 7/2012, Art. 2). The student also registers the personal study plan in the study report, which they will have confirmed during the control of study obligations at the study department.

Article 3

Temporary provisions

The study program refers also to the field of study in cases concerning a field of study which was granted accreditation before 1 September 2016.

Article 4

Final provisions

- (1) This directive comes into validity on the issue date.
- (2) This directive comes into effect on the issue date.

Prof. Ing. Petr Kalenda, CSc.
FChT Dean