

*In accordance with Act No. 111/1998, Article 36, subsections 1 and 2, concerning Higher Education and the Modification of and Amendments to Other Acts (the Higher Education Act) the Ministry of Education, Youth and Sport registered the Study and Examination Regulations of the University of West Bohemia in Pilsen on 6<sup>th</sup> February 2012 under Ref. No. 42 231/2011.*

*On 10<sup>th</sup> April 2012, the modifications to the Study and Examination Regulations of the University of West Bohemia in Pilsen were registered by the Ministry of Education, Youth and Sport in accordance with Article 36, subsections 2 and 5 of the Act concerning Higher Education under Ref. No. 945/2012-30.*

## **STUDY AND EXAMINATION REGULATIONS OF THE UNIVERSITY OF WEST BOHEMIA IN PILSEN Dated April 10, 2012**

### **PART ONE**

#### **SUBJECT OF MODIFICATION AND ITS BASIC PRINCIPLES**

##### **Article 1**

##### **Subject of Modification**

- (1) The Study and Examination Regulations of the University of West Bohemia in Pilsen (hereinafter "Regulations") regulate:
  - a) The regulations for studies in Bachelor, Master and Doctoral study programmes (hereinafter "studies") taking place at the University of West Bohemia (hereinafter "UWB") and its faculties and higher education institutions.
  - b) The decision-making procedure concerning students' rights and duties.
- (2) Studies in Bachelor, Master and Doctoral study programmes are based on the standards of the European Credit Transfer and Accumulation System (hereinafter "ECTS").
- (3) The provisions of these Regulations regarding a faculty or a Dean shall be adequately applied to a higher education institution which participates in providing study programmes, or to its director.
- (4) At individual faculties these Regulations can be further specified in the internal regulations or directives of the relevant faculty, but only to the extent stipulated by these Regulations. Any specifying internal regulations and directives must not impose a greater number of duties and restrictions on students than these Regulations do.

##### **Article 2**

##### **Organization of the Academic Year**

- (1) The academic year lasts 12 calendar months; the date of its commencement is stipulated by the Rector.
- (2) The academic year is divided into winter and summer semesters. A semester is further subdivided into a teaching period, an examination period and a holiday period. The commencement and duration of these periods is stipulated by the Vice-Rector for Academic Affairs.
- (3) The minimum total period of holidays in the academic year is eight weeks. During the holiday period it is possible to organize, in particular, compulsory training camps and practical training. Students' leisure

time during the main holiday period must not be shortened by these activities to a period shorter than four weeks.

## **PART TWO**

### **STUDIES IN THE BACHELOR AND MASTER STUDY PROGRAMMES**

#### *Chapter I*

#### *Study Programmes, Fields of Study, Forms of Study and Duration of Study*

##### **Article 3**

- (1) A higher education qualification is obtained through study within the framework of an accredited study programme in accordance with a study plan and in a given form of study. The maximum possible duration of study is equal to the standard duration of study specified by the study programme multiplied by 1.5. Any interruption of studies is not included when the duration of study is considered.
- (2) The form of study refers to either full-time or distance study, or the combination of both.
- (3) Study programmes may be further subdivided into fields of study.

#### *Chapter II*

#### *Study Programme Committee*

##### **Article 4**

##### **The Mission of the Study Programme Committee**

- (1) The Study Programme Committee (hereinafter “Committee”) is a conceptual authority dealing primarily with:
  - a) Suggesting amendments to study programmes and proposed study plans,
  - b) Assessment of how study programmes are executed,
  - c) Compliance with the principles of the credit system.
- (2) The Committee submits an annual report of its activities to the Dean no later than the end of January of the following calendar year. Without delay, the Dean makes the report public in a way enabling distant access.

##### **Article 5**

##### **Committee Members**

- (1) For each study programme, the Dean appoints a guarantor. If the study programme is further subdivided into fields of study, the Dean also appoints the guarantors of individual fields. In order to appoint or dismiss a guarantor of a study programme or field of study, the Dean shall require prior approval from the Faculty Scientific Council.
- (2) The Committee has at least three members. The guarantor of the study programme and the guarantors of individual fields of study are the committee members. With prior approval from the Faculty Scientific Council, the Dean can appoint or dismiss other committee members.
- (3) The Committee chair is the guarantor of a study programme.

#### *Chapter III*

#### *Curricula*

## **Article 6**

### **Credit Rating of Courses**

- (1) A “course” is the basic unit of study.
- (2) Every course is assigned a certain number of credits. This credit rating of a course, stipulated in compliance with ECTS, expresses the students’ workload needed for completing the course. A course credit rating remains the same regardless of its status in different study programmes.
- (3) During their studies in one study programme/one study field, students can obtain credits for a given course only once. This provision does not apply to physical education, which does not constitute an academic field of study, or to other skill-oriented courses specified in a given study programme/field of study. The maximum number of times these courses may be taken is specified in their syllabi.

## **Article 7**

### **Guarantor and Course Syllabus**

- (1) Each course is characterized by its syllabus, which defines mainly the following: course objectives, learning outcomes, course contents, teaching and assessment methods, requirements for course completion, recommended literature for study, precluded courses, prerequisites and recommended courses.
- (2) The Head of the department which provides teaching of the course [Article 22, subsection 2, letter b) of the UWB Regulations, hereinafter “guaranteeing department”] appoints the course guarantor. He/She is then responsible for the course arrangement in compliance with its syllabus.

## **Article 8**

### **Course Programme**

- (1) Prior to the first week of instruction, at the latest, the course guarantor makes his/her course programme public using the university electronic information system (hereinafter “IS/STAG”). In accordance with the course syllabus, the course programme contains in particular:
  - a) A brief overview of the subject matter including an approximate schedule,
  - b) The requirements to be met by students throughout the semester and, if the course is completed by an examination, conditions, possibly general conditions and the nature of the examination. Conditions and requirements for granting credits for a course completion are set so that these may be fulfilled continuously, predominantly during the period of the semester.
- (2) Credit requirements and examination conditions made public in accordance with subsection 1, letter b), cannot be modified during the semester, with the exception of extra changes approved by the Dean.

## **Article 9**

### **Recommended Study Plan**

- (1) The recommended study plan defines the most appropriate study outline of a study programme/field of study. This includes above all the time and content sequence of courses, the form of study and the method of verifying learning outcomes.
- (2) The recommended study plan contains courses ranked according to years and semesters, the number of contact teaching hours of instruction of the given course, the credit value of courses and the conditions for successful completion of a course.
- (3) For one academic year, the total credit value of courses in the recommended study plan is 60 credits.

## **Article 10**

## **Course Status**

- (1) Courses included in the recommended study plan can have compulsory, core elective and elective status.
- (2) Completion of compulsory courses is required for successful completion of a relevant study programme /field of study. A core elective is a course from a given set of core elective courses from which a student is obliged to obtain a specified number of credits or a minimum number of courses. Other courses are elective.
- (3) In the recommended study plan of each study programme /field of study, elective courses must constitute at least five percent of the total number of credits needed for successful completion of a study programme. Within elective courses, a student is entitled to register for any course taught at UWB in accordance with Article 16, subsection 1.
- (4) The course status can vary within different study programmes /fields of study.

## **Article 11**

### **Changes to the Recommended Study Plan**

- (1) The composition of the recommended study plan and the requirements of its fulfillment valid in the academic year in which the student enrolled for the specific study programme /field of study is not to be changed during the standard duration of study unless the student interrupts his/her studies. This restriction does not apply to elective courses.
- (2) For legitimate reasons, the Dean can decide to cancel some of the compulsory or core elective courses from the recommended study plan in a given academic year; at the same time, the Dean decides which course will be an equivalent substitute for the cancelled one. This procedure does not apply to a course which is a part of the state final examination.
- (3) Due to serious, especially health reasons, and with the consent of the course guarantor, the Dean can provide a student with an exemption from the obligation to complete a given course from the recommended study plan. The exemption, however, does not imply the right to obtain credits for a given course. The student cannot be freed from the obligation to complete a course which is a part of the state final examination.

## **Article 12**

### **Individual Study Plan**

By registering for courses from the recommended study plan, students create their own study plans for the relevant academic year in which they are obliged to observe the given conditions, including course structures and combinations.

## **Article 13**

### **Conditions of Course Registration**

- (1) From the perspective of the design of a student's individual study plan, courses listed in the study programme /field of study are divided into:
  - a) Courses without any obligatory links to other courses or without any other limitations; any student can register for these courses. The course syllabus can provide a list of recommended preceding courses.
  - b) Precluded courses for which there is another course or group of courses in the syllabus listed as precluded. This course can then be registered for only if the student has not registered for or completed any of the courses listed as precluded.
  - c) Interchangeable (alternative, i.e. "mutually precluded") courses; students can obtain credits for only one of the courses listed as interchangeable. The list of interchangeable courses must be included in the course syllabus.

- d) Courses reserved for a specific group of students. This limitation must be specified in the course syllabus.
- (2) In accordance with a study programme /field of study, registration for a course to be included in the state final examination or practical exam can be conditioned by the completion of other courses (pre-requisites). Students cannot register for these courses sooner than in the academic year in which pre-requisites have been registered for.

#### **Article 14**

### **Teaching Activities and Their Organization**

- (1) Lecturers, seminar instructors, tutors and other participants in teaching activities (hereinafter “teachers”) for individual courses are appointed by the Head of the guaranteeing department or institute [Article 22, subsection 2 letter b) of the UWB Regulations] after a consultation with the course guarantor.
- (2) Taking part in organized teaching activities listed in the course syllabus is compulsory to the extent stipulated by the decision of the Dean of the faculty which lists the course in its recommended study plan. The recommendation for compulsory participation in courses is discussed and subsequently submitted by the Committee.
- (3) For students who, for legitimate reasons, cannot participate in the compulsory forms of courses (as specified in the above article), the teacher can determine an alternative way of meeting their study obligations.

#### ***Chapter IV***

### ***Registration for the First Year and Each of the Following Years***

#### **Article 15**

- (1) The form and dates of registration for the first or the relevant semester are specified by the Dean. A student returning after interrupting his/her studies shall enrol throughout the academic year, at the latest within 5 working days following the date on which the interruption of studies ends.
- (2) Students’ registration, checking the correctness of courses they have registered for and possible changes in the registered courses are the responsibility of the study department of the faculty. Students are responsible for the composition of courses.

#### **Article 16**

- (1) Students choose and register for courses that comply with their study programme /field of study.
- (2) If the registration for the first year and each of the following years is preceded by preliminary registration (Article 19), students are obliged to observe their personal study plans selected in the preliminary registration.
- (3) A student who fails to register by a given date can apologize to the Dean and ask for a postponement. The student must do so within three days from the registration deadline, or immediately after conditions that prevented the student from asking for a postponement have ceased to exist. The Dean shall consider the student’s reasons for not meeting the deadline and, if the excuse is accepted, another registration date will be set for the student.

#### **Article 17**

### **First Semester of Study**

- (1) In the first semester of study, students register for courses listed in the recommended study plan of their study programme /field of study, unless the Dean specifies otherwise.
- (2) Students in their first semester must obtain at least 20 credits by the date specified in the relevant academic year schedule. This provision does not apply to students. This provision does not apply to students having at least thirty credits from their previous study recognised by the Dean.

#### **Article 18**

### **Credit Limit for Course Registration**

- (1) Students choose their courses in such a way that by the end of an academic year they are able to obtain:
  - a) A minimum of 40 credits in their first year of study,
  - b) A minimum of 80 credits in 4 subsequent full semesters (i.e. semesters in which a student did not interrupt his/her studies).
- (2) The number of credits specified in subsection 1 must not include credits for courses recognized by the Dean, unless the Regulations specify otherwise (Article 32, subsection 3).
- (3) Within studies in a study programme /field of study in one academic year, a student can register for courses with a maximum total value of 75 credits, unless the Dean specifies otherwise.

#### **Article 19**

### **Preliminary Registration**

- (1) Students pre-select their individual study plans for the following academic year by means of preliminary registration, i.e. registration for the study of specific courses in the following academic year. Students' participation in preliminary registration is obligatory. The way in which the preliminary registration is organized is defined by the Vice-Chancellor in accordance with the UWB academic year schedule.
- (2) The Head of Department defines and, by a date stipulated in the UWB academic year schedule, makes public through IS/STAG the minimum number of students for whom individual compulsory and core elective courses shall be open.
- (3) A student who fails to register by a given date can apologize to the Dean and ask for a postponement. The student must do so within three days from the registration deadline, or immediately after conditions that prevented the student from asking for a postponement have ceased to exist. The Dean shall consider the student's reasons for not meeting the deadline and, if the excuse is accepted, another registration date will be set for the student.

#### **Article 20**

### **Cancellation of Preliminary Registration for Courses**

If a student provides a legitimate reason, the Dean can grant a student's application for cancelling their preliminary registration for a course after the given deadline for a pre-registration.

#### **Article 21**

### **Cancellation of Course Registration**

If legitimate reasons are provided, the Dean can grant a student's application to cancel their registration for a course.

#### **Article 22**

### **Additional Course Registration**

If a legitimate reason is provided, a student can be allowed to perform an additional course registration if permitted by the Dean.

### **Article 23**

#### **Additional Registration before the Summer Semester**

Students can specify their registration in accordance with Article 21 before the summer semester begins. Within this additional registration a student can, with the course guarantor's consent, register for other courses.

### **Article 24**

#### **Repeated Registration for a Course**

- (1) If students fail to meet the conditions for obtaining credits for a course (Article 34, subsection 3), they can re-register for this course only once (unless it concerns registration according to Article 6, subsection 3). If they fail the course during the winter semester, they can register for it in the summer semester in the same academic year provided that the course is offered in both the winter and summer semesters. Results from both the winter and summer semesters are then added in the weighted grade average (hereinafter "WGA") of the relevant academic year.
- (2) If students have failed any of their core elective or elective courses, they are obliged to re-register for this course.
- (3) In case of repeated registration for a course completed by a confirmation of fulfillment of course requirements and an examination, the course guarantor can grant the student's application for recognition of the confirmation of fulfillment of course requirements obtained during previous studies of this course.

### **Article 25**

#### **Registration Pass**

- (1) A registration pass exempts the student from the obligation to re-register for core elective or elective courses.
- (2) Each student has as many registration passes at the beginning of their studies as the number of years in the standard duration of study in a given study programme /field of study, unless the Dean increases the number. For legitimate reasons, the Dean can grant more registration passes to students during their study period. Based on a student's application, the Dean is obliged to grant the registration pass if the preliminary registration for the course has been repeatedly cancelled in terms of Article 20 or Article 21.
- (3) If students fail any of their core elective or elective courses, they are not obliged to re-register for the same course if:
  - a) They make use of the registration pass,
  - b) During the academic year in which they have been registered for the course for the first time, they fulfilled the requirements for the state final examination or its last course.

## ***Chapter V***

### ***Course Recognition***

### **Article 26**

#### **General Rules for Course Recognition**

- (1) The Dean can grant a student's application and recognize a course completed during studies at UWB or other higher education institutions at home or abroad. The Dean also decides whether to recognize the corresponding number of credits.

- (2) Along with the course, its assessment is also recognized. If the completed course is not assessed according to the criteria applied by these Regulations, the assessment of the recognized course is determined by the Dean.
- (3) A course which is included in the state final examination cannot be recognized.

#### **Article 27**

- (1) A course can only be recognized provided that not more than five years have elapsed since the student's completion of the course, unless the Dean makes an exception and recognizes a course even though more than five years have elapsed since its completion.
- (2) Upon recognition of several courses, the Dean also decides to what extent to shorten the maximum duration of the student's studies, the maximum possible duration of interruption of his/her studies and to what extent to reduce the number of registration passes.

#### **Article 28**

- (1) Together with the application for course recognition, the student also provides documents proving the completion of the course and detailing the course's scope and content. This does not apply to a course completed at the faculty whose Dean decides on the recognition.
- (2) If the Dean decides on the recognition of a course completed at another faculty, he/she asks the guarantor of the course concerned for his/her comments in written form.

#### **Article 29**

A student's application for course recognition must be submitted, at the latest, within 30 days following the date when the situation allowing the course recognition occurred (i.e. following the date of the course completion or the date of registration for study).

#### **Article 30**

Courses and the corresponding credits obtained for recognized courses are added in the student's total number of credits obtained during his/her studies and also in the total weight average grade (WGA); however, not in the given academic year, if not specified otherwise.

#### **Article 31**

### **Special Cases Concerning Course Recognition**

- (1) Based on the study or other agreement, the Dean can also recognize courses that a student has taken within his/her study programme at another institution of higher education in the Czech Republic or abroad.
- (2) If a course recognized according to subsection 1 has been completed at a higher education institution that applies ECTS, credits are added to the extent to which these were awarded by the institution. Otherwise, the number of credits obtained is, with the study field guarantor's consent, stipulated by the Dean.
- (3) Recognized courses, relevant number of credits (according to subsections 1 and 2 of this Article) and assessment are added to the student's number of credits and weighted grade average (WGA) for the relevant academic year.

#### **Article 32**

In accordance with Article 60 of the Act concerning Higher Education, subsection 1 and 2 concerning Higher Education, the Dean can recognize completed courses and their credit value of successful graduates of lifelong learning programmes at UWB who became UWB students in the sense of Articles 48 - 50 of the Act concerning Higher Education.

### **Article 33**

The procedure for recognition of completed courses and their credit value according to Article 32 is defined by a faculty's internal regulations.

## ***Chapter VI***

### ***Study Assessment and Evaluation***

### **Article 34**

#### **Course Assessment**

- (1) Basic forms of course assessment are confirmation of fulfilment of course requirements, examination, comprehensive examination, end-of-semester project, qualifying examination and state final examination.
- (2) With a course for which the curriculum prescribes both the confirmation of fulfilment of course requirements and examination, obtaining the above-mentioned confirmation is a prerequisite for taking the examination.
- (3) After completing a course, students obtain the credits (Article 6, Subsection 2) the course is assigned with. For courses concluded with a confirmation of fulfillment of course requirements, the credits are acquired after obtaining this confirmation. For courses ending with an examination or with courses ending with both a confirmation of fulfillment of course requirements and an examination, students acquire credits after passing this examination. Students must also finish the course in the academic year in which they registered for it.

### **Article 35**

- (1) If study assessment is carried out orally, the teacher must inform the student about the result immediately after the assessment. In other cases, the teacher must inform the student about the result within 3 days following the assessment, at the latest.
- (2) If study assessment is in writing, students have the right to see their corrected work within 15 days following the date of study assessment, at the latest.

### **Article 36**

#### **Records of Study Assessment Results**

- (1) The results of assessment are entered into a study catalogue. At the same time, the results are recorded in IS/STAG. The Dean can decide whether a record verified by the faculty will be considered as a study catalogue.
- (2) If an extract from IS/STAG is considered as a study catalogue according to subsection 1, the relevant faculty is responsible for keeping extra independent records of students' study assessments in the form of a confirmation of fulfillment of course requirements and examination register.
- (3) The IS/STAG records of study assessment results are verified for correctness through comparison with students' study catalogues. This verification is done annually after the academic year ends. If a verified extract from IS/STAG is considered as a study catalogue according to subsection 1, the verification of correctness will take place with regard to confirmation of fulfillment of course requirements and examination catalogues. The body responsible for properly keeping the IS/STAG records is a faculty's study department which, in cooperation with the Center for Information Technology (hereinafter "CIT") and the course guarantor, is responsible for finding a solution to possible discrepancies.
- (4) After the verification of correctness, the basic records are those kept in the IS/STAG central register.

### **Article 37**

#### **Weighted Grade Average**

- (1) The weighted grade average (hereinafter “WGA”) serves as an evaluation criterion of study results. It is calculated for every student both for each academic year and for the whole course of study before taking the state final examination.
- (2) For a given set of courses, the WGA is calculated as the sum of final grades multiplied by credits obtained for these courses and then divided by corresponding credits for these courses. With courses for which a student has registered and which he/she has failed to complete with at least the “Good” grade in the given academic year, grade 4 is added in the WGA. The WGA is rounded to two decimal places.

### **Article 38**

#### **Confirmation of Fulfilment of Course Requirements**

- (1) Confirmation of fulfilment of course requirements (hereinafter “confirmation”) is granted by the teacher (Article 14, subsection 1) teaching the relevant course. This must be done no later than by the deadline defined in the academic year schedule.
- (2) If a student is not granted the confirmation in the sense of subsection 1 of this Article, he/she can apply to the head of the guaranteeing department to review the issue. If the head of the department decides not to grant the confirmation, the student can apply to the Dean to review the issue; the Dean’s decision is then final.
- (3) Within three working days following the assessment date, the teacher enters the confirmation in IS/STAG. The means of transfer within the faculty to which the guaranteeing department belongs is stipulated by the Dean.
- (4) In the study catalogue and student’s study record book, the granting of the confirmation is recorded with the word “Passed” together with the date of the granting of the confirmation and the teacher’s signature. Failure to obtain the confirmation is recorded in IS/STAG only.

### **Article 39**

#### **Examinations and Resits**

- (1) Students take examinations and resits with persons (hereinafter “examiners”) appointed by the head of the department which guarantees a given course.
- (2) The examiner grades the examination results as follows: Excellent (1), Very Good (2), Good (3) and Failed (4). With the exception of the “Failed” grade, the examiner records the grade in the examination catalogue and, in words, in the student’s study record book together with the date and his/her signature. An examination or a resit with the result “Failed” is not recorded in the student’s record book.
- (3) Within three days of the examination date, the examiner enters the examination results into IS/STAG. The means of transfer within the faculty in which the guaranteeing department belongs is stipulated by the Dean.
- (4) Examinations and resits usually take place during the examination period of the semester in which the given course was run; however, by the end of the relevant academic year at the latest. The teacher can schedule examinations and resits throughout the semester, too.
- (5) If a student fails an examination, he/she can apply to the head of the guaranteeing department to review the issue. If the head of the department decides not to grant the application, the student can apply to the Dean to review the issue; the Dean’s decision is then final.

### **Article 40**

#### **Resits**

- (1) If enabled by the relevant academic year schedule, the student who fails an examination is entitled to the first resit; the student who fails the first resit, too, is entitled to take the second resit.
- (2) At the student’s or examiner’s request, or even without any request, the head of the guaranteeing department can decide that the second resit will take place before an examination committee appointed by him/her.

#### **Article 41**

### **Dates of Exams and Resits**

- (1) All examination dates are announced through IS/STAG.
- (2) By a deadline specified in the schedule of the given academic year, the examiners schedule dates for taking examinations in individual courses.
- (3) With regard to the examiner's availability and the number of students eligible to take the examination, the examination dates must be spread evenly throughout the whole examination period.

#### **Article 42**

### **Registration for an Examination Date**

- (1) Registration for an examination date is considered valid if the student has not removed it on the same day. For examinations or resits for one course students can carry out five registrations altogether.
- (2) A student fails a course if he/she has run out of possible registrations without completing the course with at least a "Good" grade.

#### **Article 43**

### **Registration for Examinations and Resits**

- (1) Students register for examinations and resits by means of IS/STAG.
- (2) Students are entitled to withdraw from an examination or a resit, at the latest, 24 hours before the beginning of the examination stipulated by IS/STAG.

#### **Article 44**

### **Excuse from an Examination or Resit**

- (1) If a student fails to withdraw from the examination (resit) in time, he/she can excuse himself/herself at a later date; however, at the latest within three working days following the date of the examination (resit) or following the termination of conditions that prevented the student from excusing him/herself. The student must provide a legitimate reason for his/her absence from the examination (resit). The examiner decides if the excuse is well-founded; his/her decision is then final.
- (2) If students fail to take the examination (resit) and do not provide a legitimate excuse, if their excuse is not accepted, if they withdraw from the examination (resit) after it has started or if they breach the examination rules in a serious manner, they receive the "Failed" grade.

#### **Article 45**

### **Comprehensive Examination and End-of-Semester Project**

- (1) The recommended study plan for a study programme /field of study may contain a Comprehensive Examination. The recommended study plan for an art-oriented study programme /field of study may contain an End-of-Semester Project. The form, the rules for taking the exam/doing the project, the manner of assessment, organizational provisions and other necessities are stipulated by the internal faculty regulations.
- (2) Students register for and sit the Comprehensive Examination and End-of-Semester Project in the year and semester specified by the recommended study plan of a given study programme /field of study.
- (3) The result of the Comprehensive Examination and End-of-Semester Project is graded as follows: "Excellent", "Very Good", "Good", "Failed".

- (4) In case of failure, the student is entitled to:
  - a. Resit the Comprehensive Examination a maximum of two times during his/her studies,
  - b. Resit the End-of-Semester Project only once in the year and semester given by the recommended study plan.
- (5) Completion of the Comprehensive Examination and the End-of-Semester Project is recorded in the student's study record book in accordance with the protocol on completing the End-of-Semester Project. The resulting grade from the project is then added to the WGA.

#### **Article 46**

### **State Final Examination**

- (1) Passing the state final examination (hereinafter "SFE") is required in order to complete studies properly. In the master's study programme /field of study, part of the SFE is the defence of the master's thesis and, if required, in the bachelor's study programme /field of study the defence of the bachelor's thesis (hereinafter "thesis"). Thesis defence is the subject matter of the SFE.
- (2) In accordance with a given study programme /field of study, the SFE may consist of individual courses or blocks of courses examined separately on different days.
- (3) A student is entitled to sit the state final examination or its last part only on condition that he/she has, in the given academic year, fulfilled all the requirements stipulated by the recommended study plan of a given study programme /field of study according to these Regulations, and has submitted a thesis by a set deadline (if a defence of a thesis is a part of the SFE).
- (4) Based on a proposal from the guaranteeing department, the Dean determines the dates for SFE sessions, the registering procedure for the SFE and its overall organization. In addition, the Dean also determines to whom should be sent excuses from the SFE session (Article 48).

#### **Article 47**

### **Deadline for Completion of the State Final Examination**

The state final examination must always be completed, at the latest, before the maximum period of study expires.

#### **Article 48**

### **Withdrawal from the State Final Examination and Excuse**

- (1) Students may withdraw from the SFE within a maximum of 72 hours before the examination date. If students fail to withdraw from the SFE in time, they can excuse themselves in writing at a later date; however, at the latest within three working days following the date of the examination or following termination of conditions that prevented the student from excusing. A student must then provide a legitimate reason for his/her absence from the SFE. The Dean decides if the excuse is well-founded; his/her decision is then final. For legitimate reasons, the Dean can forgive a student for a delayed excuse.
- (2) If students fail to arrive at the SFE and do not provide any legitimate excuse, if their excuse has not been accepted, if they withdraw from the SFE after it has started or if they breach the SFE rules in a serious manner, they receive the "Failed" grade.

#### **Article 49**

### **State Examination Resit**

If failed, the state final examination or the failed part of it can be resat a maximum of two times in the course of study. A student resits only the part of the SFE which was graded as "Failed". If the thesis was graded as "Failed", it is up to the examination committee to decide whether submitting a new thesis is a sufficient condition for resitting the defence again.

## **Article 50**

### **State Final Examination Committee**

- (1) The state final examination takes place in front of an examination committee. The examination committee for the SFE is constituted by at least 5 members including the chair, deputy chair, and other members. Assigning more committees for one study programme /field of study is possible.
- (2) Members of the examination committee, its chair and deputy chair, are, with the consent of the Faculty Scientific Council, assigned by the Dean.
- (3) Meetings of the examination committee are led by its chair; in his/her absence, the deputy chair. The committee has a quorum only if at least 3 of its members are present, one of them being the chair or deputy chair.
- (4) A state final examination is held on condition of the decision-making ability of the committee.

## **Article 51**

### **Evaluation of the State Final Examination**

- (1) The state final examination and its parts are graded as follows: “Excellent”, “Very Good”, “Good and Failed”. The examination committee discusses the assessment of the whole SFE and its parts at a closed session. In case there is an even number of votes, the vote of the chair, or in his/her absence, that of the deputy chair, decides.
- (2) The assessment of the SFE as a whole is based on the assessment of its parts (including the defence of a thesis, if applicable). The criteria for assessment of the SFE as a whole are specified in the internal faculty regulations.

## **Article 52**

A record of the SFE proceedings, containing the procedure and assessment of the thesis defence and other subjects of the SFE, as well as the overall assessment result of the SFE, is made by the chair. The opponent’s report and supervisor’s evaluation are attached to the record (Article 56, subsection 1). The record of the SFE proceedings is transferred in accordance with the filing and shredding rules to the UWB Registry.

## **Final Year Thesis**

### **Article 53**

#### **Topics of Final Year Theses**

The topics of final year theses for a given academic year are announced by the Head of Department. They are made public, at the latest, by the end of the academic year preceding the year in which students should proceed to their thesis defence.

### **Article 54**

#### **Final Thesis Assignment**

- (1) Students work on their final thesis in accordance with its its assignment, which they obtain six months prior to the deadline for submission of the thesis, at the latest.
- (2) The final thesis assignments mainly include the topic of the thesis, brief guidelines for its elaboration, a list of basic literature sources, the supervisor’s name and a binding submission deadline.
- (3) The assignment of the thesis or its alteration must be approved by the Dean.

- (4) Theses are written in the language in which the given study programme /field of study is accredited. With the approval of the Committee, the Dean may allow for a thesis in a different language.

#### **Article 55**

#### **Submission Deadline for the Final Thesis**

- (1) Students submit their final thesis by the deadline specified in the final thesis assignment.
- (2) A student who fails to submit the final thesis by the given deadline according to subsection 1, can, within a maximum of five workdays following the deadline, apply to the Dean for an alternative submission deadline. The student shall also provide reasons for the application and suggest an alternative deadline.
- (3) Based on a student's application according to subsection 2, the Dean can set a new deadline for submission of the thesis.

#### **Article 56**

- (1) The Head of the Department assigns a supervisor and an opponent (or more opponents) of the final thesis. The supervisor then provides an evaluation of the final thesis, while the opponents provide their expert opinions. A student is entitled to receive both the evaluation and expert opinions at least five working days before the thesis defence.
- (2) After the defence, regardless of its result, a thesis, including opponents' reports, supervisor's evaluation and the record of the defence procedure, is made public in the UWB University Library. The manner of transfer, the filing and publication in both paper and digital form conform to relevant directives given by the Rector.
- (3) UWB makes final theses public in compliance with legal regulations concerning intellectual property law and other legal regulations stipulating the UWB responsibility regarding publishing of data.

### ***Chapter VII***

#### ***Interruption of Studies***

#### **Article 57**

- (1) Based on an application, a student's studies can be interrupted. The Dean grants the application if the following is true:
  - a) A student has submitted an application before the beginning of the relevant semester,
  - b) He/she has not exceeded the maximum duration of interruption of studies (Article 58) and
  - c) He/she has fulfilled the conditions for registration for the following academic year in case the interruption is going to take place before its beginning.
- (2) For serious, but not study-related problems, the Dean can grant a student's application for an interruption of his/her studies even during a semester. Interruption of studies during the first semester is possible in extraordinary, justified cases only.
- (3) In extraordinary, justified cases, the Dean can also interrupt a student's studies on his/her own initiative without the student's application.

#### **Article 58**

Student's studies can be interrupted repeatedly. The total duration of all interruptions of a student's studies within a given study programme /field of study must not exceed 24 months in four- to six-year master

study programmes /fields of study, 12 months in two- to three-year master study programmes /fields of study and 12 months in a bachelor study programme /field of study unless the Dean decides otherwise, as an exception.

#### **Article 59**

A student whose study has been interrupted is obliged to come to the study department within five days following the interruption of study validation date or with no further delay after his/her physical condition allows it. The student hands over his/her student ID card and submits a confirmation of a settlement of claims between the student and UWB.

#### **Article 60**

- (1) As a rule, the end of the interruption of a student's studies should coincide with the end of a semester. When a student interrupts his/her studies during the semester, credits for courses finished during the partially completed semester are added to the results of the semester completed after the interruption has finished.
- (2) The Dean can also grant a student's application for the termination of the interruption of his/her studies before the specified period of interruption has elapsed.

#### **Article 61**

- (1) If the interruption of study finishes simultaneously with the end of the academic year, the student should, if circumstances allow, take part in the preliminary registration according to Article 19.
- (2) The validity of course registration is suspended for the duration of the interruption of the student's studies. The student can apply to the Dean to cancel a course registered before the interruption of his/her study. The Dean can grant a student's application to register for another course instead.

#### **Article 62**

### **Interruption of Studies until the State Final Examination**

- (1) The studies of a student who has fulfilled, in the given academic year, all the conditions in accordance with Article 63, subsection, 1 letter a) but has not passed the SFE or its last part, can be interrupted by the Dean's decision, and the interruption can last until the date of the SFE or for a period necessary for those tasks related to the organisation of the SFE.
- (2) An interruption period in accordance with subsection 1 is not added to the maximum duration of interruption of studies.

## ***Chapter VIII***

### ***Termination of Studies***

#### **Article 63**

### **Completion of the Entire Course of Study**

- (1) A student completes the entire course of study if one of the following applies:
  - a) No later than the end of the maximum duration of study he/she has obtained, within the framework of a given study programme /field of study and recommended study plan a number of credits equal to the number of years specified for the standard duration of study multiplied by 60 and
  - b) he/she has passed the state final examination.

- (2) A graduate who, in studying his/her study programme /field of study, has selected and successfully completed a coherent group of courses constituting one of the “certificate programmes”, will, in addition to the diploma, also receive a document certifying the completion of that programme.

#### **Article 64**

### **Overall Evaluation of Study**

- (1) The overall study evaluation expresses the degree of a student’s success throughout the entire course of his/her studies. It is completed after the conclusion of the state final examination or its last part and is graded as follows: Graduated with Honours, Graduated and Failed to Graduate. The overall evaluation is entered into the diploma supplement.
- (2) A student graduates with honours if, throughout his/her studies, he/she has achieved a WGA lower than 1.51 and has passed the state final examination with the overall grade “Excellent”. Otherwise the overall grade after passing the state final examination is “Graduated”.
- (3) A student is graded “Failed to Graduate” if he/she has failed to pass the state final examination.
- (4) Graduates with honours receive a UWB diploma with honours.

#### **Article 65**

### **Termination of Studies due to Failure to Meet Requirements of a Study Programme and Withdrawal from Studies**

- (1) The Dean decides to terminate a student’s studies due to his/her failure to meet the requirements of a study programme [Act No. 56, subsection 1, letter b) concerning Higher Education] if the student:
- a) has failed to meet the conditions of the first semester of study (Article 17);
  - b) has failed to obtain at least 40 credits during the first year of study in a study programme /field of study. This provision is not applicable if the student has by this time met the conditions for taking the state final examination or its last part in accordance with Article 63, subsection 1, letter a);
  - c) has failed to obtain at least 80 credits in the immediately preceding four successive full semesters (i.e. semesters during which no interruption of studies occurred). This provision is not applicable if the student has by this time met the conditions for taking the state final examination or its last part in accordance with Article 63, subsection 1, letter a);
  - d) has achieved a WGA worse than 3.40 in the last academic year he/she has completed;
  - e) has failed to obtain credits for a compulsory course even after registering for it a second time;
  - f) has failed to pass the comprehensive examination, or the state final examination even at the second resit;
  - g) has failed to pass End-of-Semester Project in both the regular session and resit under the terms of Article 45;
  - h) has failed to submit his/her final thesis by a given deadline and has not applied for an alternative deadline, one in accordance with Article 55; or his/her application for an alternative has not been granted by the Dean;
  - i) has failed to complete his/her studies even by the end of the maximum duration of study in accordance with Article 3, subsection 1;
  - j) has failed to complete his/her registration for a given academic year by a deadline set in accordance with Article 15, and has failed to apologize and apply to the Dean for an alternative registration date or interruption of studies within a maximum of 5 working days after the teaching period of a given academic year has started or after the interruption of studies has expired; or if the Dean has not granted the student’s application.
  - k) has failed to complete the preliminary registration in accordance with Article 19 subsection 1, has failed to apologize and apply for an alternative in accordance with Article 19 subsection 3, or the Dean has not granted the student’s application.

- (2) A student whose studies are subject to termination for some reason cannot be registered for another academic year.
- (3) A student who decides to terminate his/her studies shall inform the Dean about this in writing through the faculty's study department. This can be done at any stage of study.

## **PART THREE**

### **STUDIES IN DOCTORAL STUDY PROGRAMMES**

#### *Chapter I*

#### *General Provisions*

##### **Article 66**

Matters which are not provided for in this part shall be decided upon by the Dean of the faculty providing a given study programme /field of study.

##### **Article 67**

- (1) The standard duration of study is stipulated by a given study programme /field of study.
- (2) Based on a student's application, the Dean can extend the standard duration of study, with the consent of the supervisor and the chair of the Study Field Committee
  - a) in the full-time form of study by a maximum of 1 year;
  - b) in the distance and combined forms of study until the doctoral thesis defence.
- (3) When extending the duration of study in accordance with subsection 2, the Dean shall mainly take into consideration the student's course of study so far and the progress of his/her work on the doctoral thesis.
- (4) The maximum duration of study is seven years from registration. A period of interruption of studies is added to the maximum duration of study.

#### *Chapter II*

#### *Study Field Committee*

##### **Article 68**

##### **Mission of the Study Field Committee**

- (1) A Study Field Committee is appointed for every doctoral study programme. If a study programme consists of more than one field of study, it is possible to appoint a Study Field Committee for each field of the given study programme.
- (2) The Study Field Committee controls and evaluates studies in the relevant doctoral study programme /field of study. In particular, the Study Field Committee
  - a) suggests changes to study programmes /fields of study,
  - b) controls and discusses students' scientific work,
  - c) proposes supervisors and, through the Dean, submits their names together with their professional CVs to the Faculty Scientific Council for approval,

- d) discusses proposals for topics of doctoral theses and their supervisors and, through the Dean, submits them to the Faculty Scientific Council for approval,
  - e) discusses and proposes to the Dean students' individual study plans and their modifications where necessary,
  - f) defines the breadth and depth of the requirements for the state doctoral examination,
  - g) proposes to the Dean the members of the state doctoral examination committee and the date for holding the examination,
  - h) proposes to the Dean members of the doctoral thesis defence committee and the date for holding the defence,
  - i) proposes to the Dean members of the admissions committee, whose role is to decide on a candidate's admission to study in a doctoral study program /field of study,
  - j) sees that the principles of the credit system of study are observed (if the credit system of study is applied).
- (3) The Study Field Committee submits an annual report on its activities to the Dean no later than the end of January of the following year.

#### **Article 69**

#### **Study Field Committee Members**

- (1) The Study Field Committee has a minimum of 5 members.
- (2) Members of the Study Field Committee are appointed and dismissed by the Dean with prior approval from the Faculty Scientific Council.
- (3) The Study Field Committee chair is elected from and by the Study Field Committee members.

#### **Article 70**

#### **Joint Study Field Committee**

If a study programme /field of study is guaranteed simultaneously by more than one establishment (faculties or research centres), the process of appointing and dismissing the Study Field Committee members is based on a concluded agreement which constitutes a part of the application for accreditation.

#### **Article 71**

#### **Study Field Committee Meetings**

- (1) The Study Field Committee meets at least once a year, by the end of September at the latest. The meetings are summoned by the chair of the Committee. The first meeting is called by the Dean of the relevant faculty.
- (2) The Study Field Committee has a quorum if more than half of its members are present. The decisions made by the Committee are accepted if more than half of its members agree.

### ***Chapter III***

#### ***Supervisor***

#### **Article 72**

#### **The Supervisor's Role**

- (1) The supervisor provides both specialist and organizational guidance for the student's studies. Based on the supervisor's approval, the student establishes his/her daily regime and holidays.

- (2) The supervisor guides the student in his/her work on the doctoral thesis and monitors his/her study obligations and their fulfilment.
- (3) The supervisor is entitled to participate in the student's examinations during his/her studies.

#### **Article 73**

- (1) The supervisor is appointed by the Dean on the recommendation of the Study Field Committee, with no delay following the student's registration for study.
- (2) The Dean can, on the recommendation of the Study Field Committee, change the supervisor.
- (3) A supervisor must be a professor, associate professor or leading specialist in the relevant field of study authorized by the Faculty Scientific Council.

#### **Article 74**

### **Consulting Specialist**

For consultations on specific issues concerning the topic of the student's doctoral thesis, the Dean can, upon the supervisor's recommendation, appoint a leading specialist in the given field as a consulting specialist.

## ***Chapter IV***

### ***Individual Study Plan***

#### **Article 75**

Studies are based on an individual study plan in accordance with Article 68, subsection 2 letter e). The study plan is proposed by the supervisor upon previous discussion with the student. The plan is then approved by the Dean according to Article 77.

#### **Article 76**

### **The Contents of an Individual Study Plan**

- (1) An individual study plan defines the schedule of study in a study programme /field of study, mainly the time and content sequence of specialist courses and other study activities, their form and the manner of assessing the study results (oral examination, participation in a conference, publication of study results or written report).
- (2) The individual study plan outlines the general area of the individual scientific research or creative activity in a given discipline or of individual theoretical and creative activities in the arts, which forms the basis for the writing of the doctoral thesis.
- (3) The student is entitled to register for any course offered at UWB. The course is approved by the supervisor and through registration the course becomes a part of the student's individual study plan.
- (4) The individual study plan must include at least three specialist courses and language training.

#### **Article 77**

### **The Approval of an Individual Study Plan**

The individual study plan shall be discussed by the Study Field Committee and then approved by the Dean, at the latest by the end of October of the year in which a student has been registered for study. A similar procedure is applied to the approval of any changes to the individual study plan in the following years.

**Chapter V**  
**Registration for the First and Following Years of Study**

**Article 78**

- (1) The form and dates of registering for the first and following years of studies are specified by the Dean. Students returning after an interruption of studies complete their registration in the course of the academic year; however, no later than within five days following the termination of the interruption of studies.
- (2) The registration is organized by the administrative office of the relevant faculty.
- (3) The registration for the second and following years of study can take place based on the Dean's approval expressed in the annual student evaluation.

**Chapter VI**  
**The Course of Study and Assessment of Study Results**

**Article 79**

Studies in a doctoral study programme are, as a rule, carried out in two stages which may overlap in time:

- a) A study stage completed by the state doctoral examination,
- b) A research stage focused on writing the doctoral thesis and completed by the defence of this thesis.

**Article 80**

- (1) With the consent of the Study Field Committee, the Dean can decide on the application of the credit system to study assessment.
- (2) By completing a course or any other study activity prescribed in the individual study plan, the student obtains the relevant number of credits. A student can obtain credits for a course or other study activity only once.

**Article 81**

- (1) A specialist examination (or resit) is conducted by the teacher of the specialist course, unless the Dean appoints an examination committee. The specialist examination is open to the public.
- (2) The examiner or examination committee member, in accordance with subsection 1, must be a leading specialist with academic titles including PhD, who actively conducts research in the relevant field.

**Article 82**

**The Examination (or Resit) Date**

Following a consultation with the student, the date for taking a specialist course examination (or resit) is set by the examiner or the chair of the examination committee.

**Article 83**

**Resits**

If a student fails the specialist examination, he/she can take the first resit. If the student fails his/her resit, the Dean, based on the recommendation of the supervisor and Study Field Committee, can grant the student's application and allow for a second resit which takes place in front of an examination committee proposed by the Study Field Committee and appointed by the Dean.

#### **Article 84**

##### **Assessment of an Examination (Resit)**

- (1) The result of a specialist examination (resit) is assessed by the examiner(s) with the grades: "Passed", "Failed".
- (2) The result of an examination (resit) is recorded by the examiner in the student's study record book together with the date and signature. If the examination (resit) took place in front of a committee, signatures of all its members must be entered in the examination protocol. The assessment of an examination (resit) with the result "Failed" is not recorded in the student's study record book.
- (3) Based on the recommendation of the supervisor and Study Field Committee, the Dean can grant an application for recognition of an examination taken during previous doctoral studies at UWB or another higher education institution.

#### **Article 85**

##### **Language Training**

- (1) Language training forms a part of the study.
- (2) Before applying for the state doctoral examination, the student must demonstrate command of a foreign language at a specialist level. Command of the language is demonstrated in a manner proposed by the Study Field Committee and specified by the Dean.
- (3) The student's mother tongue is not considered a foreign language.

#### **Article 86**

##### **Annual Evaluation of a Student's Progress**

- (1) By the end of every academic year at the latest, the supervisor delivers his/her annual evaluation of a student to the Study Field Committee.
- (2) The Study Field Committee then discusses this evaluation and proposes to the Dean
  - a) the continuation of studies without any changes to the individual study plan,
  - b) the continuation of studies with some changes to the individual study plan, or
  - c) the termination of studies.
- (3) The Dean considers the proposal of the Study Field Committee and decides on either the continuation or termination of studies.

### ***Chapter VII***

#### ***Change of the Form of Study; Interruption of Studies***

#### **Article 87**

The Dean can change a student's form of study. The change can happen due to the expiration of the maximum period of full-time study or based on the student's application. Before considering the application, the Dean shall request the opinion of the supervisor and the Study Field Committee.

#### **Article 88**

- (1) The Dean can grant a student's application for the interruption of studies. Before considering the application, the Dean shall request the opinion of the supervisor and the Study Field Committee.
- (2) The Dean can, for legitimate reasons, interrupt a student's studies on his/her own initiative and with the consent of the supervisor and Study Field Committee.

#### **Article 89**

A student's studies can be interrupted repeatedly. The total duration of all interruptions within a given study programme /field of study must not exceed 24 months, unless the Dean decides otherwise.

### ***Chapter VIII***

#### ***State Doctoral Examination***

#### **Article 90**

##### **The Content of the State Doctoral Examination**

- (1) The primary objective of the doctoral examination is to give the student an opportunity to demonstrate his/her profound specialist and theoretical knowledge of the given field of study, including knowledge of scientific research methodology and the ability to apply new scientific knowledge. The requirements concerning the student's knowledge are based on the student's individual study plan.
- (2) An integral part of the doctoral examination is the thesis proposal defence. The thesis proposal must be submitted in a written form and assessed by an opponent appointed by the Study Field Committee.

#### **Article 91**

##### **Examination Committee for the State Doctoral Examination**

- (1) The state doctoral examination takes place in front of an examination committee appointed from a list of persons approved by the Faculty Scientific Council for state doctoral examinations in a given field or from persons appointed by the ministry in accordance with Article 53, subsection 3 concerning Higher Education.
- (2) The examination committee for the state doctoral examination consists of a chair, vice-chair and at least three other members. At least one committee member must come from outside the UWB academic community. The supervisor cannot become a member of the examination committee; however, he/she is entitled to take part in the committee's final meeting. Based on the Study Field Committee's suggestion, the Dean appoints one of the members of the examination committee to be the opponent who shall assess the thesis proposal.
- (3) For a quorum, more than one half (at least four) of the members of the state doctoral examination committee, including the chair or the vice-chair, must be present at the state doctoral examination.

#### **Article 92**

##### **Application for Admission to the State Doctoral Examination**

- (1) The PhD candidate submits his/her application for admission to the state doctoral examination after completing all courses in accordance with Article 76, subsection 1, demonstrating good command of a foreign language in accordance with Article 85, subsection 2, and fulfilling all the obligations given by his/her individual study plan.

- (2) Together with the application for admission to the state doctoral examination the PhD candidate also submits
  - a) a list of the his/her publications confirmed by the supervisor,
  - b) the supervisor's report on the candidate's scientific work,
  - c) his/her thesis proposal containing, in particular, a list of basic research methods, the present state of the art in the studied field and the aim of the doctoral thesis. The required structure of the thesis proposal may be specified in the internal faculty regulations.

### **Article 93**

#### **Assessing the Application for Admission to the State Doctoral Examination**

- (1) The Study Field Committee shall decide whether a student has fulfilled all the obligations required for taking the state doctoral examination. If the verdict is positive, the Study Field Committee proposes to the Dean the date for holding the state doctoral examination, as well as the examination committee members and the opponent for assessing the doctoral thesis proposal in accordance with Article 91, subsections 1 and 2. If the verdict is negative, the Study Field Committee proposes that the Dean decline the application.
- (2) The Dean decides whether the state doctoral examination should be held. If the Dean's position is negative, he/she announces this fact to the Study Field Committee chair and the supervisor.

### **Article 94**

#### **The Date of the State Doctoral Examination**

- (1) If the Dean decides that the state doctoral examination should be held, he/she shall set a date within 4 months following the student's submission of his/her application for admission to this examination according to Article 92.
- (2) The Dean may grant a student's application to extend the period specified in subsection 1.

### **Article 95**

#### **State Doctoral Examination Procedures**

- (1) The state doctoral examination as well as the announcement of its result is open to the public; however, the examination committee chair may decline access to individuals who, it is believed, might disrupt the examination. The final meeting of the examination committee on the result of the examination is closed to the public.
- (2) The course of the state doctoral examination and its result are entered in a report which is subsequently signed by all the committee members present. The report must be clear in terms of questions the student has been asked, assessment of the thesis proposal, names and surnames of examination committee members (indicated in block capitals if the report is handwritten) and the date on which the state doctoral examination was held.

### **Article 96**

#### **Evaluation of a State Doctoral Examination**

- (1) The state doctoral examination committee evaluates the candidate's performance in terms of two grades, "Passed" or "Failed". The evaluation is based on an open vote at a closed meeting on the day of the state doctoral examination; the result is announced to the student immediately after this meeting. For granting the "Passed" grade, a majority of positive votes from members of the state doctoral examination committee present must be obtained.
- (2) The state doctoral examination committee also evaluates the submitted thesis proposal and gives comments on how the candidate should proceed with his/her work on the doctoral thesis.

- (3) An evaluation of the state doctoral examination with the grade “Passed” is entered by the examination committee chair or vice-chair in the student’s record book together with date and signature.
- (4) Based on the comments from the supervisor and the Study Field Committee, the Dean can grant an application for recognition of a state doctoral examination taken in previous studies at UWB.

#### **Article 97**

### **Results of the State Doctoral Examination**

- (1) If the candidate’s performance is satisfactory and he/she receives a “Passed” grade, the student receives a certificate within 30 days.
- (2) If the candidate’s performance is unsatisfactory and he/she received a “Failed” grade, the chair or the vice-chair of the examination committee informs the student about the requirements for the examination resit. The state doctoral examination can be re-taken only once.

## ***Chapter IX***

### ***Doctoral Thesis; Defence of the Doctoral Thesis***

#### **Article 98**

### **The Content of Doctoral Thesis**

- (1) A doctoral thesis is the product of a specific scientific or art-related project. It includes mainly the following:
  - a) an introduction justifying the choice of the topic of the doctoral thesis,
  - b) declaration of following the methodology commonly used in scientific work,
  - c) the theoretical background, including the state-of-the-art knowledge in both Czech and foreign contexts,
  - d) the objectives of the doctoral thesis and the hypotheses,
  - e) a list of the scientific methods used,
  - f) the results of the doctoral thesis, including the original results of the student’s scientific research published or accepted for publishing,
  - g) the contribution of the doctoral thesis to the research field,
  - h) recommendations for further research,
  - i) conclusion and a summary of the important research outcomes,
  - j) résumé of the doctoral thesis in Czech, English and, usually, in another world language,
  - k) a list of literature sources used,
  - l) a list of the student’s publications and their citations, if any.
- (2) The Study Field Committee may define some other requirements regarding the content of the doctoral thesis and conditions of its elaboration, in particular its length and the obligation to submit continuous reports on the work done.
- (3) A doctoral thesis produced as a part of a research project carried out by a team must contain a statement from the project director and researchers confirming that the student is the author of the presented part of the project and defining the percentage of the student’s share in the overall project.

#### **Article 99**

### **Language of the Doctoral Thesis**

The doctoral thesis is written in the language in which a given doctoral programme is accredited and offered. The Study Field Committee may permit the writing of the doctoral thesis in a different language.

#### **Article 100**

##### **Doctoral Thesis Defence Committee**

- (1) The doctoral thesis defence (hereinafter “defence”) takes place in front of a committee (hereinafter “defence committee”) comprising
  - a) those appointed by the Dean from a list of specialists approved by the Faculty Scientific Council for this purpose, and
  - b) at least two opponents appointed by the Dean in accordance with Article 103.
- (2) The composition of the defence committee may be changed by the Dean for legitimate reasons (e.g. health reasons or other).
- (3) The committee consists of a chair, vice-chair and at least five other members.

#### **Article 101**

##### **Appointing the Defence Committee**

- (1) Two of the defence committee members, at least, must be professors or doctors of sciences. Two of the defence committee members must be from outside the UWB academic community.
- (2) The student’s supervisor, former supervisor or specialist consultant cannot become defence committee members.

#### **Article 102**

##### **A Quorum of the Defence Committee**

The defence committee has a quorum if at least five of its members are present. The presence of the committee chair or vice-chair and one of the opponents of the doctoral thesis is required.

#### **Article 103**

##### **Opponents of the Doctoral Thesis**

- (1) An opponent of the doctoral thesis (hereinafter “opponent”) can only be a professor, doctor of science or other leading specialist in the field for which the thesis has been written.
- (2) The supervisor or consultant specialist cannot become the opponent (Article 74).
- (3) Only one opponent can be a member of the UWB academic community.

#### **Article 104**

##### **Application for Admission to the Doctoral Thesis Defence**

- (1) A student is allowed to submit his/her application for a doctoral thesis after a successful completion of the state doctoral examination.
- (2) The application must be submitted within six years from registering for studies. In justified cases and with the consent of the Study Field Committee, the Dean may extend this period, however, for a maximum of 7 years following the registration.
- (3) Together with the application, the student submits the following:
  - a) a certificate of completion of the state doctoral examination,
  - b) a professional CV,

- c) a minimum number of bound copies of the doctoral thesis in the form specified by the Study Field Committee; the minimum number of copies is specified by the Dean in the faculty internal regulations,
- d) an electronic version of the doctoral thesis in the form given by internal regulations, and a declaration of correspondence of the electronic and printed content of the thesis,
- e) the doctoral thesis synopsis (Article 105) in a number given by the Study Field Committee,
- f) a list of all works both published and unpublished, and of presentations at scientific meetings/conferences confirmed by the supervisor (other study-related activities must be designated separately),
- g) the supervisor's statement recommending or not recommending the thesis for defence.

#### **Article 105**

#### **Doctoral Thesis Synopsis**

- (1) The purpose of a synopsis is to inform the specialist public about the key results of the doctoral thesis.
- (2) The synopsis provides a summary of the key points of the doctoral thesis structured in accordance with Article 98, subsection 1.
- (3) The synopsis is written in the language of the doctoral thesis. There is a one-page abstract in Czech, English and usually also in another world language.

#### **Article 106**

#### **Appointing the Doctoral Thesis Defence Committee and the Opponents**

- (1) The Study Field Committee proposes to the Dean the composition of the defence committee, including the opponents in accordance with Article 103. The Dean further receives a written statement which indicates the Committee's approval or disapproval of the defence being held.
- (2) The Dean appoints the thesis defence committee and the opponents within thirty days following the application for admission to the defence. The decision is then delivered to the chair of the Study Field Committee and supervisor.

#### **Article 107**

#### **Opponent's Report**

- (1) The opponent is obliged to write an independent report on the doctoral thesis within 1 month following the letter of his/her appointment as an opponent. If he/she is unable to do so, he must report this fact within ten days following the delivery of the appointment letter. It is not acceptable for any opponent to replace his/her report with a statement that he/she shares the opinion expressed in another opponent's report.
- (2) The opponent's report contains:
  - a) an evaluation of the contribution of the doctoral thesis to the relevant field of study,
  - b) his/her opinion on the problem solving procedure used, methods applied and achievement of the defined objectives,
  - c) his/her opinion on the results of the doctoral thesis and the specific original contribution of the author of the doctoral thesis,
  - d) comments on the systematic approach, clarity, layout, language and other formal aspects of the doctoral thesis,
  - e) comments on the student's publications,
  - f) an unambiguous statement from the opponent stating whether he/she does or does not recommend the doctoral thesis for defence.

- (3) The Study Field Committee may define some other requirements regarding the opponent's report.

#### **Article 108**

### **Preparation of Doctoral Thesis Defence**

- (1) After receiving the opponents' reports, the chair of the Study Field Committee proposes the date and place of the defence.
- (2) The Dean then informs all the members of the doctoral thesis defence committee, the supervisor and the student about the defence and invites them to the defence at least twenty days before it takes place. Together with the invitation, everybody receives the opponents' reports and the synopsis.
- (3) At least fourteen days before the defence takes place, the doctoral theses and opponents' reports are made public at a place specified in the synopsis; at the study department of the faculty, as a rule.

#### **Article 109**

### **Withdrawal from the Doctoral Thesis Defence**

The student can withdraw from the defence three working days before the defence takes place at the latest.

#### **Article 110**

### **Doctoral Thesis Defence**

- (1) The defence of the doctoral thesis is led by the chair and, in his/her absence, by the vice-chair of the doctoral thesis defence committee (hereinafter "chair").
- (2) The supervisor or his/her representative nominated by the Study Field Committee is obliged to take part in the defence.
- (3) The defence as well as the announcement of its result are open to the public; however, the chair may decline access to individuals who, it is believed, may disrupt the defence. The final meeting of the defence committee on the result of the defence is closed to the public. In addition to the defence committee members, the supervisor (or his/her representative nominated by the Study Field Committee), the chair of the Study Field Committee, the Dean and the administrative officer of the faculty's study department may also participate in the defence.
- (4) A record is made of the course of the doctoral thesis defence and of its result, signed by all the defence committee members present. The record must contain in particular key points of specialist discussion, questions the student has been asked (may be in the form of an attachment), names and surnames of the defence committee members (indicated in block capitals if the protocol is handwritten) and the date on which the defence was held.

#### **Article 111**

### **Evaluation of Doctoral Thesis Defence**

- (1) The defence committee evaluates the defence with one of two grades: "Passed" or "Failed". The evaluation is based on an open vote at a closed meeting on the day of the defence; the result is announced to the student immediately after this meeting. For granting the "Passed" grade, a majority of positive votes from members of the defence committee present is necessary.
- (2) The "Passed" grade is entered by the chair into a protocol together with date and his/her signature.
- (3) The chair of the committee for thesis defence immediately informs the Dean about the result of the defence and the Dean communicates the result of the defence to the Faculty Scientific Council at its next meeting.

- (4) After the defence, the doctoral thesis, including a record on the course of the defence, its result and opponents' reports, is transferred to the UWB University Library. The manner of transfer, the filing and publication in both paper and digital form conform to relevant directives of the Rector.

#### **Article 112**

#### **Procedure Following an Unsuccessful Defence**

- (1) If a student fails to defend his/her doctoral thesis at the first attempt, the next attempt can take place no sooner than six months following the date of the unsuccessful defence. The defence can be repeated only once.
- (2) The defence committee decides whether reworking the doctoral thesis is a condition for repeating the defence; the committee can further define the manner and extent of reworking. If a reworked doctoral thesis is submitted at the second defence, the opponents are obliged to provide an independent report on the doctoral thesis within one month following its delivery.
- (3) The student signs the protocol on the course of the doctoral thesis defence, stating that he/she has been informed about the committee's opinion on his/her doctoral thesis, and with provisions according to subsection 2, if applicable.

### *Chapter X*

#### *Conclusion of Studies*

#### **Article 113**

#### **Regular Conclusion of Studies**

A student who has passed the state doctoral examination and successfully defended his/her doctoral thesis has duly completed his/her studies.

#### **Article 114**

#### **Termination of Studies due to Failure to Meet Requirements Stated in the Study Programme**

- (1) The Dean decides to terminate a student's studies due to his/her failure to meet the requirements arising from the study programme /field of study [Article No. 56, subsection 1 letter b) concerning Higher Education], if the student:
  - a) has failed to complete his/her registration for a given academic year within a period specified in Article 78 and within a maximum of five days following the beginning of the teaching period of a given academic year, has failed to excuse himself/herself, has not applied to the Dean for an alternative registration date or interruption of studies, or his/her excuse has not been accepted by the Dean,
  - b) has failed to pass an examination in a specialist course prescribed by a study programme /field of study even at the second resit granted to the student by the Dean (Article 83),
  - c) has failed to pass the state doctoral examination even at a second attempt as specified in Article 97, subsection 2,
  - d) has failed to submit his/her application for admission to the doctoral thesis defence within six years following the commencement of studies, or within a period extended by the Dean in accordance with Article 104, subsection 2,
  - e) has failed to defend his/her doctoral thesis even at a second attempt.

- (2) The Dean decides to terminate a student's studies due to his/her failure to meet the requirements stated in a study programme /field of study [Article No. 56, subsection 1 letter b) concerning Higher Education]. However, based on the student's annual evaluation (Article 86, subsection 3), the Dean can decide about the continuation of the student's studies.
- (3) A student whose studies are to be terminated for any reason cannot be registered for another academic year.

## **PART FOUR**

### **JOINT, TEMPORARY AND FINAL PROVISIONS**

#### **Article 115**

#### **Obligations of a Person Whose Studies Have Not Been Concluded Regularly**

The person whose studies have not been concluded regularly, is obliged to come to the faculty's study department within five days following the termination of his/her studies in order to submit a confirmation of a settlement of claims between the student and UWB, his/her study record book and student ID. The study record shall be closed, and the person receives a statement on the exams completed prior to the termination of his/her studies.

#### **Article 116**

#### **The Form of Students' Applications**

According to these Regulations, all students' applications must be submitted in a written form.

#### **Article 117**

#### **Alternative Delivery of Decisions**

If it is not possible to deliver a decision on issues stated in Article 50, subsection 5 and Article 68, subsection 3 letter a) to f) concerning Higher Education, into the hands of a student at the address he/she has quoted in accordance with Act 63, subsection 3 letter b) concerning Higher Education, then the student is informed about the decision on the UWB virtual information board, where the decision is made public for a period of 15 days. The last day of this period is considered to be the day of delivery.

#### **Article 118**

#### **Unreachable Students**

- (1) A student is considered unreachable if within thirty days he/she does not respond to an invitation or decision sent to him/her by the Dean during the teaching or exam period to the address he/she has quoted in accordance with Article 63, subsection 3 letter b) concerning Higher Education.
- (2) The fact that a student is unreachable may be viewed as a disciplinary transgression.

#### **Article 119**

#### **Temporary Provisions**

- (1) Articles 3 and 67, subsection 4 apply to students commencing their studies in the academic year 2012/2013; that is, concomitant to the validity of these Regulations. Students who commenced their studies earlier conform to entries on the maximum duration of study specified in the Study and

Examination Regulations of UWB in its later version registered by the Ministry of Education on 16<sup>th</sup> August 2004 under Ref. No. 22 632/2004-30.

- (2) Article 10, subsection 3 applies to newly accredited and reaccredited study programmes/fields of study.
- (3) Article 11, subsections 1, 24 and 25 apply to students commencing their studies in the academic year 2012/2013.
- (4) These Regulations apply even to proceedings initiated before the regulations have been put into effect. Legal effects of actions taken in the proceedings before these Regulations coming into effect are maintained.

## **Article 120**

### **Final Provisions**

- (1) The Study and Examination Regulations of UWB in its later version registered by the Ministry of Education under Ref. No. 22 632/2004-30 on 16<sup>th</sup> August 2004, is abolished.
- (2) These Regulations were approved by the UWB Academic Senate on December 14, 2011 in accordance with Article 9, subsection 1, letter b) of the Act concerning Higher Education.
- (3) These Regulations become valid on the day of their registration by the Ministry of Education in accordance with Article 36, subsection 4 of the Act concerning Higher Education.
- (4) These Regulations come into effect on September 1, 2012.

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The modifications to the Study and Examination Regulations of UWB were approved by the UWB Academic Senate on March 28, 2012 in accordance with Act No. 111/1998 Coll., Article 9, subsection 1, letter b) concerning Higher Education and the Modification of and Amendments to Other Acts (the Higher Education Act).

In accordance with the Higher Education Act, Article 36, subsection 4, the modifications to the Study and Examination Regulations of UWB become valid on the day of their registration by the Ministry of Education, Youth and Sport.

The modifications to the Study and Examination Regulations of UWB registered by the Ministry of Education, Youth and Sport on April 10, 2012 under Ref. No. 12 945/2012-30 (modification no. 1) come into effect on September 1, 2012.

[doc. Dr. Ing. Vlasta Radová](#), v.r.  
Chair of the UWB Academic Senate

doc. PaedDr. Ilona Mauritzová, Ph.D., v.r.  
Rector