

**Masaryk University Faculty of Law Directive No. 2/2022**

**About the Bachelor's and Master's degree programmes**

*(as amended with effect from 14 March 2024)*

*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**

- (1) This Directive implements selected provisions of the Study and Examination Regulations of Masaryk University (hereinafter referred to as the "Study and Examination Regulations") and further regulates the requirements for the formal arrangement of bachelor's and master's theses.
- (2) For the purposes of this Directive and related regulations, the following shall mean:
  - a) "Master's degree programme" means the Master's degree programme in Law and Legal Studies, majoring in Law, and the Master's degree programme in Law and Legal Studies,
  - b) "follow-up Master's degree programme" means the follow-up Master's degree programme in Public Administration, majoring in Public Administration, and the follow-up Master's degree programme in Public Administration,
  - c) "Bachelor's degree programme" means Bachelor's degree programmes accredited by the Faculty of Law of Masaryk University MU.
- (3) This Directive governs studies in study programmes accredited and implemented at the Faculty of Law of Masaryk University. Its provisions shall apply mutatis mutandis to studies in courses of study accredited at other faculties if these courses are guaranteed and implemented by the Faculty of Law of Masaryk University (hereinafter referred to as "courses of other accreditations").
- (4) Unless the Directive further distinguishes between study programmes, the provision applies to all of them.
- (5) For the purposes of this Directive, a department shall also mean an institute.

Article 2

**Study Subject Guarantor**

Within the framework of quality assurance processes, the position and duties of the guarantor of a study course (hereinafter referred to as the course) are governed by the MU Internal Regulation *on Approval, Management and Quality Assessment of Study Programmes of Masaryk University*. The study subject guarantor shall in particular:

- a) ensures that the required data about the study course are filled in the Study Catalogue in the IS MUNI,

- b) is responsible for providing the course with study materials,
- c) prepares the programme of lectures and seminars/exercises and is responsible for their implementation together with the Head of Department,
- d) specifies the conditions for completion of the course, including the possibility and conditions for substituting participation in seminars/exercises,
- e) sets special conditions for the completion of the course for students who have an individual study plan corresponding to the graduate profile of the course,
- f) ensures that a sufficient number of examination dates for the course are announced and is responsible for their implementation together with the head of the department,
- g) comments on applications for recognition of courses, including courses taken during study abroad,
- h) comment on the proposal to revise the course completion assessment,
- i) decides on the award of an individual study plan for the course.

#### Article 3

##### **Number of students in seminar groups**

- (1) A seminar group in a compulsory course in the first year of a Master's degree programme has a maximum of 23 students, in other years of the degree programme a seminar group in a compulsory course has a maximum of 22 students. The relevant vice-dean is entitled to make an exception to this number. If fewer than 11 students enrol in a seminar group, the seminar group is cancelled. In this case, students will be offered enrolment in other seminar groups so that their timetable does not conflict with the timetable of courses already enrolled.
- (2) The relevant vice-dean is entitled to cancel the implementation of a compulsory elective course for the relevant semester if fewer than 5 students enrol in the course on the proposal of the course guarantor. In this case, students will be allowed to enrol in another compulsory elective course, even outside the enrolment period.

#### Article 4

##### **Termination of courses**

If the student does not sign up to complete the course in accordance with Article 16(6) of the Study and Examination Regulations, the course will be terminated with a grade of "-" (dash).

#### Article 5

##### **Recognition of subjects**

- (1) A course taken at another college or university as part of a previous or concurrent studies may be recognised as a compulsory course if its content corresponds to the content and scope of the recognised course, the profile of the graduate of the course, as well as the time allocation and form of completion. When assessing the completion of a course of study, the completion of the course in a higher form may be taken into account in justified cases.
- (2) A course taken in another study programme as a compulsory elective course (in particular a recognised compulsory elective course) cannot be recognised separately as a compulsory elective course.

#### Article 6

##### **Certain provisions on interruption of studies**

In addition to the interruption of studies at the request of a student pursuant to Article 13 of the Study and Examination Regulations and the interruption of studies pursuant to Article 22(8) of the Study and Examination Regulations, studies may be interrupted in cases where a student lacks the study obligations related exclusively to the preparation and proper submission of a bachelor's or master's thesis in order to complete the study plan of a given study programme before taking the state final examination. The study is interrupted until the start of the next following period announced for the holding of the state final examinations according to the schedule of the academic year in question.

#### Article 7

##### **Transfers within Masaryk University**

- (1) Transfer to a bachelor's degree programme implemented by the Faculty of Law of Masaryk University may be permitted only if the capacity of the faculty allows it and provided that continuity of study can be ensured. The transfer must not circumvent the purpose of the admission procedure.
- (2) It is possible to transfer to a Bachelor's degree programme implemented by the Faculty of Law of Masaryk University only from a Master's or Bachelor's degree programme implemented by the Faculty of Law of Masaryk University. In justified cases, a transfer may be permitted even if the student is a student of a bachelor's degree programme at another faculty of Masaryk University. The faculty shall enrol the student for studies only on condition that the student has completed his/her studies in the given study programme by the date of enrolment at the latest.
- (3) In the event that the given facts cannot be proven from the MUNI IS, the transfer application must be accompanied by a document confirmed by the relevant study department on the courses completed to date, including their grades and syllabus, as well as a confirmation of study. The application for transfer from another faculty of Masaryk University must be submitted no later than 31 January or 31 August.
- (4) The transfer decision includes the determination of the semester to which the student will be assigned and a study plan designed to compensate for differences in study.
- (5) In the event of a decision to allow a transfer, the student is entitled to enrol in studies on the next enrolment date set out in the timetable for the relevant academic year, or on an alternative date set out in the transfer decision. When enrolling in studies, a student who transfers from another faculty of Masaryk University is obliged to prove passing the matriculation examination by an authorised conversion of the matriculation certificate, and furthermore, within 5 working days from the date of enrolment at the latest, he/she is obliged to prove completion of studies in the relevant study programme from which he/she transferred.

#### Article 8

##### **Individual study plan**

- (1) In cases worthy of special consideration, especially for health, social or family reasons, a student may be granted an exception to the provisions of Article 9(2) of the Study and Examination Regulations in the form of an Individual Study Plan (hereinafter referred to as "ISP").
- (2) ISP can be granted in a given semester for all courses or for the study of individual courses.
- (3) The ISP is granted on the basis of the student's application. The application includes documents certifying the reasons for which the student is applying for the ISP. The application must be submitted no later than the beginning of the teaching period of

- the relevant semester. Later applications may only be submitted if the reasons for the ISP have occurred during the semester.
- (4) A student who has been granted an ISP for a given semester is obliged to enrol in the IS MUNI seminar group for the ISP within 14 days of the start of the teaching period of the semester in question, or by the time specified in the decision.
  - (5) The student is obliged to comply with the course completion requirements specified by the course sponsor for students with an approved ISP.

#### Article 9

##### **Individual study arrangements**

- (1) If a student is sent by the Faculty of Law of Masaryk University, Masaryk University, another university or the Ministry of Education, Youth and Sports to study at a foreign university, he/she is entitled to request an individual adjustment of his/her studies at the Faculty of Law of Masaryk University. The application for individual adjustment of studies must be supported by a confirmation of the sending faculty on the assignment, place and exact period of the study stay.
- (2) Depending on the length of the stay at the foreign faculty, the student chooses one of the following options for adjusting his/her studies:
  - a) individual study arrangements with a deferred period of review of the conditions for enrolment in the following semester in the event that the student is sent for a period of one semester,
  - b) Individual study arrangements for two semesters with a deferred review period of one or two semesters if the student is posted for more than one semester,
  - c) retention in the semester in which he/she was enrolled at the time of the secondment abroad, if the student is seconded for at least two semesters.
- (3) In addition to the deadlines for checking that the conditions for enrolment in the following semester have been met, the decision to grant an individual adjustment of studies may set additional conditions for the completion of courses enrolled in the relevant semester.

#### Article 10

##### **Use of legislation in the termination of subjects**

- (1) The student has the right to use uncommented legal regulations in the preparation and performance of the examination, credit and colloquium.
- (2) For the state final examination, the right to use uncommented legislation applies to the preparation for the examination. During the examination, uncommented legislation may be used only at the invitation of the examiner.
- (3) Uncommented legislation means the full text of laws (the CC) or the printed "raw" text of legislation. The text may not be supplemented verbally, but titles and possible references to other provisions are tolerated. Underlining of text or use of a highlighter is acceptable.
- (4) The use of uncommented legislation under paragraph 1 may be excluded by the course sponsor if this procedure is announced within 14 days of the start of the teaching period of the semester in which the course is to be completed in that form.

#### Article 11

### **Some provisions on the state final examination**

- (1) The state final examination (hereinafter referred to as the "state examination") consists of two parts, namely the defence of the diploma or bachelor's thesis and an oral examination of the subjects specified in the accreditation of the relevant study programme. If the accreditation of the study programme in question permits, the defence of the bachelor's thesis may be replaced by a diploma assignment and its defence.
- (2) In the case where the choice of subjects for the oral examination is allowed, the student is entitled to choose the composition of the subjects from which the oral examination will be taken, on predetermined and announced dates.
- (3) A student who has fulfilled all the conditions prescribed by the study plan may be admitted to the state examination. He/she is obliged to prove the fulfilment of these conditions no later than two working days before the date of the state examination.
- (4) If the defence of a diploma or bachelor thesis is held together with an oral examination, a representative of the department where the diploma or bachelor thesis was prepared is also a member of the committee.
- (5) The student has the right to repeat the failed part of the state examination in the following period designated for holding state examinations according to the schedule.

### Article 12

#### **Schedule of assignment of themes for bachelor and master theses**

- (1) The topics of bachelor's theses and master's theses in the Master's degree programme are announced by 31 January at the latest via IS MUNI. Students apply for the topic via MUNI IS between 7 February and 31 March of the academic year.
- (2) The thesis topics in the follow-up Master's degree programme are announced no later than 30 September via IS MUNI. The student applies for the topic via IS MUNI between 15 October and 30 November of the given academic year.
- (3) The student has the right to propose his/her own topic for the Bachelor's or Master's thesis.
- (4) The bachelor thesis and master thesis assignments are uploaded to the MUNI IS by 30 June. Approval of the assignment will be done in MUNI IS by the thesis supervisor by 30 June, by the study programme guarantor and the head of the department by 30 September.

### Article 13

#### **Timetable for the submission of diploma theses and bachelor theses**

- (1) The deadlines for the submission of diploma and bachelor theses are set in relation to the deadline for registration for the state examination, as follows:
  - a) in the case of an application for the state examination held in the spring semester, the thesis must be submitted by 31 March and the bachelor's thesis by 15 April,
  - b) in the case of an application for a state examination held during the extended examination period of the spring semester, the diploma or bachelor's thesis must be submitted by 30 June,
  - c) in the case of an application for a state examination held in the autumn examination period semester, the thesis or bachelor's thesis must be submitted by 31 October.
- (2) The submission of a bachelor's or master's thesis means its deposit in the specified manner in the IS MU.

- (3) If a student fails to submit his/her diploma or bachelor's thesis by the above deadlines, his/her application will be rescheduled for the next nearest announced state examination date.

#### Article 14

##### **Language and requirements for bachelor's and master's theses**

- (1) The work is written in written Czech, Slovak or English. The decision to accept a thesis in another language is made at the request of the student and with the approval of the thesis supervisor by the head of the department.
- (2) The formal requirements of the bachelor's and master's theses are governed by the arrangements set out in Annex 1 to this Directive.
- (3) The provisions on the formal requirements of bachelor's and master's theses apply mutatis mutandis to seminar theses, with the exception of the provisions on the determination of the scope (number of pages), annotation, keywords and the method of submission of the thesis.

#### Article 15

##### **Certain provisions on the defence of diploma and bachelor theses**

- (1) The head of the department appoints the opponent of the diploma and bachelor thesis and sets the deadline for the preparation of the reports.
- (2) An electronic record is made of the course of the defence of the diploma or bachelor's thesis in the IS MUNI, which includes the date of the defence, the composition of the examination committee before which the thesis is defended, a description of the course of the defence and its evaluation, a record of any different opinions of the committee members and the signatures of the chair and the committee members. In the case of a grade of F/failing, the minutes shall indicate whether the defence of the first version will be repeated or whether a deadline for the submission of the second version of the thesis or bachelor's thesis is set in the case where the committee proposes to rework it.
- (3) In the event that the supervisor or opponent of the diploma or bachelor's thesis proposes to grade the thesis as unsatisfactory (F) and the student is evaluated with a more favourable grade at the defence, the protocol shall state the opinion on the reservations that were the reason for the evaluation of the thesis as unsatisfactory.
- (4) If the defence of a bachelor's or master's thesis is graded F/unsatisfactory, the chair of the committee determines the next procedure (repeating the defence, reworking the thesis with a new deadline for submission according to the schedule), which is recorded in the minutes and communicated to the student.
- (5) The student is entitled to see the record of the defence.

#### Article 16

##### **Plagiarism in bachelor and master theses**

If the assessed thesis or bachelor's thesis shows signs of plagiarism and the degree of conformity with other theses is such that the thesis is not an original work, this fact must be stated in the thesis report and the thesis must be graded with an unsatisfactory "F" grade. The head of the department in which the thesis was prepared is obliged to report this fact in writing to the relevant vice-dean via the study department. At the same time,

depending on the severity of the finding of the extent of the work's unoriginality, he/she shall consider initiating disciplinary proceedings with the Dean of the Faculty. Failure to initiate disciplinary proceedings must be justified in the above notification.

Article 17  
Final provisions

- (1) Directive 7/2012 on the Bachelor's and Master's Degree Programme is repealed.
- (2) The provisions governing the description of the use of artificial intelligence tools in theses and bachelor theses apply to theses submitted from 16 April 2024.
- (3) I hereby delegate the interpretation of the individual provisions of this Directive and the control of compliance with its provisions to the Vice-Dean for the Master's Degree Programme and the Vice-Dean for Bachelor's and Continuing Master's Studies.
  
- (4) This text replaces the text of 29 August 2022.

Annex No. 1 - Requirements for Bachelor's and Master's Theses

In Brno, 14 March 2024

Martin Škop  
Dean

### Requirements for bachelor and master theses

- (1) The minimum **length of the** thesis is **50 standard pages**, i.e. at least 90 thousand characters, the bachelor's thesis 30 standard pages, i.e. at least 54 thousand (including spaces and notes) of the text from the introduction to the conclusion inclusive. Other parts of the thesis are not included in the minimum length. In the assignment, the scope may be limited by an upper limit on the number of standard pages or characters, including spaces.
- (2) The thesis **contains a** title page, an affidavit, an annotation with a list of keywords, a table of contents, the text itself and a list of sources used, in the order in which they were cited. Optionally, it may also contain acknowledgements and other components.
- (3) **The title page** is placed on a separate sheet. At the top it says "Masaryk University Faculty of Law" and the programme studied. In the middle part it says "Thesis" or "Bachelor's thesis", its title and the author's name. In the lower part, the academic year of submission of the thesis is indicated. If the thesis is submitted in a language other than Czech or Slovak, the prescribed information is given in English; if the thesis is submitted in a language other than Czech, Slovak or English, the title is also given in the language of the thesis.
- (4) **The affidavit** is on a separate sheet. It consists of the text below (accompanied by the type and title of the work) and the author's signature. The text of the affidavit takes the following form (depending on the type of thesis submitted): *'I declare that I have prepared my thesis (bachelor's thesis) on [title of qualifying thesis] by myself. All sources and sources of information that I have used to write this thesis have been cited in the footnotes and are listed in the list of sources and literature used. The manner and extent of the use of artificial intelligence tools is also described.'* If the thesis is submitted in a language other than Czech or Slovak, the affidavit shall be in English and shall read as follows: *"I hereby declare that I have prepared my .... (add according to the type of thesis) thesis on the topic [title of thesis] by myself. All sources that I have used to write this thesis have been cited in the footnotes and are listed in the list of sources and literature. The method and scope of using artificial intelligence tools was also described in the thesis."*
- (5) **An annotation** with a list of keywords is placed on a separate sheet. It consists of a Czech and English version of the annotation (the usual length of each is 500-600 characters including spaces) and a Czech and English version of the list of keywords (the usual length of the list is 5-10 words). The text of both language versions of the annotation and the keyword lists must be identical to those provided by the student in the IS MU thesis archive.
- (6) **A description of the use of AI tools** is located after the annotation. It consists of a Czech and an English version. It indicates which AI tools were used in the writing of the thesis, how and to what extent, including the specification of the chapters.
- (7) **The content of** the work is placed on a separate sheet or sheets. It includes chapters and subchapters, and optionally other subdivisions. Individual items are numbered and marked with the page on which they begin.
- (8) **The text of** the thesis **itself** is usually divided into chapters, subchapters and sections. The numbering is done in Arabic numerals, with each level separated by a

- full stop (1 Chapter title, 1.1 Subchapter title, 1.1.1 Section title). The introduction and conclusion are not numbered. The chapter always starts on a new page.
- (9) **The list of sources used** is on a separate sheet or sheets. It must include an alphabetically ordered, ascending numbered list of bibliographical data of all literature used in the production of the thesis (the criteria for ordering are the surname of the author and, in the second sequence, the year of publication of the work). Optionally, a list of cited court decisions and other sources, as well as legal regulations, may also be included. However, this must be visibly separated from the list of references.
- (10) Paper size is A4, text colour is black. Starting with the affidavit, the pages are numbered in ascending Arabic numerals. The first line of a paragraph (excluding the line immediately following the heading) shall be indented by a paragraph stop of appropriate length.
- (11) The thesis is submitted **electronically** via IS MU in a text format allowing easy editing in commonly used text editors such as .doc or .docx format.

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