

Attendance sheet

The secret weapon of all teachers. Forever silent, though it tells the stories the students rather no one knew. It can tell how interested you are in whichever course it arms. It tells if you have to make an additional assignment, special essay, or presentation.

Bachelor's Degree Programme – Bc. – BA

Academic degree – it usually takes 3 to 4 years to complete by passing the state exam and successfully defending one's thesis, after which the student obtains the degree Bc.

Colloquium

An exam made easy. You mostly sit, nod, and from time to time say something smart. If you sound smart enough, you get a pass; if not, then prepare for the next term. The colloquium is usually an examination of multiple students. This means a kind of competition between them for who will pass and who will not.

Credit minimum

Fulfilling the credit minimum at the end of the year = the minimal amount of credits needed to complete the study year.

Credits

Forget the casual grading system from your high school. At UP, the success of one's study is rated not only by grades but also by credits. Students obtain credits after completing courses, seminars, or lectures. Don't forget to check your credit minimum in order to pass the year.

Credit test

By the teachers' measurements, an easy and quick test. For most students – a painful written exam, often followed by a spoken exam.

Dean's holiday

On special occasions and events for faculty; students enjoy a day or, in most cases, a half-day off.

Department

The place of utmost importance to you – here you will be meeting all your friends and teachers during your seminars or lectures. Quick Tip: Professor, in Czech the highest academic degree, is the term used in Czech high schools for all teachers. However, at the university, this term is used only to address people with this particular degree.

Diploma thesis (Bachelor's/Master's)

An integral part of your third year or last study semester at university... and no, you won't write it in a fortnight (it is a lot of pages). Before even submitting, you have to choose a fitting topic for your thesis. The defence takes place in front of a commission and is usually a necessary step before attempting the state exam.

DMS

The IT system used for the administration of electronic or digitalized paper documents.

Elective course

Sometimes labelled as a “B” course, each department offers students several courses from this category. Each student has to complete several of these to complete their study plan.

Essay

Based on reflections, sometimes supported by arguments and expertise. At other times an essay can be more narrative. The essay’s genre/type is usually assigned by the teacher.

Exam

Usually connected to “A” courses, exams can have an oral or written form, sometimes both. To be able to attend the exam, it is necessary to enrol into it via STAG.

Examination period

The period following the semester during which students has to fulfil their study obligations (exams, credit tests, colloquiums).

Full-time study

The form of study based on student’s attendance in the lessons and direct contact with the teacher.

Graduation ceremony

The day of your graduation – the world suddenly becomes much happier. It is a festive event for this reason... each bouquet costs twice as much as usual and you have to look twice as happy in front of the camera.

Incentive and Merit scholarship

Scholarship awarded to students with excellent grades. The amount differs at each respective faculty, but it’s good to know about and maybe try getting one.

ISIC – Student Identification Card

Every student should have an ISIC card, worth its weight in gold. It enables its owner to borrow books, visit UP leisure facilities, have lunch at the canteen, print photocopies, or prove that you have the right to a student discount outside UP.

Lecture

Lasts from 45 to 90 minutes and deals with the given topics and lessons.

Master’s Degree Programme

Educates the student in theoretical areas of the field. These are based on science, knowledge and development. Usually follows the Bachelor’s study programme and takes two to three years to complete (so-called Follow-up Master’s programme). But there are also Continuous Master’s programmes, e.g. in law and medicine, which take from four to six years. After fulfilling all the requirements and completing the study, the graduate obtains the MA degree (differs at some faculties, e.g. FDM, MUDr. degrees).

Matriculation

Proper initiation into the Student Order, during which students take an oath to fulfil their study obligations. It is a formal affair, which means formal wear. Today, only a few faculties maintain this custom.

Obligatory course

Sometimes labelled as an “A” course, students must complete it during their studies.

Optional course

Sometimes labelled as a “C” course, each student can choose from a list outside their department which one they want to attend, if any. Some of the usual topics are film, religion, philosophy, theatre, in some cases excursions, or a sports stay or trip (e.g. FL, FPC, FS).

Paper

Assignment closely related to the recommended literature listed in the syllable of each course and is usually discussed during the first few lessons.

Part-time Study

The combination of full-time and distance study.

PhD. Programme – Doctoral Studies

Follows a master’s degree programme and focuses on scientific research and independent activity in the field of research and development linked to publishing activities or independent creative work in the field of art. The standard study period is three to four years. The graduate obtains the degree of “Doctor” (PhD, listed after one’s name). If the student studied at the Faculty of Theology, they are awarded a Doctor of Theology (ThDr.) degree.

Plagiarism

You should know that copying has no place at the university, particularly on your diploma thesis. The university has special software for detecting plagiarism and sanctions are harsh.

Rector’s holiday

Holiday issued by the Rector, usually twice a year on special occasions, e.g. Sports Day or the Májales Student May Festival. The holiday applies to all faculties.

Seminar

An extension to the lectures, here the theoretical knowledge is applied in hands-on training. Come on students, confess, which of you haven’t read the assignment?

Seminar paper

Written on a selected topic in most courses, usually necessary for completing the course or for admission to the examination. There are given rules for each assignment, and it is necessary to follow these to pass (and no plagiarism!).

Social scholarship

For those less well-off: there are several criteria for obtaining this scholarship. Obtainment starts with the student's initiative. You have to enter your bank account number into STAG (one bank account can be used for more scholarships), submit an online application (again in STAG), and you need the relevant confirmation from the Social Office from the place of your permanent residence. Please note that not everybody meets the conditions to obtain a social scholarship. Forward the confirmation to the officer for social and accommodation scholarships at the Rector's Office.

STAG

The IT system through which you enrol in courses. It has an easy-to-grasp interface, accessible from the UP Portal, which means that you can use it from school or home and make your life much easier. And no, it has nothing to do with deer.

Student Certificate

Issued by the Student Affairs Office and valid for one year. Most students need it at the beginning or end of the academic year (for work, taxes, tax credits, etc.) The good thing is that it can be issued online.

Study obligations control

Takes place in cooperation with individual student affairs offices. The form differs at each faculty.

Summer Semester

From February to May. Be wary of the change to daylight savings time in March, waking can prove substantially harder after it.

Syllabus

Your guide through the course. It shows the name of the teacher, the contents of the course, and further specifications, student requirements, and recommended literature.

UP Portal

Internal website – portal.upol.cz – where you can find most of the information you need about your studies to date, access your university e-mail account, read daily news from UP and also from around the world, and links to important documents as well as services offered by the university.