

Masaryk University Faculty of Law Directive No. 3/2022

**About training in internationally recognised course
programmes**

(as amended with effect from 25 October 2022)

Pursuant to Section 28(1) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts (the Higher Education Act), as amended (hereinafter referred to as the "Higher Education Act"), I issue this Directive:

Article 1

Introductory provisions

This Directive on Education in Internationally Recognized Course Programmes (hereinafter referred to as the "Directive") implements certain provisions of the Masaryk University Lifelong Learning Regulations and applies to education in internationally recognized course programmes (hereinafter also referred to as "programmes", "education programmes") that are implemented pursuant to Section 60a of Act No. 111/1998 Coll., on Higher Education and Amendments and Additions to Other Acts (Act on Higher Education), as amended (hereinafter referred to as the "Act"). Unless otherwise specified, the Study and Examination Regulations of Masaryk University, the Dean's Directive regulating the citation of documents used in theses submitted to the Faculty of Law of Masaryk University (hereinafter referred to as the "Faculty") and the description of the relevant education programme shall apply to education in internationally recognised course programmes.

Article 2

General characteristics of the training programme

- (1) The training programme is carried out in full-time, combined or distance form. Education is delivered through a combination of synchronous contact teaching and synchronous distance learning (hereinafter referred to as 'direct teaching') and self-study.
- (2) The total duration of training is 3 semesters. Direct instruction takes place in the first and second semesters. The third semester is intended for writing the final written thesis and for preparation for the comprehensive examination; there is no direct teaching.
- (3) The teaching load is expressed in credits.

- (4) The specific conditions of training are set out in the description of the relevant training programme.

Article 3

Personnel and organisational support for training programmes

- (1) Candidates are admitted to the training programme and their training is terminated by the Dean before proper completion. The Rector is the appeal body against the Dean's decisions.
- (2) The Dean delegates methodological, conceptual and decision-making activities, including decisions on the recognition of part of the education, to the Vice-Dean for Bachelor's and Continuing Master's Studies of the Faculty (hereinafter referred to as the "relevant Vice-Dean"). He is assisted in his activities by the Centre for Continuing Education.
- (3) The internal organisation of the programmes is ensured and the quality of the programmes is the responsibility of the programme guarantor. The programme guarantor is appointed by the Dean of the Faculty from among habilitated academic staff of the Faculty and is also dismissed by the Dean.
- (4) The internal organisation of the courses is ensured and the course guarantor is responsible for their quality. The course guarantor is appointed by the relevant vice-dean upon a reasoned proposal of the programme guarantor.
- (5) The preparation, organisation and provision of training in the individual training programmes is provided by the head of the Centre for Continuing Education.

Article 4

Admission to the training programme

- (1) The conditions and method of admission to the relevant education programme shall be announced by the Dean together with the announcement of the description of the education programme.
- (2) The prerequisite for admission is a university degree and successful completion of the selection procedure. The description of the relevant training programme may limit the admission requirements to graduates of a master's degree programme in law from a Czech law school. If this restriction does not apply, the dean may make admission to the relevant training programme conditional on the completion of basic propedeutic courses for those applicants who are not graduates of a master's degree programme in law completed at a law faculty.
- (3) An applicant is admitted to an education programme if he or she has fulfilled the prerequisites for admission under paragraph (2), has placed himself or herself within the capacity of the relevant programme and has concluded a contract for the implementation of the education programme.

- (4) If all the conditions under paragraph (3) are met and the training price or the first part thereof is paid, the applicant becomes a participant in the relevant training programme (hereinafter also referred to as "participant", "trainee").
- (5) Within 30 days from the date of delivery of the decision on the result of the admission procedure, the applicant may request the Dean to review the decision. The review decision is final. The Admission Procedure Rules for Admission to Bachelor's, Master's and Doctoral Degree Programmes do not apply to the admission procedure.
- (6) Education in an internationally recognised course does not confer on participants the legal status of a student under the Act (Section 60a(3) of the Act).

Article 5

Price of education

- (1) Education is provided for a fee. The amount of the fee is set by the Dean when the description of the training programme is announced. The Dean may decide that the fee shall be paid in two instalments.
- (2) The cost of the training includes the possibility of two repeated attempts to complete each course properly, the possibility of one repeated defence of the final written thesis and the possibility of one repeated ensemble examination. The tuition fee does not include the option to complete the course by substitute performance, which is subject to a separate payment, the amount of which is determined by the Dean.
- (3) If the training is completed before the training programme is completed, the training price already paid will not be refunded, even pro rata.
- (4) Recognition of part of the training is not a reason to reduce the price of training.

Article 6

Transfer between training programmes

It is not possible to transfer between individual education programmes under Section 60a of the Act and between individual education programmes under Section 60a and Section 60 of the Act implemented at the Faculty.

Article 7

Recognition of part of education

Courses taken at another domestic or foreign university or faculty as part of previous or concurrent studies may be recognised as successfully completed courses only if their content and timeliness correspond to the content and scope of the recognised course, as well as the time allocation and form of completion.

Article 8
Barriers to education

- (1) In cases worthy of special consideration, especially for health, social or employment reasons, a trainee may be allowed to participate in training at a distance on the basis of his or her written request.
- (2) In exceptional cases worthy of special consideration, a trainee may be excused from attending a part of a course in person or in person once for the entire course, upon written request.
- (3) It is not possible to take the course on an alternative date, even for a fee.
- (4) Interruption of education is not permitted.

Article 9
Completion of courses

- (1) Individual courses are concluded with a colloquium. Completion takes the form of a proper course completion or a substitute performance.
- (2) Proper completion of the course is understood as the independent development of the assignment and participation in the final consultation. The specific conditions for proper completion of the course are set out in the description of the training programme.
- (3) If the trainee fails to complete the course properly the first time, he/she has the option of trying again. Completion of the course may be repeated a maximum of two times. If the trainee fails the second retake, he/she has the option of completing the course by means of an alternative performance test.
- (4) The student is also obliged to prepare a substitute performance if he/she fails to submit the thematic performance for the colloquium or if he/she does not attend the final consultation.

Article 10
Enrolment in the semester

- (1) The condition for enrolment in the following semester is fulfilled by a participant who has fulfilled all the obligations set out in the description of the relevant training programme for the previous semester.
- (2) The participant is not entitled to enrol in the following semester if he/she has exceeded the period of training.

Article 11
Written final thesis

- (1) The topic of the written final thesis is submitted in writing by the end of the second semester.
- (2) The topic of the written thesis is approved by the programme guarantor.

- (3) The minimum length of the written thesis is 60 standard pages, the maximum length of the written thesis is 90 standard pages.
- (4) The written thesis includes an abstract and keywords in Czech and English.
- (5) The written final theses are written in the written language in which the educational programme is implemented. The decision to accept a thesis in another language is made by the programme supervisor at the request of the trainee.
- (6) The programme sponsor appoints a supervisor of the written thesis and two opponents.
- (7) The supervisor of the written final thesis and two opponents will prepare a written report, which includes a proposal for evaluation. The opinion of the supervisor of the written thesis shall include a statement as to whether or not the thesis is plagiarised.

Article 12

Defence of written final thesis

- (1) The defence of the final written thesis takes place before a committee for the defence of the final written thesis (hereinafter referred to as "the committee"), which is composed of three members.
- (2) The Commission shall have a quorum if all its members are present. The Commission shall act by a majority of the votes cast.

Article 13

Ensemble exam

- (1) Education in the programme is concluded with a comprehensive examination in the profiling subjects, which the participant is obliged to pass. This examination is oral and takes place before a three-member board.
- (2) The Commission shall have a quorum if all its members are present. The Commission shall act by a majority of the votes cast.

Article 14

Completion of education

- (1) The training is completed by fulfilling the requirements set out in the description of the relevant training programme and by fulfilling the conditions set out in the contract for the implementation of the training programme.
- (2) Training in the relevant programme may also be terminated by written notice from the trainee. The termination of education takes place on the date of delivery of the notice to the Faculty of Law of Masaryk University.

- (3) Education may also be terminated by the Masaryk University Faculty of Law before the completion of the education programme if:
- a) the learner has seriously or repeatedly violated his or her obligations under the MU Study and Examination Regulations,
 - b) the trainee or training client is more than 10 days late in paying the training programme price or part thereof,
 - c) the trainee has grossly disrupted the course of education by behaviour contrary to good manners,
 - d) the trainee has seriously or repeatedly violated his or her obligations under the training programme contract.
 - e) the training period exceeded the total training period in the programme.
- (4) The decision to terminate training under paragraph (3) shall be in writing and shall be delivered to the trainee. The trainee may request a review of the decision by the dean within 30 days of the date of delivery of the decision to terminate training. The review decision shall be final.

Article 15
Final provisions

- (1) I hereby delegate the interpretation of this Directive to the Vice-Dean for Bachelor's and Continuing Master's Studies and Lifelong Learning.
- (2) This Directive shall enter into force on the date of its publication.

In Brno, 25 October 2022

Martin Škop Dean

Translated by DEEPL translator.