

Study and Examination Regulations

NEWTON College

PART ONE: INTRODUCTORY PROVISIONS

Article I. General Provisions

1. NEWTON College, a.s. (hereinafter referred to as "NEWTON College" or "NC"), based on the Ministry of Education, Youth and Sports (hereinafter referred to as "the Ministry") granted state approval, operates as a private college providing accredited study programs in full-time and distance form of study.
2. The NEWTON College Study and Examination Regulations (hereinafter referred to as the "Study and Examination Regulations") define the course of study at NEWTON College following the Act No. 111/1998 Coll., the Higher Education Act, and amending and supplementing Acts (the Higher Education Act), as applicable and the Statute of NEWTON College (hereinafter referred to as the "Statute of the NC").
3. The Study and Examination Regulations apply to all NEWTON College students, NEWTON College academic personnel providing accredited curricula, and other staff participating in the NEWTON College accredited degree programs.

PART TWO: STUDY REGULATIONS

Article II. Admissions

1. The §48 to 50 of the Act and the relevant provisions of the NC Statute stipulates the terms of admission and examination at a higher education institution
2. The form and course of the admission procedure, including the process and deadlines for the submission of study applications and the specific terms for admission to study individual study programs at the NC, shall be determined by the NC Chancellor concerning the Act as amended and the NC Statute.

Article III. Specific Admission Terms, Recognition of Previous Study Results

1. Applicants admitted to the NC study program by the Chancellor's decision following the §49, par. 3 of the Act may be awarded credits and examinations from previous studies and may subsequently enroll in higher than the first grade of NC. The student shall submit an overview of completed courses of the previous study, including the results of examinations (extract of study results) confirmed by the previous university, together with the syllabi of completed courses.
2. Applicants admitted to the NC study program by the Chancellor's decision following the §49, par. 3 of the Act may be awarded completed study courses from previous college studies that correspond to the courses of the curriculum of the NC, providing they have not exceeded three or five years in case the results of the course being A, B, or C (or equivalent). The student will receive the corresponding number of credits according to the NC curriculum for the recognized courses from the previous study.
3. Applicants admitted to the NC study program by the Chancellor's decision following the §49, par. 3 of the Act may enroll in a particular higher grade of study based on a certain number of recognized courses and in connection with the credits awarded.
4. The Chancellor's decision may approve an applicant admitted to the NC study program following the §49, par. 3 of the Act in the form of an individual study plan in a maximum of two subsequent terms in order to complete unfinished courses compared to the NC standard curriculum.
5. Par.1 and 2 provision of this article may also apply in case of the recognition of courses completed at another college running simultaneously with the study at NC.

Article IV. Organization of Study, Credit System

1. Accredited study programs are provided in the full-time or distance form of study.
2. The organization of studies at NEWTON College, regardless of its form, is based on the principles of the European Credit Transfer System (hereinafter referred to as „ECTS“). ECTS credits express the degree of study workload during the semester. A credit corresponds to 1/60 of the average annual workload.
3. Each course is evaluated by a certain number of credits, which the student obtains by completing the course. A student who attends the course but does not complete it successfully will not be awarded any credit and is obliged to enroll in the course again.

4. For successful completion of the study or its part, the student must be awarded a specified number of subsequent credits according to the requirements of the valid accreditation of the relevant study program.

Article V. Content of Study, Curriculum

1. The content of the study defines the curriculum of the NEWTON College specialization selected by the student in the appropriate form of study.
2. The student can opt for a particular specialization within the admission procedure, or he/she can select or change the specialization during the first semester of study. The choice of some specializations may be subject to the fulfillment of the conditions set by the NC Chancellor.
3. The curriculum determines the period and content sequence of individual study courses, the scope, and form, as well as the way of verifying the study results.
4. The courses may be compulsory, compulsory-optional, optional, and non-compulsory.
5. The optional course may be charged in addition to the standard tuition fee for the selected specialization. The condition to start an optional course in a particular term requires a sufficient number of applicants to enroll.

Article VI. Academic Year

1. The academic year starts on 1st September and ends on 31st August of the calendar year.
2. The academic year is divided into the winter term, the winter term examination period, the summer term, the summer term examination period, and the period of holiday.
3. For each academic year, a timetable of the NEWTON College is announced, setting the starting and ending dates for each term, exam periods, holiday starting and ending dates, and other academic activities.
4. Each term consists of a total of fourteen weeks, of which twelve weeks cover the teaching sessions and two weeks consulting. The examination period for each term lasts at least four weeks.
5. The teaching sessions of the full-time form of study base on weekly schedules. The odd and even weekly schedules may vary.

6. In exceptional cases, the teaching sessions of the full-time form of study can be organized in blocks. The block organization of teaching must be subject to the weekly schedules and must not disrupt them.
7. The teaching sessions of the distance form of study are organized in blocks according to a specific schedule at weekends and on weekdays preceding or following the weekend.
8. In extraordinary cases approved by the Chancellor, the teaching sessions of a particular course in a particular term may be organized outside the term.

Article VII. Teaching Sessions

1. The lesson lasts for forty-five minutes. The teaching session has the form of two consecutive lessons of the same course.
2. The primary forms of teaching include lecture, tutorial, seminar, excursion, training course, individual and group consultations, individual or team assignments.
3. The teachers implement various forms to enable students to involve actively in the teaching process.
4. The lecture has the character of mostly theoretical explanations of fundamental principles, facts, relations, and issues, including their model solutions.
5. Professors and associate professors of the relevant study program, or renowned business people, assistant professors with the academic title of DSc., Dr. or Ph.D. or other lecturers approved by the NC Chancellor, provide the lectures.
6. The seminars, consultations, and assignments emphasize individual or teamwork of students, during which they use and apply the knowledge and skills acquired during lectures and individual study.
7. Professors, associate professors, assistant professors, assistants, and lecturers of the relevant specialization or scientists and renowned business people provide the seminars and other forms of teaching.
8. Consultations are based on the requirements of students, take place according to their needs, and are excluded from the total study load. The consultations concentrate on providing supplementary or explanatory information on professional issues that have been the subject of study or have been assigned for individual study.

9. Consultations are provided on dates announced by individual NC lecturers in the NEWTON College Information System (hereinafter referred to as "IS of NC"), or on other dates based on mutual agreement of students and lecturers.
10. The lecturers are obliged to publish the course syllabus, including the exam requirements, in the first week of the term. The course syllabus contains the annotation of the course, the schedule of the lectures, the form of completion, and the list of required and recommended literature.
11. The course requirements may partly comprise continuous verbal or written verification of study results, which may be a condition and part of the resulting classification of the course.
12. Teaching shall be carried in appropriate premises and parameters (capacity, lightness, airiness, noise standard, ergonomic parameters, and others) and requirements for higher education and its corresponding form (lecture, seminar, training course, colloquium, consultation).
13. In the case of using classrooms with artificial lighting (i.e., without daylight), lessons can be carried out for a single group of students as well as a single teacher for a maximum of two blocks of ninety minutes each. The follow-up lessons for a given group of students or teachers shall be carried out in a classroom with daylight or follow at least a ninety-minute break.

Article VIII. Study Enrollment, Terms of Continuance

1. The study enrollment is a legal act whereby an applicant admitted at NC, an applicant admitted to transferring to NC, an existing NC student or a person who has interrupted the study becomes a NEWTON College student with all his/her rights and obligations for the relevant academic year.
2. By enrolling specific courses, the student entitles to participate in classes, be awarded credits, graded credits, and sit the exams. At the same time, he/she is obliged to fulfill his/her study obligations to the extent stipulated by the applicable legislation, the NC Statute, the Study and Examination Regulations, and other applicable NEWTON College standards.
3. The IS of NC provides the electronic enrollment for study (hereinafter, also referred to as the "e-enrollment"). The Chancellor stipulates the regulations and terms of enrollment for individual grades of study. Regulations and terms are published at least one month before the start of the academic year for which the enrollment is to take place.

4. Upon enrollment, students enroll for courses according to the standard curriculum of the study program, as well as any previously incompleting courses in comparison with the standard curriculum.
5. The student opts for compulsory-optional and optional courses of the curriculum and can opt for optional courses in addition to the curriculum.
6. The e-enrollment for a term is performed if the student has paid at least the first agreed tuition payment for the academic year.
7. The higher-grade study advancement condition requires at least fifty credits gained in the previous academic year of study.
8. In case the student does not fulfill the condition for advancement to a higher grade of study, he/she can submit a conditional enrollment for courses of a higher grade of study to the Chancellor.
9. In case the student does not fulfill the condition for advancement to the higher grade of study, does not apply for conditional enrollment of higher grade courses, or the Chancellor rejects the application, the student is obliged to enroll all incomplete study courses and repeat the relevant grade of study.
10. The Chancellor may exempt the student from the obligation to fulfill the conditions for advancement to a higher year of study, as well as from any other study obligations stipulated by the Study and Examination Regulations following the § 54a of the Act as amended. An exempted student has the same status as a student who has fulfilled all relevant study obligations properly within a required course of time.
11. In case a student does not obtain the required total number of credits at the end of the third grade of the bachelor's study and cannot, therefore, take the bachelor state final examination, he/she will repeatedly enroll in the third grade of study in the following academic year. Upon repeated enrollment in the third grade of study, the student enrolls in all the incomplete courses, as well as all the courses he has attended in previous academic years but has not completed.
12. In the course of study, the student shall adequately fulfill his/her study commitments following the provisions of the Act, other generally valid legal regulations of the Czech Republic, the Statute of NEWTON College, the Study and Examination Regulations, and other applicable NC standards.
13. In the course of study, the student shall avoid fraudulent behavior, especially violations of copyrights, plagiarism, and unauthorized use of aids including communication devices of all kinds in the verification of study results (i.e., at the

state final examinations, examinations, graded credits, and credits) and any other illegal activity.

14. Breaching of the duties, the student exposes to the risk of sanction following the Disciplinary Regulations of NEWTON College as well as generally applicable legal regulations.

Article IX. Study Documents

1. Study documents and their particulars define the §57 of the Act; documents of study at NEWTON College are as follows:
 - a) the student identification card: the student identification card is the NC ISIC card designed for full-time study program students and NC ALIVE card designed for the distance study program students. The card issuance is charged and arranged for by the NC Study Affairs Department.
 - b) the study record (e-index): the study record is a document in which the study courses and the results of the study or performance are entered. NEWTON College uses an IS NC study record in electronic form (e-index) adequately secured against unauthorized intervention.
2. Documents of the study program completion at NEWTON College are as follows:
 - a) college diploma,
 - b) certificate on internship and managerial training completion,
 - c) diploma supplement.
3. By default, NEWTON College will issue a student certificate only for the period for which the student has paid the tuition fee.

Article X. Individual Study Plan

1. The student shall apply for an individual study plan (hereinafter referred to as ISP) to the Study Affairs Department in an electronic form via the NC Contact Center (part of IS of NC) including, where appropriate, justification of the application, by the end of the first week of the term at the latest.
2. The Study Affairs Department automatically rejects all students' applications for an individual study plan failing the submission deadline.
3. All individual study plan applications (ISP) submitted within the deadline will be assessed during the second week of the term at the latest. The ISP application will be assessed upon the payment of tuition fees for the entire applied period.
4. The NEWTON College Chancellor approves ISP-based studies.

5. A student's application for an ISP will be considered justified in the case of serious medical reasons, pregnancy, childbirth, or parenthood or due to other reasons requiring specific consideration. The reasons for the ISP application do not include the student's workload due to the performance of his/her business or employment duties, commuting inconvenience, and others.
6. Teachers of individual courses will inform the Study Affairs Department on request about the requirements for the successful completion of their courses for students with ISP.
7. The Study Affairs Department will send to all students who have been granted ISP comprehensive information with a general overview of the requirements for successful completion of all individual courses enrolled by them in the relevant term, including contacts to the teachers of the courses by the end of the fourth week of the term.
8. The comprehensive information of the Study Affairs Department does not replace the communication of the student with the ISP with the teachers of the relevant courses. The student is obliged to communicate with the teachers and is fully responsible for obtaining information about the course content and others.
9. Students with a low level of the Czech language can apply for an ISP based on the distribution of the first year of study into four terms.
10. The Chancellor may approve an ISP to a student who has transferred to the NC study program from another university and has not completed the courses required according to the standard NC curriculum.

Article XI. Discontinuation of Study

1. The student may interrupt the study for a maximum of two years (four terms). The sum of the period of study, the planned period of discontinuation, and the time required to complete the study after its discontinuation must not exceed the maximum period of study at the NC.
2. The student applies for the discontinuation of study at the Study Affairs Department, giving the reasons for discontinuation.
3. The student is entitled to interrupt studies in connection with the reasons stated in §54, par.2 of the Act. Following the §54, par.3 of the Act, the period of discontinuation of study for a recognized period of parenthood is not included in the total period of discontinuation of study or the maximum period of study.

4. A student applying for study discontinuation for a reason differing from those specified by §54, par.2 of the Act, serious health problems, sudden, onerous life, and social situation, shall fulfill the condition for advancement to a higher grade at the end of the academic year preceding the year of the study discontinuation.
5. The decision of NEWTON College determines the period of discontinuation of study until the end of each academic year.
6. Upon the discontinuation period expires, the person may subsequently re-enroll the grade of study before or during which the study was discontinued.
7. In the recognized period of parenthood, the person with discontinued study may, at his/her request, re-enroll even before the discontinuation of study expiration. Enrollment must take place in the year of study before or during which the person's studies were interrupted. The same procedure is also applicable in cases of discontinuation of studies due to serious health reasons and due to the sudden and onerous life or social situation.
8. At the time of discontinuation of study, the person is not a student and ceases to be a member of NEWTON College Academics.

Article XII. Completion of Study

1. The Bachelor's degree study program is completed by passing the final state examination, which consists of two parts: the defense of the bachelor thesis and the oral state final examination.
2. The Bachelor State Final Examination can be taken by a student who has completed all the study requirements according to the curriculum of the relevant study program and has earned the specified total number of credits in the course of no more than twice the standard length of study.
3. The standard length of study is the length of study of the relevant study program at the average study load - unless stated otherwise, the standard length of study for NEWTON College Bachelor's degree programs covers three years.
4. The maximum period of study at NEWTON College may not exceed twice the standard period of study.
5. The principles, procedures, and deadlines for the assignment, elaboration, and submission of bachelor theses, the criteria for their evaluation, as well as other facts related to bachelor theses are the subject of another NC standard in the form of the Chancellor's Directive on Bachelor Theses.
6. The course of the defense of the bachelor thesis and oral state final examinations (hereinafter referred to as "bachelor state final examinations"), including their

evaluation and procedures for postponing or repeating the bachelor state final examinations and their parts is regulated by another NC standard in the form of the Chancellor's Directive on Bachelor State Final Examinations.

7. The day of regular completion of studies is the day on which the student successfully passed the last part of the state final examination; on this day, the student becomes a graduate of the NEWTON College Bachelor study program and is awarded the academic degree "bachelor" (abbreviated "Bc." before the name).

Article XIII. Another Form of Study Termination

1. A student who wants to terminate his/her studies based upon his/her own decision will notify the Study Affairs Department in writing. The Chancellor shall confirm in writing without delay that the studies at NEWTON College terminate upon the student's decision.
2. The study may terminate if, despite prior notice, the student does not meet the conditions stipulated in the study agreement or the requirements stated in the Study and Examination Regulations of the respective study program.
3. The study will terminate following the §56, par.1,b) of the Act if a student:
 - a) passed the bachelor state final examination with the result "failed" during the second resit (i.e., the Final Chancellor term), (the study terminates on the day of the second resit of the final state examination),
 - b) passed the bachelor state final examination with the result "failed" during the first resit and subsequently did not submit the application for the second resit (the Chancellor term) of the bachelor state final examination (the study terminates on the thirtieth calendar day following the day of the first resit of the SFE).
4. Following the §68 of the Act, the Chancellor informs the student about the termination of studies in writing and states the date by which his/her study at NC terminates.
5. The Chancellor's decision on exclusion from studies resulting from reasons defined in the Act may terminate the study. The Chancellor sends the decision on exclusion in writing.
6. A student who has decided to terminate the studies or whose studies terminated prematurely will be issued with a certificate of examination completion upon request following the law.

Article XIV. Student and NEWTON College Communication

1. The student is obliged to follow the e-notice board of the IS of NC and follow the instructions notified. The student is also obliged to follow the e-mail correspondence sent to the assigned school e-mail box.
2. In the course of the studies, the student shall report to NEWTON College any changes in personal data, including the address for service of documents.
3. Failure to meet the obligations set out in the preceding provision the student exposes to the risk of being considered unavailable by NEWTON College. Unavailable is considered a student who does not appear in person at NEWTON College within thirty days of sending a written request to the last reported delivery address or does not contact NC in writing, by telephone or by e-mail.
4. NEWTON College delivers to the student all decisions, notices, certificates, notifications, and others via the electronic information system of the university (i.e., IS of NC) electronically to the school e-mail box, in the case of applicants for study or transfer to NEWTON College to the e-mail addresses provided by them. Decisions not legally allowed to deliver electronically are subject to another form of service. In this case, the day of delivering and notifying the decision is considered the first day after being made available in IS of NC.
5. NEWTON College delivers decisions that are not legally allowed to deliver via the College electronic information system via an authorized postal operator. In case the student fails to fulfill the obligation stated in §63, par.3,b) of the Act or NC fails to deliver the document to the delivery address reported by the student, it shall be delivered by following the § 69a, par.2 of the Act.
6. NEWTON College publishes all relevant mass messages concerning students and their studies on the IS NC e-notice board.
7. When dealing with NEWTON College, the student may be represented solely by an authorized representative following the generally applicable legal regulations of the Czech Republic.

Article XV. Assessment

1. For the evaluation of study results, NEWTON College uses the credits (hereinafter referred to as "C"), graded credits (hereinafter referred to as "GrC"), and examinations (hereinafter referred to as "E").
2. In the case of credits, NEWTON College uses the classification of "passed" and "failed" for the evaluation of specific study results.

3. In the case of graded credits and examinations, NEWTON College uses the ECTS classification for the evaluation of specific study results:

Grading Scheme	% Equivalent	weighted arithmetic mean value
A	90 – 100	1
B	80 – 89	1.5
C	70 – 79	2
D	60 – 69	2.5
E	50 – 59	3
F	less than 50	4

4. In addition to the mentioned grading scheme, the grading “FN” (i.e., “failed to attend”) is used to evaluate study results. A student “FN” without an adequate excuse from the relevant term is considered “F” graded with all the consequences.
5. The teacher’s decision can adjust the grading scale. However, the modified scale must then be adequately presented to the students, usually along with other requirements for the completion of the course.
6. The completion of courses is checked after the summer examination period of the academic year to assess the fulfillment of the condition for advancement to the higher grade of study.
7. Overall study result is evaluated as follows:
- „passed with honours“,
 - „passed.“
8. The student achieved the overall result of the study “passed with honours” on condition he/she:
- achieved the weighted arithmetic mean in the course of the whole study up to 1.50 inclusive,
 - passed the bachelor state final examination with the result "passed with honors," i.e., he/she passed the bachelor state final examination in regular, or a postponed term and received the grade "A" of all individual parts of the bachelor state final examination with no more than one exception of the grade "B".
9. The weighted arithmetic mean is calculated as follows:

$$VP = \frac{\sum [(number\ of\ credits) \times (course\ classification)]}{\sum\ credits\ for\ courses\ completed\ with\ examination\ or\ graded\ credit}$$

PART THREE: EXAMINATION REGULATIONS

Article XVI. General Provisions

1. The provisions of the Examination Regulations do not apply to the organization, course, postponement, repetition, or evaluation of the Bachelor State Final Examination or any of its parts.
2. The student is entitled to sit the exam in individual examination terms, which are:
 - a) Regular term,
 - b) First resit term,
 - c) Second resit term,
 - d) Final Chancellor's resit term.
3. The academic who performs the course assessment (hereinafter referred to as „the examiner“) determines the specific date, time, place, and capacity of the examination term, as well as the form of examination (written, oral, or a combination of both) or any restrictions on enrolling students for the examination term. In case of examinations held in the following term, the examiner makes sure the dates announced do not interfere with the regular teaching sessions.
4. The examiners announce the examination terms, and the students enroll for the examination terms via the IS of NC.
5. The examiner is obliged to provide a sufficient number of individual examination terms for the course completion.
6. The heads of departments and the Vice-Chancellor for Educational Activities check the terms, numbers of terms, and capacities.
7. The student will be informed about the evaluation achieved on the relevant examination date by the fifth calendar day following the examination at the latest.
8. In case of a written examination, the student is entitled to an inspection of the submitted materials evaluated by the examiner within thirty calendar days following the examination term. During this period, the examiners are obliged to archive the written tests.
9. In case the examiner has provided a sufficient number of terms of the course with sufficient capacity, following the conditions for an individual (i.e., regular, first, or

second resit term) examination term, all students who have not taken any of the terms are graded "FN" (failed to attend) with all the resulting consequences.

10. In the case the student does not fulfill all conditions for completion by the end of the examination period following the course tuition term, the course is graded "FN" (fail to attend) with all the resulting consequences.
11. In case of fraudulent or other unlawful conduct during the examination or (graded) credit (especially unauthorized use of aids including communication devices of all kinds, copying, and others), the student will be graded "F" within the relevant examination period.

Article XVII. Credit Assessment

1. The course teacher stipulates the regulations for granting the credit from the course, subsequently completed by the exam in the course syllabus. The regulations and mechanisms for granting the credit followed by the examination may be determined differently from the specific provisions of the Study and Examination Regulations valid for the specific examination.
2. The examination in the course, in which it is necessary to obtain the credit as well, can be taken after the student is awarded the credit and the evaluation of "passed" stated in IS of NC.
3. The student shall be awarded the course credit subsequently completed by the exam by the end of the third week of the examination period at the latest. Otherwise, the credit will not be awarded to the student (i.e., he/she will be graded "failed"). Exceptions to this regulation may be approved only by the Chancellor of NC, for special considerations.
4. The fulfillment of the conditions of the graded credit is subject to the individual provisions on examinations of the Examination Regulations, including the same grading scale.
5. The provisions of the Examination Regulations applicable to the performance of examinations and fulfillment of the conditions of graded credits shall apply mutatis mutandis also if the course in the given term is completed only by credit.

Article XVIII. Regular Term

1. The regular examination terms are announced during the examination period or in the form of preliminary terms during the consultation weeks.

2. The examiner decides on announcing the regular term in the form of a preliminary term.
3. The regular term in the form of a preliminary term shall not be announced before the final lesson of the course in the relevant term, including the cover-ups.
4. In the case of block teaching of the course realized and completed during the term, the regular terms in the form of preliminary terms can be announced even during the teaching weeks of the term.
5. The regular terms in the form of preliminary terms shall not interfere with regular tuition or cover-ups within other courses belonging to the standard curriculum of students who can sign up for these terms.
6. The total capacity of regular examination terms shall cover at least 125% of the number of students enrolled in the course.
7. The examiner shall announce the regular examination terms for the first three weeks of the examination period on the first day of the examination period at the latest, usually before the beginning of the examination period.
8. In the case of the full-time form of study, the examiner shall always announce a sufficient number of regular terms - three different regular terms, at least, usually at least one regular term in each of the first three weeks of the examination period.
9. In the case of distance form of study, there are usually at least two regular terms available. The examiner shall provide at least one of the regular terms on a working day (usually in the afternoon or evening during standard NC opening hours). The examiner shall provide at least one of the regular terms at the weekend as part of the examination session of the distance form of study.
10. The student shall complete a regular examination term during the examination period of the term in which the course was taught. Otherwise, the student will be graded "FN" (fail to attend) within the regular examination term with all the resulting consequences. Exceptions to this regulation are approved only by the NC Chancellor, for special considerations.

Article XIX. First Resit Term

1. A student graded "F" (fail) or "FN" (fail to attend) within the regular term can sign up for the examination in the first resit term.
2. The first resit terms are usually announced during the examination period and, if necessary, during the following term.

3. The first resit terms are usually announced at least five days after the regular term so that students have at least five calendar days for study preparation.
4. The numbers and capacities of the first resit terms are announced as needed, taking into account the specific numbers of students entitled to sign up.

Article XX. Second Resit Term

1. A student graded “F” (fail) or “FN” (fail to attend) within the first resit term can sign up for the examination in the second resit term.
2. The second resit terms are usually announced during the examination period and, if necessary, during the following term.
3. The second resit terms are usually announced at least seven days after the first resit term so that students have at least seven calendar days for study preparation.
4. The numbers and capacities of the second resit terms are announced as needed, taking into account the specific numbers of students entitled to sign up.

Article XXI. Final Resit Term granted by the Chancellor

1. A student who has been graded “F” (fail) or “FN” (failed to attend) in the second resit term may apply to the Chancellor of NEWTON College via the NC Contact Center (part of the IS of NC) to sit the examination in the final Chancellor’s resit term.
2. The student must apply for the Final Chancellor’s examination term no later than on the fourteenth calendar day after the day of the unsuccessful completion of the second resit term. If a student does not apply for the Final Chancellor’s examination term in time, he/she is considered to have failed to apply for the Final Chancellor’s examination term.
3. The Chancellor will decide on the student's application for the Final Chancellor’s examination term within seven calendar days of its submission.
4. The Final Chancellor’s examination term is charged; the student shall pay the fee within five calendar days of the approval of the relevant application.
5. If the student fails to pay the fee within the due period, he/she will not be allowed to sit the exam in the Final Chancellor’s examination term. This situation is considered as if the student failed to apply for the term.

6. The Final Chancellor's resit terms are announced during the following semester, usually within ten to thirty calendar days after approving on the application; the student shall be informed about the term of the examination at least seven calendar days in advance.
7. The Study Affairs Department arranges for the organisation of the Final Chancellor's resit term in cooperation with the examiners, announces the term, and signs the student up.
8. The student can sign off the resit examination term via the Study Affairs Department, to which he/she has applied for the Final Chancellor's resit term. The student is considered as failing to attend the examination in the Final Chancellor's resit term.
9. The student's absence from the Final Chancellor's examination term can be excused only for reasons of special consideration. The Chancellor decides on the recognition of the reasons for the excuse. Shall the excuse be considered appropriate, the Study Affairs Department cancels the student's assessment of "FN" (failed to attend), and he/she is retroactively signed off. The Study Affairs Department takes the subsequent steps necessary to provide a new Final Chancellor's resit term. The student is not obliged to repay the sign-up fee.

Article XXII. Examination Term Attendance, Excuse from the Examination Term

1. Only the student who duly signs up in the IS of NC for the examination term can sit the examination in the examination term.
2. A student can sign off the enrolled examination term in the IS of NC under the conditions determined by the examiner.
3. The examiner grades the student "FN" (fail to attend) if he/she signed up for the examination term but fails to attend.
4. A student graded "FN" (fail to attend) on the examination term without being adequately excused from the term is considered "F" (fail) graded with all the consequences.
5. In case the student is unable to attend the exam for serious reasons, and it is no longer possible to sign off, the student is obliged to excuse on-line via the NC Contact Center on the calendar day following the exam term at the latest.
6. The excuse from the examination term shall be duly recognized in the following cases:

- a) medical reasons: the student shall submit a document of medical treatment or a sick note (in paper or electronic form) by the fifth calendar day after the day of the examination,
 - b) traffic inconveniences: the student shall submit a delay note issued by a transport company providing public transportation (in paper or electronic form) by the fifth calendar day after the day of the examination,
 - c) the Chancellor of NC assesses other reasons for special consideration.
7. In case of an adequate excuse, the Study Affairs Department cancels the "FN" (fail to attend) grade of the student in the IS of NC and signs the students off retroactively. The student can re-sign up for the relevant examination term. At the same time, the Study Affairs Department shall notify the relevant examiner about this via IS of NC.
8. In case of an adequate excuse of absence in the examination term, the student shall re-sign up for the relevant term without delay. If the student finds out that there is not available any other term he/she is entitled to sign up for, he/she is obliged to inform the relevant examiner immediately, either directly or via the Study Affairs Department.

Article XXIII. Course Repetition Regulations

1. The student is obliged to repeat the course if:
 - a) He/she was not awarded credit from the course, which is subsequently completed by an exam,
 - b) He/she was awarded "F" (fail) or "FN" (fail to attend) in the second resit term and did not apply for the final (Chancellor) examination term,
 - c) He/she was awarded "F" (fail) or "FN" (fail to attend) in the final (Chancellor) examination term,
 - d) He/she did not fulfill all conditions required to pass and complete the course by the end of the examination period following the term in which the course was taught.
2. The student, who is obliged to repeat the course shall apply for the re-enrollment of the course via the NC Contact Center. The repetition of the course is charged.
3. In the case of the course repetition, all the previously achieved course study results are withdrawn (e.g., credit, submitted seminar paper, and others). When repeating

the course, the student shall fulfill all conditions to pass and complete the course as if he/she studied the course for the first time.

PART FOUR: FINAL PROVISIONS

Article XXIV. Final Provisions

These NEWTON College Study and Examination Regulations come into force and effect on 7 October 2019.

Prague, 1 October 2019

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MUDr. Jan Mojžíš
Chancellor and Chairman of the Board
NEWTON College, a.s.