DEAN’S MEASURE no. 17/2019
Academic calendar 2019/2020

Art. 1
Main dates

The beginning of the academic year: 1. 10. 2019[1]

Classes
Winter semester: 1. 10. 2019 – 12. 1. 2020
Start of the scheduled classes: 1. 10. 2019
Course credit week: 6. 1. – 12. 1. 2020
Summer semester: 17. 2. – 24. 5. 2020
Course credit week: 18. 5. – 24. 5. 2020

Holidays
Summer: 1. 7. – 31. 8. 2020

Dean’s Day of Sport: 23. 4. 2020 (classes are cancelled)
Rectors’ Day of Sport: 6. 5. 2020 (classes are not cancelled)

Exam period
Winter semester: 13. 1. – 16. 2. 2020
Summer semester – first part: 25. 5. – 30. 6. 2020
Summer semester – second part: 1. 9. – 24. 9. 2020
Upon agreement with the lecturer, it is also possible to take an exam during summer holidays.

24. 9. 2020 is the last day to take an exam for the given academic year at the Faculty of Science. It is also the last day to insert grades in the SIS. On this day, the SIS closes at 24:00 in order to process all the data. Electronic registration for the next academic year must be done by 27. 9. 2020, alternative registration needs to be done by 14. 10. 2020.

The end of the academic year: 2019/2020: 30. 9. 2020

Art. 2
Bachelor and master study programmes – The state final examinations

Registration for a topic of a bachelor/master thesis in the SIS (according to the study plans of each study programme):
1. The offer is published: by 17. 11. 2019
2. Registration for a thesis topic in the SIS: by 30. 11. 2019
3. Acceptation by the thesis supervisor: by 22. 12. 2019
4. Approval by the guarantor of the study programme and dispatch to Department of Student Affairs: by 20. 1. 2020
Students of the double major study specialized in education and teaching will inform the student registry by e-mail about the field of their thesis by 31. 1. 2020.

The deadline for bachelor/master thesis submission in electronic and hard copy, deadline for fulfilment of the conditions stipulated for the state final examinations and the two-week period of the state final exams, will be set by the guarantors of the study programmes and announced to the student registry:
For winter exam period: by 9. 10. 2019
For spring exam period: by 10. 2. 2020
For autumn exam period: by 10. 5. 2020

The student registry will publish the dates on the faculty website:
For the winter exam period: by 19. 10. 2019
For the spring exam period: by 17. 2. 2020
For the autumn exam period: by 24. 5. 2020

The chair of the board of examiners will decide on exact dates of exams for each student one week before the exam the latest.

Registration for the state final examinations (as well as deregistration) is done only via the SIS.

For the winter exam period: 1. 11. - 15. 12. 2019
For the spring exam period: 1. 3. - 15. 4. 2020
For the autumn exam period: 25. 5. – 17. 7. 2020

State final examinations:
Winter exam period: 20. 1. - 21. 2. 2020

The chair of the board of examiners will deliver all the documents to the student registry within three working days after the state final examination.

Spring exam period: 18. 5. - 15. 6. 2020 for bachelor study programmes
18. 5. - 8. 6. 2020 for master study programmes
The chair of the board of examiners will deliver all the documents to the student registry within three working days after the state final examination.

Autumn exam period: 1. 9. – 18. 9. 2020
The chair of the board of examiners will deliver all the documents to the student registry by 21. 9. 2020

Art. 3
Doctoral studies – Individual study plan and evaluation

Generating individual study plans:
1. The supervisor registers the dissertation’s topic in the SIS, the student creates the individual plan which is then approved by the supervisor: by 20. 10. 2019
2. Approval of the individual study plan by the subject-area board: by 18. 11. 2019

Annual evaluation of the individual study plans:
1. Passing the evaluation to the supervisor: by 24. 9. 2019
2. Passing the evaluation from the supervisor to the subject-area board: by 30. 9. 2019
3. Final approval by the subject-area board: by 14. 10. 2019

Dates of the subject-area board meetings (evaluations): 1. 11. - 18. 11. 2019

Art. 4
Study information system – students’ deadlines

Winter semester:
Electronic registration of courses: from 1. 8. 2019
Priority registration of compulsory courses: by 8. 8. 2019
End of registration for courses: 3. 9. 2019

For students starting the first year of their bachelor programme: 12. 9. 2019
Additional changes to course registrations: from 24. 9. 2019
Conclusion of registration for courses: 16. 10. 2019

For students starting the first year of their doctoral studies: by 24. 10. 2019
Control of preliminary course registrations and refusal of overlapping courses (done by the student registry): 9. 10. 2019
Refusal of overlapping courses and final registration of courses (done by the student registry): 17. 10. 2019

We recommend to register for courses in summer semester only at the beginning of summer semester. Courses registered in winter semester (and approved by the student registry) cannot be deleted later on.

Summer semester:
Electronic registration of courses: from 16. 12. 2019
Priority registration of compulsory courses: by 23. 12. 2019
End of registration for courses: 12. 1. 2020

Additional changes to course registrations: from 10. 2. 2020
Conclusion of registration for courses: 24. 2. 2020
Control of preliminary course registrations and refusal of overlapping courses (done by the student registry): 19. 2. 2020
Refusal of overlapping courses and final registration of courses (done by the student registry): 25. 2. 2020

Art. 5
Student information system – teachers’ deadlines

The exam dates provided in the SIS have to be at least three. Their capacity must be higher than the number of students to be examined by 30 %. At least two of the exam dates must be during the exam period and they must be registered in the SIS by 12. 1. 2020 for winter semester and by 24. 5. 2020 for summer semester. Additional exams must be announced at least one week in advance (unless the teacher reaches a different agreement with students).

The exam results must be registered in the SIS by 24. 9. 2020.

Art. 6
Enrolment in the first year of study

Bachelor studies:
12. 7. 2019 – selected study programmes and fields (only enrolment for the studies)
26. 8. - 1. 9. 2019 – three-day introduction course that includes the enrolment for the study programme
10. 9. 2019 - alternative enrolment date

Master studies:
9. 7. 2019 – early date of enrolment for the students leaving for the Erasmus programme
13. 9. 2019 – for students who have already studied at the Faculty of Science, Charles University and finished before 30. 6. 2019
17. 9. 2019 – for students who have studied at a different faculty
23. 9. 2019 - for students who have already studied at the Faculty of Science, Charles University and finished between 1. 7. - 19. 9. 2019 and the alternative enrolment date

Doctoral studies:
24. 9. 2019 – students from abroad (except Slovakia)
27. 9. 2019 – students from Czechia and Slovakia

The applicants who pass their maturita exam only in autumn and applicants who will have a document of for recognition of a foreign university degree only after given enrolment dates will register on an alternative date (agreed upon in advance) no later than 22. 10. 2019.

Detailed academic calendar with locations, times and additional information about enrolment dates will be published by 30. 4. 2019 at https://www.natur.cuni.cz/fakulta/uchazeci/zapisy.

Art. 7
Enrolment for further years of studies

Enrolment for further years of studies of bachelor and master programmes is done only electronically between 1. 6. 2019 and 27. 9. 2019. Detailed instructions are published at the faculty website: https://www.natur.cuni.cz/fakulta/studium/bc-nmgr/navody.

Alternative enrolment date is no later than on 17. 10. 2019.

Art. 8
Dates of graduation and matriculation ceremonies

Matriculation ceremony in the Great Hall of Karolinum: 18. 10. 2019
Master graduation ceremony in the Great Hall of Karolinum: 8. 11. 2019, 12. 11. 2019; 24. 4. 2020; 17. 7. 2020
Bachelor graduation ceremony in Profesní dům (Faculty of Mathematics and Physics): 3. - 5. 12. 2019; 24. 4. 2020
Doctoral graduation ceremony in the Great Hall of Karolinum: 2. 12. 2019; 25. 5. 2020
Rigorosum graduation ceremony in in the Great Hall of Karolinum: 3. 12. 2019; 26. 5. 2020

Art. 9
Concluding remarks

This measure comes into force from the date of publication and is valid from 1. 10. 2019 to 30. 9. 2020.

As a person responsible for the realisation of this measure and its control I hereby appoint the Vice-Dean for Study Affairs and the Head of the Student Register.
In Prague 12. 03. 2019

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prof. RNDr. Jiří Zima, CSc.
Dean