TRANSLATION OF

Study and examination regulations The College of Regional Development and Banking Institute – AMBIS, a.s.

Part one
INTRODUCTORY PROVISIONS

Article 1
These Study and Examination Regulations (hereinafter referred to as "**SZŘ**") are issued pursuant to Act No. 111/1998 Coll., On Higher Education Institutions and on Amendments and Supplements to Other Acts (Higher Education Act), as amended (the "**Act**").) and the Statute of the University of Regional Development and the Banking Institute - AMBIS, as as the internal regulation of the University of Regional Development and the Banking Institute - AMBIS, as (hereinafter referred to as "**AMBIS**") and applies to students in bachelor's and master's degree programs conducted by AMBIS according to the principles of the European Credit Transfer and Accumulation System (ECTS).

The ECTS credit system is based on credits. The credit is a unit by which a study obligation is awarded and which corresponds to the study workload that the student derives from participation in teaching and preparation to meet the study requirement. Students obtain credits by successfully completing or recognizing study obligations - courses.

Part two
PRINCIPLES OF THE STUDY ORGANIZATION

Article 2

Organization of academic year and studies

1) The academic year lasts 12 calendar months. Its schedule is set by the Rector.
2) The academic year schedule is published on the AMBIS official notice board.
3) The academic year schedule is determined in particular by:
   a) teaching period,
   b) examination period,
   c) registration period, event. registration of subjects,
   d) main holiday season.
4) In the bachelor's and master's degree programs, the teaching period is usually 12 weeks and the examination period is usually 6 weeks.
5) University education is organized in the form of full-time or part-time accredited degree programs / fields and plans.
6) The study is carried out through lectures, exercises, seminars, consultations, professional practice, field exercises, field excursions and self-study

Article 3
Study program/field and curriculum

1) The content of study at a university is given by an accredited study program / field.
2) The study program / field contains all requirements according to § 44 of the Act, especially:
   a) name, type, form and profile of the study program / field,
   b) identification of educational areas within which the study program / field is carried out,
   c) the names of the specializations, if they are broken down,
   d) profile of the graduate of the study program / field,
   e) rules and conditions for creating a curriculum,
   f) list of study obligations - compulsory, compulsory-optional and elective courses (hereafter referred to as "subject") with their characteristics and recommended inclusion in individual semesters of study, which stipulate the standard study plan (hereinafter referred to as "study plan"),
   g) standard length of study,
   h) language of study,
   i) conditions that a student must meet during his / her studies in the study program / field and upon its proper completion, including the content of state examinations,
   j) the awarded academic title,
   k) guarantor of the study program.

3) The Guarantor of the study program is appointed and removed by the Rector. In particular, the Guarantor performs the following activities:
   a) coordinates and carries out the content preparation of the study program, its evaluation and further development,
   b) oversees the quality of its implementation.

4) Course description (syllabus) included in the study program includes:
   a) name of the subject,
   b) subject guarantor, subject teacher,
   c) recommended year and semester,
   d) number of weekly lessons including breakdown into lectures and seminars,
   e) the total extent of the study workload expressed in credits,
   f) a brief annotation defining the objectives of the course,
   g) description of learning outcomes after completing the course,
   h) conditions for enrollment, expected entry knowledge and links to previous courses,
   i) method and conditions for successful completion of the course and gaining credits,
   j) compulsory and recommended study literature,
   k) content of lectures and seminars.

Part four

STUDY RULES

Article 4

Admission to study and enrollment

1) Admission to study is governed by § 48 to 50 of the Act.
2) Applicants who meet the AMBIS admission procedure are admitted to study. The conditions and form of the admission procedure are announced by the Rector. Admission is decided by the Rector or Vice-Rectors.

3) Pursuant to Section 51 of the Act, the applicant acquires the right to be enrolled in the study on the day the decision on admission to study in the study program comes into force. On the day of enrollment, the applicant becomes a college student. This enrollment will be made by AMBIS and is subject to the conclusion of an Agreement on Study between AMBIS and the applicant. Enrollment for studies is a one-sided administrative act of a university and is made through the information system. The conditions and deadline for enrollment are set by the Rector or an employee authorized by him
4) The student is obliged to pay the tuition fees in the amount and within the time limit set by the AMBIS regulation on study fees and in accordance with the study contract.
5) After enrollment, the student makes an academic matriculation oath.

Article 5

Course of study

1) During his / her studies, the student is obliged to notify the Study Department without delay of any changes in the contact details (especially the change of name and address, address, telephone number). If it fails to do so, AMBIS shall not be liable for the consequences of such omission to the student.
2) In performing his / her study duties, the student must not engage in any unethical behavior that can be assessed as a disciplinary offense dealt with under the AMBIS disciplinary code. In particular:
   a) any form of cheating, copying or illicit cooperation, including any form of helping during exams
   b) publishing someone else's work, or using someone else's work or part of it in their own work without proper reference, or literally using part of someone else's work without apparent citation, by applying one work to more than one study obligation, unless explicitly instructed to do so by the teacher,
   c) any distribution of the test assignment without the examiner's consent.

Article 6

Enrollment and registration of subjects

1) Students will ensure the course by enrolling courses in the university information system.
2) The student enrolls in the prescribed way of subjects according to the study plan which he / she has chosen for study in the given period.
3) Students can register and enroll in courses other than the studied specialization. His / her requirement is satisfied only after meeting the requirements of the students of the relevant specialization.
4) In the event that a compulsory elective or elective course for a very small number of enrolled students is not enrolled, the student is informed about it by the Study Department and is allowed to enroll in other compulsory-elective or elective courses.
5) Part of the study is a year. If the student receives at least the minimum number of credits, he / she is automatically enrolled in the next year. Enrollment is a one-sided administrative act of a university.
6) Enrollment for the next year of study takes place within the time limit set in the academic year schedule.
7) The minimum number of credits for enrollment in the second year (third semester) is 40, in the case of bachelor studies in the third year (fifth semester) 80 credits.
8) If the student does not obtain at least the minimum number of credits by the first day of the following academic year, he / she remains in the original year and enrolls in all subjects of the original year from which he / she was classified as "failed" or was not classified and the next year's subjects he chose.
9) The student enrolls in the compulsory course he/she failed to complete again. If it is a compulsory optional or elective subject, it can be changed in the following semester.
10) If the student does not enroll in the relevant year within the given deadline, his / her study may be terminated.

Article 7

Bachelor and Master's thesis

1) The bachelor thesis shows the student's ability to write a topic related to the content of the study program / field. The diploma thesis demonstrates the ability to systematically and independently write a topic related to the content of the study program.
2) The knowledge and skills gained during the study are supposed to be used. It must be an original, unpublished work, independently elaborated by the student under the guidance of the supervisor.

3) The topic of the bachelor's and master's thesis (hereinafter referred to as „**final theses**") is always in accordance with the graduate profile of the relevant study program / field.
4) Under Section 62 of the Act, students have the right to propose the topic of their final thesis
5) The procedure for awarding the final thesis is stipulated by a regulation of the Rector or an employee authorized by him, who determines in particular:
   a) dates in which the topics of the final theses are announced,
   b) the manner and terms of appointment of supervisors and reviewers of theses,
   c) formal and content requirements of final theses,
   d) for students, the procedure and the way from selecting the topic of the final thesis and signing up to the submission of the thesis and its defense, including the time schedule.
6) The head of the work, usually an academic worker, is proposed by the guarantor of the field in cooperation with the head of the department and approved by the Rector or an employee authorized by him.

Article 8

Recognition of part of the study

1) A part of studies or individual credits and examinations of a student can be acknowledged if he/she has completed a study program / field or part of it or is studying another study program at a university in the Czech Republic or abroad, or a successful graduate of lifelong learning according to according to § 60 par. 2 of the Act, based on his/her written request.
2) Recognition of part of the study may be conditional on passing the differential examinations.
3) The recognized parts of the study or individual recognized credits and examinations are assigned a credit rating corresponding to the given study program.
4) Students whos part of the studies was recognised shall have the number of years corresponding to the overall credit assessment of the recognized part of their studies includes to the overall study time.
5) Recognition of parts of study or individual credits and examinations is decided by the Rector or a person authorized by the Rector on the basis of the statement of the guarantor of the study program / field and the course guarantor
6) The decision-making procedure in this matter is subject to Section 68 of the Act.
7) Other conditions for recognition of a part of study are set by the Rector's regulation.

Article 9

Individual study plan

1) The student may apply for permission to complete part of his / her studies in the individual study plan mode, especially for health or social reasons.
2) The application must be submitted within 14 calendar days of the beginning of the semester, and later only in exceptional cases.
3) If the reasons for studying according to an individual study plan persist, the student may apply for an extension for another semester.
4) The Rector or an employee authorized by the Rector decides on the application for individual study plan authorization.
5) Other conditions of the individual study plan can be set by the Rector's prescription.

Article 10

Discontinuation of the study

1) On the basis of a reasoned request, the Rector may interrupt, even repeatedly, his / her studies. The student is obliged to submit an application for interruption immediately after the reasons for interruption of studies arise. At the time of interruption of study, the person is not a student and the deadlines for the performance of study duties cannot be initiated or continued. Immediately after enrollment in study, it is possible to interrupt the study only in exceptional cases.
2) The Rector shall always interrupt, even repeatedly, the student upon his / her request in connection with pregnancy, childbirth or parenthood, if he / she so requests during the recognized period of parenthood. Interruption of studies for this reason is not included in the total period of interruption of studies according to paragraphs 5 and 6 of this article.

3) A person in a recognized parenting period may, upon application, re-enroll before the period of discontinuation. If the day of re-enrollment is not the first day of the semester, the student is not entitled to enroll for courses in this semester.
4) The end date of the discontinuation of studies is the same as the end of the semester.
5) In Bachelor's and Master's degree programs, the number of semesters in which the student has his/her study interrupted must not exceed the number of semesters of the standard length of study.
6) If the person whose study was interrupted was not allowed further interruption of study upon request before the end of study interruption, it is assumed that this person has exercised his / her right and enrolled in the study on the first day after the end of study interruption. The day of re-enrollment is the first day following the end of the period of interruption of study.

Article 11

Transfers

1) Transfer means a change in the field of study or form of study within AMBIS.
2) The transfer is allowed by the Vice-Rector for study upon the student's request.

Article 12

Proper completion of studies

1) The university is terminated and the student ceases to be a university student when he / she has completed his / her studies according to § 55 of the Act.
2) The proof of the proper completion of studies and the achievement of the relevant academic title is a university diploma, which will be issued to graduates with an indication of the study program / field and a diploma supplement by AMBIS at the graduation. If the graduate does not attend the graduation ceremony, AMBIS will issue these documents to him / her in a manner determined by the Rector.

Article 13

Different completion of studies

1) The Rector decides the completion of studies in the bachelor's or master's study program according to § 56 (b) of the Act of a student who:
   a) was expelled from studies pursuant to Section 65 (1) (c) or Section 67 of the Act. The rector decides on expulsion from studies, following the disciplinary rules of the university. The student ceases to be a university student on the day the decision on expulsion from the study became final. The decision is subject to § 68 of the Act,
   b) left his studies at his own request. The date of termination of studies pursuant to Section 56 (2) of the Act is the date on which the student received a written notice from the student of his / her abandonment of his / her studies,
   c) has exceeded the total period of interruption of studies pursuant to Article 10, paragraph 5 of this Code; the date of termination of studies is the date on which the decision to terminate the studies became final,
   d) fails to meet the requirements arising from the study program pursuant to this SZŘ; the date of termination of studies is the date on which the decision to terminate the studies became final,
   e) failed to pass any part of the State Final Exams during the second repetition,
   f) withdrawal of the accreditation of a study program, the date of termination of study is the day on which the period stipulated in the decision granting or extending the accreditation period has expired,
   g) the date of termination of study is the date on which the university announced the cancellation of the study program.

2) Failure to fulfill the requirements arising from the study program pursuant to paragraph 1 (d) shall be deemed to be failure to complete the final state examination or its last part within two years from the first day of the calendar month following the date on which the student met pursuant to Article 20 of this Code.
3) Upon the completion of studies other than regular, the student receives the relevant documents pursuant to Section 57 of the Act.

Article 14

Study fees

1) A college student is obliged to pay a contribution to cover the costs of study (hereinafter referred to as "tuition fees") in accordance with Section 59 of the Act, in accordance with the study agreement, in accordance with this internal regulation of the university and the rector's regulation on fees.
2) Furthermore, this internal regulation and the Rector's regulation stipulate the obligation to pay administrative fees related to study (eg fee for repeated enrollment of the subject, fee for examination in the extended examination period).

Article 15

Information system

All study records in electronic form are performed in the information system (hereinafter referred to as IS). All users can access the IS after entering the login data. The IS is the primary information portal of the university and complies with all security standards ensuring the stored data against its loss or misuse.

Part four

EXAMINATION RULES

Article 16

Evaluation of subjects and studies

1) The course is completed in one of the following ways:
   a) granting credit;
   b) granting a graded credit;
   c) passing the test;
   d) passing the examination after obtaining the credit.
2) All courses have a credit rating given by the study plan.
3) The credit, graded credit or exam must be obtained by the deadline set by the academic year schedule.
4) The examiner shall record the assessment in the IS record within 5 working days following the day of the credit, graded credit or examination. In the case of an oral examination, the examiner informs the student of the assessment after the examination and records the result in the IS report within 5 working days.
5) If a student fails to attend the exam without an excuse, he / she is assessed "failed" and the term is forfeited.
6) If a student has seriously failed the proper course of the examination, he / she is classified as "failed". A gross violation of the rules is considered a disciplinary offense within the meaning of the AMBIS Disciplinary Code.
7) If the student's rights were seriously violated in the examination, the student may ask the head of the department responsible for the subject to repeat the examination. If the head of the department is the examiner, the Rector will make a final decision. The Rector also decides definitively whether the student's rights have been violated.
8) Examinations are usually held in the examination period set by the academic year schedule. Upon agreement with the examiner, it is possible to take exams at another time. Examination dates and places shall be set by the examiner and published by the IS at least 5 calendar days prior to the examination. Registration for examinations takes place via IS.
9) All study obligations are fulfilled by default in the examination period of the semester in which the subject was enrolled, with the student using at least one regular term in the regular examination period; the extended examination period is intended especially for correction dates.
10) A college regulation stipulates the number of corrective options for obtaining a credit or graded credit or stipulates that this number is determined by the teacher of the subject.

Article 17

Credit and graded credit

1) The credit confirms that the student has fulfilled the requirements for granting the course credit.

2) Graded credit is a credit in which the level of required knowledge and skills determined by the syllabus of the course is graded as in the exam.
3) A student who has not been awarded a credit or graded credit may request a review in writing. The head of the department decides on the granting of credit.
4) Fulfillment of credit conditions is assessed as "credited" (Z) or "not credited" (N)

Article 18

The examination

1) The exam aims to gain comprehensive information and skills aimed at the syllabus of the subject at the study level, including the ability of students to apply. The exam is conducted in the language in which the course begins.
2) The exams are
   a) In writing,
   b) oral,
   c) combined.
3) The exam is graded as "excellent" (1), "very good" (2), "good" (3) and "failed" (4).
4) Oral exams and oral parts of combined examinations are public for members of the academic community of the university, for capacity reasons, part of the public can be reasonably restricted.
5) A student who has been graded "failed" has the right to take a re-examination. The student has two attempts to correct the exam. Retesting of the exam is possible at the earliest 3 calendar days after the date on which the student was graded "failed".
6) The Rector may, at the student's request, permit an extraordinary correction date for the examination.
7) The student or the examiner may ask the examiner in writing to take the exam in front of the committee. The Head of the Department appoints the Examination Board, appoints its Chairperson and sets the date of the examination. If the examiner is the head of the department, the Rector or an employee authorized by the Rector decides on the examination in front of the committee.
8) The examiner announces the dates of examinations in IS at the latest 14 calendar days before the end of the semester. The number of exam dates must be appropriate to the number of students and must not be less than two. In general, regular exams and credits must be listed min. 10% more seats than students in a given study group. Rector's prescription can modify further details.

Article 19

Obstacles to study obligations fulfillment

1) If a student was unable to fulfill his / her study obligation for serious reasons, he / she can request an excuse within 5 working days of the date on which it was to be fulfilled, or when the obstacle to fulfilling the study obligation on the student's side has passed. If the study obligation is the elaboration of a seminar paper, the teacher can excuse the deadline for submitting the paper and set the date for the substitute accordingly to the situtation.
2) The application is submitted directly to the teacher or examiner in a demonstrable way. The teacher or examiner decides on the application without delay. If the application fails, the student can ask the head of the department for excuse within 3 working days. The head of the department will then decide definitely.
3) In case of an unexcused failure to fulfill his / her study obligations, the student is classified as "failed".
4) In case of an excused failure to fulfill the study obligation, it is considered that the student did not fulfill it.

Article 20

State final exam

1) Study in the Bachelor's and follow-up Master's program is duly completed with the state final examination (hereinafter referred to as "SFE").
2) SFE is a comprehensive examination of knowledge within the scope of the study program.
3) SFE and the announcement of their results are public and are held in front of the commission pursuant to Section 53 of the Act.
4) Each part of the SFE is classified separately.
5) Part of the final state examination is the defense of the final thesis and partial examinations of subjects or groups of subjects determined by the study plan as part of the final state examination.

6) The condition for passing the state examination from the study program is to obtain the minimum number of credits in the structure prescribed by the study plan.
7) The condition for the defense of the final work is its proper processing and proper submission.
8) Individual parts of the SFE need not take place in one day.
9) The individual parts of the SFE and the SFE as a whole are classified with the marks "excellent", "very good", "good", "failed".
10) The SFE is properly and successfully performed if all its components are rated at least "good".
11) A student who has been graded "failed" from any part of the final state examination has the opportunity to repeat it. Repetition, with the exception of the defense of the final thesis, is possible at the earliest 1 month from the date of the unsuccessful attempt.
12) In case the final thesis has not been defended, the committee decides whether it is possible to submit a modified thesis or whether the student must prepare a new thesis on a new topic. The committee shall state the reasons for its decision in the SFE report and inform the student. Repetition of the defense is possible at the earliest 2 months after the unsuccessful attempt.
13) Each part of the SFE can be repeated at most twice. The student must complete the final state examination or its final part within two years from the first day of the calendar month following the day on which he / she fulfilled the prerequisites for taking the final state examination or its part. Otherwise, the studies may be terminated pursuant to Article 13 (1) (d) of this Code.
14) If a student fails to attend any part of the final state examination without an excuse, or if his / her excuse is not accepted, he / she is assessed as "failed".
15) The SFE takes place before the examination committee (hereinafter referred to as the "committee"). The meetings of the committee are directed by the Chairman of the committee. The committee shall take its decision by a closed vote. In the event of a tie, the President shall have the casting vote.
16) A protocol is kept on the course of the final state examination, in which the course and evaluation of the final thesis defense, the evaluation of the final state examination components and the overall classification of the final state examination are stated. The report is accompanied by the report of the opponent or opponents and the report of the supervisor of the final thesis. The protocol shall be signed by the members of the Commission. The form of the protocol sets out the measures of the Rector.

Article 21

Evaluation of the thesis and its defense

1) The head of the thesis is usually an academic worker of AMBIS.
2) The opponent is appointed from the ranks of university educated experts by the Rector or an employee authorized by him/her.
3) The supervisor of the final thesis and the opponent will prepare a written evaluation (assessment) of the submitted final thesis.
4) Reviews include:
   a) expressing whether the thesis fulfills the objectives
   b) evaluation of the content and formal aspects of the thesis,
   c) a statement whether the thesis fulfills the requirements for the academic degree and whether the submitted thesis is recommended or not recommended for defense,
   d) a proposal for the evaluation of the final thesis pursuant to Article 20 (9).
5) The student has the right to become acquainted with the reviews at least three calendar days before the date of the defense to which she/he has applied.
6) The Rector or an employee authorized by him may appoint another opponent of the thesis. The rules for appointing another opponent are set by the Rector's regulation.
7) Student will acquaint the Commission with the objectives, conclusions and benefits of the final work, briefly describe the procedure and the chosen method of solution, give the main results. She/he shall comment on the questions and comments contained in the opinions and respond to inquiries from the members of the Commission.
8) The student may defend the final thesis even if the supervisor and the opponent evaluate the final thesis in the "failed" degree. The final grade from the defense of the final thesis is decided by the SFE commission.

Article 22

Publication of final theses

1) The student submits the electronic version of the final thesis to the database of theses submitted by the IS AMBIS within the deadline set by the timetable.
2) Final theses submitted for defense are made available to the Study Department of the relevant branch of the university at least five working days before the defense takes place. Anyone can make extracts or copies of the published work at his own expense.
3) The university publishes non-profit final theses, including reviews of the supervisor and the opponent, and a record of the course and outcome of the defense through the database of theses, which is part of the IS.
4) The student may request postponement of the publication of the final thesis. The request with justification shall be submitted to the Rector before the defense. The postponement of the publication of the thesis is decided by the Rector or an employee authorized by her/him.

Article 23

Overall evaluation of study

1) The SFE as a whole can be evaluated
   a) "Excellent" if the arithmetic mean of the marks from the partial examinations and the defense of the final thesis is less than or equal to 1.5. "Excellent" cannot be evaluated by the SFE if the student has been assessed as "failed" for at least one part or defense,
   b) "Very goodl" if the arithmetic mean of the marks from the partial examinations and the defense of the final thesis is greater than 1.5 and at the same time less than or equal to 2.5,
   c) "Good" if the arithmetic mean of the marks from the partial examinations and the defense of the thesis is greater than 2.5
   d) "Failed" if one of the partial exams or the defense of the final thesis has been assessed as "failed" more than twice.
2) The overall study result is determined according to the achieved study results and the final evaluation of the final state examination as a whole. The rating may be "passed with honors", "passed" or "failed".
3) A student "passed with honors" if he/she achieved an average gain for the entire study of 1.5 or better and was rated by a maximum of two subjects with the mark "good" and the final evaluation of the final state examination "excellent".
4) Graduates of Bachelor's degree programs are awarded the academic degree "Bachelor" (abbreviated to "Bc." Before the name) pursuant to Section 45 (4) of the Act; graduates of Master's degree programs receive the academic degree "Engineer" before name) pursuant to Section 46 (4) (a) of the Act.

Article 24

Invalidity of the state examination or its part

1) Proceedings to annul state examination or its part are initiated ex officio. The Rector decides pursuant to § 47f in connection with § 47c and 47d of the Act and according to the Code of Administrative Procedure.
2) If the Rector does not find grounds for the invalidity of the state examination or its part, pursuant to Section 47c (2) of the Act, the proceedings on the declaration of invalidity shall be suspended.
3) The basis for the Rector's decision-making is the opinion of the seven-member Review Committee. The members of the Review Committee shall be appointed by the Rector of professors, associate professors and other experts in the field or related field. One member is appointed from among the students of the given or related study program. Usualy, one of the members of the board is the chairperson or member of the examination board before which the discused state examination or its part was held.
4) The Review Committee shall act by an absolute majority of its members.

Part five

DECIDING ON THE RIGHTS AND OBLIGATIONS OF STUDENTS AND SETTLEMENT OF STUDIES ORGANIZATION

Article 25

Deciding on the rights and obligations of students

1) Decisions on the rights and obligations of students are governed by the provisions of Section 68 of the Act.
2) When deciding on the rights and obligations of students in matters referred to in Section 68 (1) (c), (d) and (g) of the Act, Act No. 500/2004 Coll., the Code of Administrative Procedure, as amended, with deviations set by law.
3) The commencement and conduct of proceedings pursuant to Section 68 (1) (g) of the Act is the reason for interrupting proceedings on student applications.
4) The student's study obligations arise from the accredited degree program and from the Study and Examination Regulations.
5) The student is obliged to observe internal regulations and other regulations issued by the university and is obliged to familiarize themselves with their current wording.
6) The student is also obliged to:
   a) to pay the fees associated with the study according to the AMBIS regulation and the study agreement,
   b) report to the university the address for delivery or the address of his/her data box,
   c) to appear at the summons of the Rector or a staff member authorized by him/her to discuss questions concerning the course of study or termination of study,
   d) act in such a way as to avoid harm to the health and property of persons;
   e) to act in such a way as to prevent damage to property and equipment of AMBIS and to report any damage immediately to AMBIS employees
   f) heed the instructions of AMBIS staff as well as instructions and warnings on the official desk, notice boards, university websites
   g) observe the principles of safety and health protection at work and the provisions on fire protection that students are acquainted with.

Article 26

Proceedings at first instance and decisions

1) The first stage is led by the Vice-Rector for Studies.
2) The proceedings on the student's application are commenced on the day when the application was delivered to the Vice-Rector for Study. The ex officio proceedings are initiated:
   a) in the event of interruption of studies pursuant to Section 68 (1) (c) of the Act on the day of the decision,
   b) in the event of failure to meet the requirements arising from the study program pursuant to Section 68 (1) (g) in conjunction with Section 56 (1) (b) of the Act on the day of issuing a call for observations on the documents; the commencement of these proceedings is the reason for interruption of the proceedings on the student's application, which has not been finally decided.
3) In the application the student states:
   a) his / her personal name and surname, or his / her other names and maiden name, date of birth and address of permanent residence, or another address for service that differs from the address pursuant to Section 63 (3) (b) of the Act to which it is to be delivered; if it is not possible to deliver via electronic information system, study program / field and year of study,
   b) the subject of the application,
   c) specification of the requirement,
   d) signature.
4) If the application does not have the requisites or if it suffers from other defects, the Vice-Rector for Study shall invite the student to fix them and give him / her a reasonable time limit.
5) If the Vice-Rector for Studies finds out that there is a fact that justifies the discontinuation of proceedings, he shall stop them by a resolution.
6) The resolution shall be made in writing and shall contain an operative part, a statement of reasons and instructions on the possibility of appeal.
7) The decision becomes final if the deadline for filing an appeal has expired in vain or if the student has waived the right to appeal.

Article 27

Appeal

1) The student may lodge an appeal against the decision pursuant to Section 68 (1) (c), (d) and (g) of the Act. The right to lodge an appeal does not belong to the student who, after notification of the decision, waived the right to appeal. If a student has withdrawn the appeal, he / she cannot re-file the appeal.

2) The period of appeal shall be 30 days from the date of notification of the decision; the deadline is maintained if the last day of the deadline is sent to the holder of the postal license containing the appeal. If the deadline falls on a Saturday, Sunday or a public holiday, the last day of the deadline is the next working day. If the appeal was lodged before the decision was notified, the last day of the appeal period was lodged.
3) In the case of missing, incomplete or incorrect information, the appeal may be lodged within 15 days from the date of notification of the corrective resolution, if it was issued, but no later than 90 days from the date of notification of the decision.
4) A timely and admissible appeal has suspensive effect; that is, there are no effects of the decision, legal force and enforceability.
5) The appeal is submitted to the Vice-Rector for Study, who may cancel or change the decision if it fully complies with the appeal. This decision may be appealed.
6) If the Vice-Rector for Study does not find a reason for proceeding according to paragraph 5, he shall forward the file with his opinion to the appellate administrative body, which is the Rector, within 30 days from the date of delivery of the appeal. In the event of an inadmissible or delayed appeal, the file shall be handed over to the Rector within 10 days.
7) If the Rector concludes that the contested decision is contrary to legal or internal regulations, he/she:
   a) annuls the contested decision or part thereof and terminate the proceedings;
   b) annul the contested decision or part thereof and return the matter to the Vice-Rector for further consideration; in the rationale of this decision, the Rector shall express a legal opinion by which the Vice-Rector for Study is bound when the case is reconsidered; a new decision may be appealed,
   c) the contested decision or part thereof is altered; the change cannot be made if there is a risk of damage because of the loss of appeal; the student has the right to express his / her opinion on new materials, which were made by the Rector; the Rector cannot change the contested decision to the detriment of the student, unless it is contrary to law.
8) If the Rector does not find any violation of the legal or internal regulations under which the decision was issued, he / she shall dismiss the appeal and confirm the contested decision.
9) If the Rector finds out that there is a fact that justifies the discontinuation of the proceedings, he will cancel the contested decision without further action and discontinue the proceedings.
10) The Rector dismisses a delayed or inadmissible appeal. If the decision has become final, he/she examines whether there are no preconditions for a review procedure, for a retrial or for a new decision. If he/she concludes that the appeal was filed on time and that it is admissible, he/she will return the matter to the Vice-Rector for Study.
11) The decision in the appeal proceedings shall be issued by the Rector within 30 days, starting on the day the file was handed over to the Rector.
12) The Rector's decision cannot be further appealed; it becomes legally effective on the date of notification to the student.
13) The Rector's decision must be made in writing and must contain a statement, justification and instruction that it is final.
14) If the student has withdrawn the appeal, the appeal proceedings are discontinued on the day the appeal is withdrawn. The contested decision becomes final on the day following the termination of the proceedings. The appeal may be withdrawn before Rector´s decisoion at the latest.

Article 28

Subsequent measures

The Rector or Vice-Rector for Studies shall, following the decision on the student's rights and obligations, take such measures to restore the student's rights and to eliminate or at least mitigate the consequences caused by the defective decision.

Part six

FINAL PROVISIONS

Article 29

1) The Study and Examination Regulations of the Banking Institute of University, as registered by the Ministry of Education, Youth and Sports on 18 September 2014, File no. MSMT-21044 / 2014-1 is abolished.
2) This internal regulation shall come into effect pursuant to Section 36 (4) and Section 41 (2a) on the day of registration by the Ministry of Education, Youth and Sports.

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doc. Ing. František Pavelka, CSc.
rector

Prague, 2. 8. 2017

Ministry of Education, Youth and Sports registered pursuant to § 36 paragraph 5, § 41 paragraph 2 and § 87 paragraph 1 (a) of the Act No.111/1998 Coll., on Universities and on Amendments to Other Acts (Higher Education Act), as amended on December 11, 2017under file number MSMT-33714 / 2017- 2 change of the Study and examination rules of the The College of Regional Development and Banking Institute – AMBIS, a.s.

Mgr. Karolína Gondková
University departmenent director

I.

Change of Study and Examination Regulations

The College of Regional Development and Banking Institute – AMBIS, a.s.

Article I

Study and Examination Regulations of The College of Regional Development and the Banking Institute - AMBIS, a.s. is amended as follows:

The following Article 27a is inserted after Article 27, including the title:

„Article 27a

Exceptional waiver

1) The student may ask the Rector in writing to waive his / her failure to fulfill some of the obligations arising from the study program or these Rules, for reasons worthy of special consideration, especially for serious health, social or family reasons.

2) If the termination proceedings have already been initiated for failure to meet the requirements arising from the study program or these Regulations pursuant to Section 56 (1) (b) of the Act, the application pursuant to paragraph 1 may be submitted only within the meaning of Section 68 (3) second sentence of the Act.

3) The Rector decides on the application pursuant to paragraph 1; no appeal may be lodged against a decision on an exceptional waiver of a student's obligation.

4) If the proceedings on termination of study are conducted for failure to meet the requirements arising from the study program or these regulations pursuant to Section 56 (1) (b) of the Act and the student requests an exceptional waiver of the obligation in time according to paragraph 2, acording to which the proceeding is being conducted, and the application is granted by the Rector, the proceedings of termination of study shall be stopped in accordance with Article 26 (5) of these Rules. '

Article II

This amendment to the Study and Examination Regulations of The College of Regional Relations and the Banking Institute - AMBIS, a.s. becomes valid and effective according to § 36 par. 4 and § 41 par. 2 of the Act on the date of registration by he Ministry of Education, Youth and Sports.

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Dr. Martina Mannová,
rektor

In Prague on 6.12.2017