

The Ministry of Education, Youth and Sports registered the Study and Examination Regulations of the University of Pardubice on 20 December 2016 under registration number: čj. MSMT-38440/2016 in accordance with section 36(2) of Act no. 111/1998 Sb., regulating higher education institutions and changing and amending other laws (“Higher Education Act”).

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Director of the Department of Higher Education

THE STUDY AND EXAMINATION REGULATIONS OF THE UNIVERSITY OF PARDUBICE OF 20 DECEMBER 2016

Part One Introductory Provisions

Article 1 General Provisions

- (1) The Study and Examination Regulations of the University of Pardubice (“Study Regulations”) is an internal regulation of the University of Pardubice (“University”) according to section 17(1)(g) of Act no. 111/1998 Sb., regulating higher education institutions and changing and amending other laws (“Higher Education Act”), as amended (“Act”).
- (2) The Study Regulations apply to students registered in study programmes, the academic staff of the University teaching these study programmes and other co-teaching experts.
- (3) Studies are effected under accredited study programmes facilitated by the faculties.
- (4) Students may participate in an undergraduate, postgraduate or doctoral study programme in cooperation with an international university that implements a similar study programme. A contract concluded by and between the universities regulates the terms and conditions of study. The rector executes the contract on behalf of the University.
- (5) Study-related information is recorded in the information system of the University (“IS STAG”) and is made public via a web interface.
- (6) In cases stipulated under the Act or the Charter of the University (“Charter”), such information is made public through the following channels:
 - a) The University’s notice board.
 - b) Or the public part of the University’s website.

Article 2 Decisions Regarding Students’ Rights and Obligations

- (1) Student rights are defined under section 62 of the Act. Student obligations are defined under section 63 of the Act.
- (2) Decisions regarding the rights and obligations of students are regulated under section 68 and section 69 of the Act.
- (3) Decisions regarding the matters discussed under section 68 (1)(d), under which a student's application is approved, may be delivered via the University’s electronic information system.

(4) The rector constitutes the appellate administrative authority in matters according to section 68 of the Act. Appeals are filed for the attention of the dean.

Article 3 Organisation of the Academic Year

(1) As a rule, the academic year extends from 1 September to 31 August of the following year. It is divided into a summer term and a winter term. A term is then further divided into a lecturing period, an examination period and the holidays. During the summer holidays, students may participate in various internships and courses, however their leisure time may not be shorter than four continuous weeks.

(2) The exact time layout of the academic year depends on the academic calendar of the University and that of the faculties. The academic calendar of the University is announced each year by the rector following agreement with the deans. The academic calendar of the University is made up of the following:

- a) The beginning and end of the lecturing period of the individual terms.
- b) The beginning and end of the examination period of the individual terms.
- c) The beginning and end of the holiday period in regards to the individual terms.

A faculty's academic calendar includes further events, such as:

- a) Study registration and monitoring dates for the individual types and forms of study.
- b) Organisation of the final term with respect to the dates of the state examinations.
- c) The dates of the final state examinations.

(3) The faculty dean may decide to extend the summer term examination period. Such an examination period may not exceed the date on which studies for the previous academic year are checked.

Article 4 Study Programme, Study Plan, Personal and Individual Study Plan

(1) Education is acquired by studying an accredited study programme. Sections 44 – 47 of the Act define the term *study programme*, and its parts. A list of the study programmes, including the type, form of instruction and standard period of study is provided in the public part of the website.

(2) An accredited study programme is also a study programme implemented within the field or fields of education for which the University holds institutional accreditation.

(3) Courses constitute the basic content unit of a study programme. Courses may be allocated the following status:

- a) Compulsory courses are courses that students must complete and pass within the framework of the study course they are registered in, in the manner laid down in the study plan applicable to the given study programme (“Study Plan”).
- b) Compulsory options are courses that students are required to select from a variety of courses on offer. Students must select the required number of courses or such a number as corresponds to the prescribed number of credits that the student needs to acquire in terms of the compulsory options. Students need to complete compulsory options in the manner laid down in the Study Plan.
- c) Optional courses are courses that are at the discretion of every student.

Course status may vary from Study Plan to Study Plan.

(4) Where each course is concerned, the department or centre in charge of instruction publishes the following information via IS STAG, in both Czech and English:

- a) Scope of instruction.
- b) How the course will be completed and credit information.
- c) The objective(s) and learning outcomes of the course, including the competences the student will acquire upon completing the course.
- d) Student requirements; the obligation to participate in the individual forms of instruction.
- e) Topic overview.
- f) Recommended study resources.
- g) Conditions restricting course registration.

h) Course supervisor.

(5) A study programme study plan constitutes the recommended chronological and content order of the courses, leading to a university degree in the given study programme. It also lays down the necessary information about all of the courses, the form of study, how study results are assessed and the rules applicable to personal study plans. The Study Plan is published electronically, and, if necessary, in a special printed booklet.

(6) The following, in particular, makes up a Study Plan:

- a) A list of all of the courses in the accredited study programmes, divided into compulsory courses, compulsory options and optional courses, including final state examination courses.
- b) The number of lessons as per lectures, seminars and tutorials; how the courses are completed and credit information.
- c) The department or centre supervising the instruction of the given course.
- d) The recommended order of courses as per each and every study programme; the rules and conditions governing course registration.

(7) The dean may organise and publish the Study Plan applicable to the doctoral study programme at variance with paragraphs 5 and 6.

(8) Students enrolled in undergraduate or postgraduate study programmes put together a personal study plan for each and every academic year in accordance with the Study Plan. Provided the course supervisor agrees, students may enrol and complete courses pertaining to other study programmes under the same level of study, i.e. an undergraduate student may enrol in other undergraduate study programme courses and a postgraduate student may enrol in other postgraduate study programme courses. These courses are classified as optional in such a student's personal study plan. Students register personal study plan courses in the IS STAG and the report of study. The rules and terms and conditions applicable to course registration, and the procedures involved, are governed by faculty directives. Doctoral study programme students draw up individual study plans. Part Three regulates the terms and conditions applicable to students drawing up their own individual study plans under the doctoral study programme.

(9) Where study checks (monitoring) are concerned, students present their report of study to the faculty department of studies, either in person or through an appointed representative, who acts on the student's behalf on the basis of an officially authenticated power-of-attorney, which must be submitted. Should a student fail to submit his/her report of study within the stipulated term and should s/he still not submit it even within a further five working days, his/her studies will be discontinued according to section 56(1)(b) of the Act.

(10) In drawing up his/her personal study plan, a student must respect the requirements laid down by these Study Regulations, the Study Plan of his/her study programme, the rules governing the order in which courses are to be taken, the method and rules applicable to enrolling in compulsory options and optional courses according to the Study Plan and the credit system principles.

(11) In registering for courses, a personal study plan becomes binding for a student when s/he registers for the courses (in terms of the student meeting personal study plan requirements). Students may change their personal study plan, but only by the end of the second week of the respective lecturing period.

(12) If not enough students have enrolled in a compulsory option or optional course, the dean of the faculty concerned may decide by the end of the respective lecturing period that the course will not be opened in the given term. Should this be the case, students will replace any such course that has been cancelled, in their personal study plan, with a different course of the same status.

Article 5 Credit System

(1) The credit system serves to establish the accomplishment of study duties. Where doctoral study programmes are concerned, the dean decides about the implementation of the credit system.

(2) The Study Plan lays down the number of credits per course. Each course is allocated a certain number of credits, regardless of course status.

(3) A standard annual study plan is equal to 60 credit points.

(4) The sum of credits obtained and acknowledged is equal to the total number of credits acquired.

- a) Obtained credits are acquired by students completing courses in the manner laid down in the Study Plan.

- b) Acknowledged credits are acquired on the basis of a decision passed by the dean in regards to the acknowledgment (recognition) of already completed courses in accordance with Article 19.
- (5) Students cannot repeatedly enrol in a course that they have already completed, with the exception of a physical education optional course. Nonetheless, students may enrol only in one physical education optional course per term.
- (6) Students who have not acquired at least 15 obtained credits in the winter term of their first year as undergraduates will be subject to the discontinuance of their studies according to section 56(1)(b) of the Act. Acknowledged credits are not included in the total number of 15 credits obtained. (6) Students who in the assessed academic year have not acquired at least 40 credits will be subject to the discontinuance of their studies according to section 56(1)(b) of the Act. Section 68 of the Act regulates the procedure for deciding in this matter. This rule does not apply to the last year of study, provided the student meets all of the requirements laid down by the entire Study Plan.
- (7) If a student fails to complete a course that s/he has enrolled in, in the manner stipulated, s/he will again enrol in the course. During his/her course of study, a student may not enrol in any one course more than three times. Should a student fail to complete a course s/he has enrolled in for the third time, his/her studies will be discontinued according to section 56(1)(b) of the Act. Students are not required to repeat optional courses.
- (8) If a student cannot complete a course that s/he has enrolled in, in the stipulated manner, because of discontinuity in terms of another course, the faculty department of studies will annul her/his enrolment in the uncompleted subsequent course.

Part Two Undergraduate and Postgraduate Study Programmes

Article 6 Organisation of Studies

- (1) Full-time study courses are basically divided into lectures, seminars and tutorials. Lecturers are usually professors or associate professors.
- (2) Part-time students basically engage in self-study and they are provided with distance support. Group consultations are provided as well.
- (3) The study programme may also require students to engage in and complete (educational) excursions and internships.

Article 7 Monitoring and Assessment of Studies

- (1) A student's studies are subject to the following forms of monitoring and assessment:
- a) Course evaluation.
 - b) How the student fulfilled the objectives of his/her personal study plan is checked after the winter term of the first academic year (undergraduate study programme).
 - c) Annual personal study plan fulfilment check.
 - d) Check of study results of the entire study programme and its assessment.
- (2) Course evaluation is effected in one or more of the following ways:
- a) Course credit, course credit before examination
 - b) Examination.
- (3) The course examiner will set at least three examination dates spread out over the entire examination period at least one week before the start of the respective examination period. The examination dates must cater for the number of students officially recorded in the IS STAG per course. The examiner may set further examination dates during the course of the examination period, as required. Any issues are then dealt with by the department or institute head, or the vice-dean of the respective faculty, if necessary.
- (4) Students may use up all three examination dates per each form of course completion to complete the course. Provided the student excuses him/herself to the examiner in writing due to serious reasons from an examination

at least five working days before the examination, the original examination / credit date is cancelled and does not count.

(5) Where it is stipulated in the Study Plan that a course is completed by way of a credit and an examination, students cannot sit the examination without first getting the credit. Before sitting a credit test or an exam, students are required to submit their report of study and student identity card in order to establish their identity. The examiner may refuse to examine the student if s/he fails to submit the above referred to documents.

(6) A course that ends in a credit is classified as either passed or failed.

(7) A course that ends in an examination is evaluated in accordance with the following table:

Classification	Numerical value
A	1.0
B	1.5
C	2.0
D	2.5
E	3.0
F*	4.0

F* = Fail

(8) Examiners record course results in the student's report of study and the IS STAG. The examiner is responsible for the correctness of the record (entry). The methodology applicable to course evaluation entries is regulated by University directives. A Fail (F) is recorded in the IS STAG, but not in the student's report of study.

(9) A student may request the examiner to advise him/her on why s/he failed the previous credit test or examination. The student may also request the department or institute head to replace the examiner should s/he sit the credit test or examination for a second or third time. The student may also request for the third examination to be held before a committee.

(10) A weighted average (WA_r) is used according to the following formula to calculate the annual personal study plan result (WA_r):

$$WA_r = \frac{\sum (\text{achieved credits} \times \text{numerical value of classification})}{\sum \text{credits achieved for courses with a numerical value of classification}}$$

The weighted average (WA_c) is used according to the following formula to calculate the full degree result :

$$WA_c = \frac{\sum (\text{credits} \times \text{numerical value of classification})}{\sum \text{credits achieved for courses with a numerical value of classification.}}$$

Only achieved credits are included in the assessment of a student's annual personal study plan. All credits acquired are included in the assessment of a student's full degree result.

(11) Faculty departments of studies keep records on student study results, study monitoring results, students' registration for study and their enrolment in individual academic years, as well as interruption of study.

Article 8

Final State Examination

(1) Final state examinations ("FSE") are held before a final state examination committee ("Examination Committee") and they are open to the public. Where undergraduate study programmes are concerned, FSE ordinarily also include a bachelor's thesis defence. Where postgraduate study programmes are concerned, FSE always include a master's thesis defence. The formal layout of bachelor's and master's theses is regulated by University directives.

(2) The dean appoints the members of the Examination Committee and its chair. The provisions of section 53 of the Act apply to the composition of the Examination Committee. Where undergraduate study programmes are concerned, the Examination Committee is made up of at least three members. The Committee is made up of at least five members where postgraduate study programmes are concerned. The Examination Committee is managed by its chair, or by a Committee member appointed by the chair in the event of his/her absence. The Examination Committee is competent to legally act if at least three fifths of the appointed members are present.

(3) Only a student that has met all of the Study Plan requirements may take the FSE.

(4) The FSE must be taken within two years as of the end of the academic year in which the student became entitled to sit the exam according to paragraph 3 above. If the student fails to sit the FSE according to Sentence One, his/her studies will be discontinued in accordance with section 56 (1)(b) of the Act.

(5) Each and every FSE subject and the thesis defence are evaluated separately under Article 7(7). When evaluating a master's thesis or a bachelor's thesis, the Examination Committee takes into account the evaluation submitted by the supervisor and the reviewer of the master's thesis, or the supervisor and the reviewer of the bachelor's thesis, if appointed. The overall result of the FSE will be determined by the Examination Committee

by a vote in private session according to Article 7(7). The chairperson of the Examination Committee will immediately afterwards publicly disclose the FSE result to the student.

(6) If the Examination Committee fails the student in any subject or his/her thesis defence, the overall result of the FSE is a fail (F). Should the student fail to defend his/her master's thesis or bachelor's thesis, the Examination Committee will decide whether the student may rewrite his/her thesis or whether the student will be allocated a new thesis to work on.

(4) A FSE can be sat only twice, within two years as of the end of the academic year in which the student became entitled to sit the exam. When a student retakes the FSE, s/he is examined only in those parts of the FCE that s/he failed previously. Should a student again fail even when taking the FSE for a second time, his/her studies will be discontinued according to section 56(1)(b) of the Act.

(8) Upon completing their studies, students are allocated an overall grade, i.e. *pass with honours*, *pass with merit* or just *pass*.

(9) Students who have met the below terms and conditions are awarded the grade *pass with honours* if:

- a) While studying the study programme of their choice they did not receive an *E* from any compulsory course or compulsory option; if they were given an *E* in not more than two courses, they can correct these course grades during the course of the last academic year of their studies.
- b) The overall FSE grade is an *A*.
- c) The weighted average of compulsory courses and compulsory options over the enter period of their studies is not greater than 1.50.

(10) Students who have met the below terms and conditions are awarded the grade *pass with merit* if:

- a) While studying the study programme of their choice they did not receive a worse grade than an *E* in any compulsory course or compulsory option in more than two courses.
- b) The overall FSE grade is an *A*.
- c) The weighted average of compulsory courses and compulsory options over the enter period of their studies is not greater than 2.0.

(11) Students will be graded with an *F* if they fail to sit their FSE. If students excuse their absence to the dean in writing within five working days as of the date they missed the FSE, and if the dean accepts their apology as being justified, such students will be given an alternative FSE date in accordance with paragraph 7.

Article 9 State Rigorosum

(1) Postgraduates with a master's degree (who have the academic title Mgr.), may sit a state rigorosum in the same area of interest, provided this option is available under an accredited study programme.

(2) The rules applicable to rigorosum procedures and the course of a state rigorosum examination taken in terms of a postgraduate study programme implemented by the faculty are governed by the internal regulations of the faculty.

(3) The formal layout of rigorosum theses is regulated by University directives.

Part Three Doctoral Study Programmes

Article 10 Organisation of Studies

(1) Following section 47 of the Act, doctoral study programmes focus on scientific research and independent scholarly and research, development and innovative, artistic or other creative activities ("creative activities") in the field of research or development. Doctoral study programmes also focus on independent theoretical and creative activities in the arts field.

(2) Doctoral studies take place at doctoral study programme training centres, those being faculty departments and institutes, and at the workplaces of legal persons who engage in educational and creative activities, with whom the University has entered into an agreement for mutual cooperation in terms of the implementation of a

doctoral study programme. The rector concludes the agreement on the advice of the dean on behalf of the University.

(3) A doctoral study programme may be implemented as a joint doctoral study programme in line with the accreditation decision and on the basis of the contract concluded by and between the participating legal persons. The rector concludes the contract on the advice of the dean on behalf of the University. A directive issued by the faculty will lay down the more detailed terms and conditions of such a joint doctoral study programme.

(4) A student enrolled in a doctoral study programme ("Postgraduate Student") conducts his/her studies under the supervision of a postgraduate supervisor ("Postgraduate Supervisor") according to an individual study plan.

(5) The Postgraduate Student and Postgraduate Supervisor together draw up the Postgraduate Student's individual study plan, including any changes or amendments thereto. The Supervisor then submits it to the subject advisory board for approval. An individual study plan lays down, in particular, the following:

- a) The topic of the dissertation, whereby the topic can be made more precise during the course of study.
- b) The Postgraduate Student's scholarly and research activities.
- c) The Postgraduate Student's teaching practice.
- d) Study exchanges in the Czech Republic and abroad.
- e) Study time schedule.
- f) Selected courses.

(6) Recommended methods of learning are lectures, seminars, oral discussion-based exams, individual consultations and controlled self-study together with consultations.

(7) The maximum total period of study in one doctoral study programme, regardless of the form of study, may not exceed seven years. Should the Postgraduate Student not complete his/her studies within the above referred to time period by successfully defending his/her thesis, his/her studies will be discontinued according to section 56(1)(b) of the Act.

Article 11

Postgraduate Student Monitoring and Assessment

(1) A course is completed by way of an examination, which constitutes a summary assessment of the Student's knowledge of the subject at hand.

(2) The type of examination and the requirements placed on the Postgraduate Student are published in the IS STAG.

(3) Examinations can either be *passed* or *failed*.

(4) Postgraduate Students may sit an exam not more than three times in order to complete the course. An examination date is not considered to be such if the Postgraduate Student excuses him/herself to the examiner in writing due to serious reasons within five working days.

(5) When sitting the examination for the third time, the Postgraduate Student may request the chair of the subject advisory board for the examination to be held before the committee.

(6) The Postgraduate Student's study progress over the past academic year is monitored in relation to an annual evaluation of his/her fulfilment of his/her individual study plan, which the Postgraduate Student draws up before the end of this academic year and which s/he submits to the Supervisor.

(7) Following the lapse of the academic year, the Postgraduate Supervisor will check the Postgraduate Student's study progress and s/he will draw up an evaluation report which s/he will then submit to the dean, together with the standpoint of the head of the training centre or the standpoint of the subject advisory board. The Postgraduate Student is entitled to comment on his/her Supervisor's annual evaluation report and on the standpoint taken by the head of the training centre.

(8) The Postgraduate Supervisor's annual evaluation of the Postgraduate Student's fulfilment of the individual study plan and the annual evaluation report are kept with the faculty.

(9) Article 14 and Article 16 lay down further monitoring and study assessment methods.

Article 12

Postgraduate Supervisor

- (1) The dean appoints and dismisses Postgraduate Supervisors following approval by the subject advisory board.
- (2) A Postgraduate Supervisor may be an extraordinary professor, a professor, an associated professor or, if approved by the scientific board of the faculty, a significant expert in the given field.
- (3) A Postgraduate Supervisor's duties and obligations are particularly the following:
 - a) Recommend a dissertation topic and changes thereto
 - b) Draw up an individual study plan and present it to the subject advisory board for approval.
 - c) Evaluate fulfilment of the individual study plan by way of an evaluation report.
 - d) Ensure reasonable material and financial security of the Postgraduate Student's research activities together with the training centre head.
- (4) In justified cases, on the advice of the Postgraduate Supervisor and following approval by the subject advisory board, the dean may appoint an employee who will aid the Postgraduate Supervisor in supervising the Postgraduate Student, i.e. a so-called specialist.
- (5) The chair of the subject advisory board may recommend to the dean a change in Postgraduate Supervisor in view of the Postgraduate Supervisor's recommendation and following from the Postgraduate Student's study progress evaluation, or on the grounds of the Postgraduate Student's request. The Postgraduate Supervisor may be replaced by the decision of the dean following prior approval by the subject advisory board.
- (6) Should the Postgraduate Student's study results be unsatisfactory, the Postgraduate Supervisor will submit to the subject advisory board a recommendation for the discontinuance of the Postgraduate Student's studies in accordance with section 56 (1)(b) of the Act. A recommendation for the discontinuance of studies may also be initiated by the head of the training centre or by the subject advisory board. Section 68 of the Act regulates the procedure for deciding in this matter.

Article 13

Subject Advisory Board

- (1) The subject advisory board monitors and assesses the specialist guarantee of the course and the quality of studies implemented under a doctoral study programme; a subject advisory board is established for each and every implemented doctoral study programme.
- (2) The members of the subject advisory board are appointed for a five year period by the dean following approval by the scientific board or the arts board of the faculty. Should the doctoral study programme be implemented in cooperation with another institute of higher education or another legal person, the dean will appoint the members of the subject advisory board in accordance with the agreement for mutual cooperation concluded in relation to the implemented doctoral study programme.
- (3) The subject advisory board particularly, but not only:
 - a) Approves dissertation topics and discusses and approves changes thereto.
 - b) Recommends Postgraduate Supervisors to the scientific board or the arts board of the faculty for approval from among significant experts in the field; where a Postgraduate Supervisor is recommended for the first time, it will assess the documentation pertaining to his/her scholarly, pedagogical and publishing activities.
 - c) Approves the individual study plans of Postgraduate Students.
 - d) Monitors and evaluates the level of courses.
 - e) Discusses the recommendations submitted by Postgraduate Supervisors according to Article 12 (6) and submits its standpoint to the dean.
 - f) Lays down the requirements pertaining to PhD oral examinations.
 - g) Recommends to the dean which members of the examination committee for PhD oral examinations and which members of the examination committee for the defence of dissertations to appoint.
- (4) The chair of the subject advisory board, or a member authorised by the chair, convenes subject advisory board meetings at least once per academic year, manages its conduct and communicates with the dean on its behalf.

Article 14 **PhD Oral Examination**

- (1) During the PhD oral examination, a Postgraduate Student must demonstrate that s/he is able and ready to master on his/her own the theory and acquire the required knowledge of the field of study, including knowledge pertaining to the basic methods of scientific work, evaluation, critical thinking and the creative exploitation of new findings in scientific research. The content of the PhD oral examination primarily focuses on the subject field of the doctoral study programme and the Postgraduate Student's individual study plan.
- (2) The subjects that make up the PhD oral examination are determined by the dean on the advice of the Postgraduate Supervisor and following discussion by the subject advisory board.
- (3) A Postgraduate Student may file an application for the PhD oral examination only after s/he has duly and properly completed all of the requirements laid down by the individual study plan. The Postgraduate Student files the application, together with the Postgraduate Supervisor's written recommendation, with the dean.
- (4) Together with the application for the PhD oral examination, the Postgraduate Student must submit a written paper of at least twenty pages in accordance with the internal standard of the faculty. The paper may constitute a literary research into the issues that make up the subject-matter of his/her dissertation.
- (5) The dean sets the date of the PhD oral examination so that it takes place within three months of the receipt of the application.
- (6) The dean appoints the members of the examination committee for the PhD oral examination, and its chair, on the advice of the subject advisory board in accordance with section 53 of the Act; the examination committee must have at least five members. During the PhD oral examination, at least three fifths of the examination committee for the PhD oral examination must be present.
- (7) The meetings held by the examination committee for the PhD oral examination and its announcement of the outcome of the PhD oral examination are public. The PhD oral examination itself includes a scientific discussion with the Postgraduate Student on subjects that form part of the PhD oral examination in the extent laid down in paragraph 1.
- (8) Proceedings before the examination committee for the PhD oral examination may be conducted in Czech, Slovak or English. In exceptional cases, the dean may allow proceedings to be held in another international language, as provided for in the application for the PhD oral examination, at the Postgraduate Student's request.
- (9) The examination committee for the PhD oral examination discusses the outcome of the PhD oral examination behind closed doors and decides about the grade by a majority of votes of the members present. The outcome of a PhD oral examination can either be a *pass* or a *fail*.
- (10) If a Postgraduate Student fails to appear at a PhD oral examination without him/her providing a satisfactory apology within five working days, s/he will be failed.
- (11) If failed, the Postgraduate Student may repeat the PhD oral examination once, however, no sooner than after six months and no later than within one year as of the date s/he failed the PhD oral examination.
- (12) A report is drawn up on the course and the outcome of the PhD oral examination. Immediately after the meeting held by the examination committee for the PhD oral examination, its chair will publicly disclose the result of the PhD oral examination to the Postgraduate Student.
- (13) Upon having successfully passed the PhD oral examination, the faculty will provide the Postgraduate Student with a report on the PhD oral examination signed by the dean.

Article 15 **Dissertation**

- (1) A dissertation constitutes the outcome of the solution of a specific scientific task and it must contain the original and the published results or the results designed for publication.
- (2) The content and the form of a dissertation follow the conventions normally applied in the publication of the results of scientific research in the given field of interest. It may take on the form of a more extensive paper or it may constitute a set of thematically uniform publications with an introduction and a conclusion. The formal layout of the dissertation is regulated by University directives.
- (3) The dissertation, or the introduction to and conclusion of a set of thematically uniform publications, as the case may be, must be arranged in such a way so as to contain the following:

- a) The current state of the topic that constitutes the subject-matter of the dissertation.
- b) The objective of the scientific task to be solved.
- c) Selected research methods.
- d) The results, with emphasis on new findings.

The Postgraduate Student must provide exact and specific references to the literature and other resources used in his/her work.

(4) Dissertations may be submitted in Czech, Slovak, English or any other international language approved by the subject advisory board. A dissertation must include a one to two page summary written in English. If the dissertation is not written in Czech or Slovak, the summary must be written in Czech or Slovak.

(5) The dissertation must include theses elaborated by the Postgraduate Student in line with the works published by the Postgraduate Student and which concern the topic of the dissertation. The dissertation theses are drawn up in English and provide, in abbreviated form, the basic ideas, methods and conclusions of the dissertation. They are presented within the scope of twenty A5 standardised printed pages.

Article 16 Dissertation Defence

(1) A Postgraduate Student may apply for the defence of his/her dissertation after having successfully passed the PhD oral examination.

(2) The Postgraduate Student needs to submit the following together with his/her application for defence of his/her dissertation:

- a) Five printouts of the dissertation.
- b) Twenty-five printouts of the dissertation theses.
- c) The Postgraduate Supervisor's recommendation substantiating the defence of the dissertation.
- d) The training centre head's opinion regarding the Postgraduate Student's up-to-date activities at the training centre and his/her opinion about the dissertation.
- e) An overview of professional activities performed during the course of the Postgraduate Student's studies under the doctoral study programme, including a list of the initial and published results of his/her work or a list of his/her papers accepted for publication, inclusive of proof of their being accepted for publication purposes, or a list of other works, and if applicable also expert responses and feedback regarding the results of such papers and works.

(3) The Postgraduate Student submits his/her application for defence to the dean. Defence proceedings are initiated upon submission of the application.

(4) Should the application for defence not contain all of the required details and if the Postgraduate Student fails to remedy the defects within a reasonable time period following a call to do so, the dean will discontinue the dissertation defence proceedings.

(5) Provided dissertation defence proceedings are not discontinued according to paragraph 4, the dean will appoint an examination committee for the dissertation defence ("Examination Committee"). The Committee will be made up of at least five members. The dean appoints the chair and the members of the Examination Committee on the advice of the subject advisory board from among its members, experts from institutions of higher education and science centres. At least three fifths of the Committee members must be university professors or associate professors. At least two fifths of the Committee members are persons other than members of the academic community of the University.

(6) Following discussions with other Committee members, the chair of the Examination Committee appoints at least two dissertation reviewers ("reviewers") from among experts in the given field. At least one of the reviewers must be a university professor or an associate professor. Not more than one of the reviewers may be a member of the academic community of the University. Reviewers appointed may not be members of the Examination Committee, a Postgraduate Supervisor, the training centre head or academic staff who have in any way participated in drawing up the dissertation.

(7) One copy of the dissertation along with their appointment are sent to the reviewers no later than one month as of the date the dissertation defence proceedings were launched.

(8) The reviewer is obliged to submit a written reviewer's report on the dissertation to the chair of the Examination Committee within one month of having received the dissertation for review, or reject his/her appointment in writing without any unnecessary delay. If the reviewer rejects his/her appointment or fails to hand in his/her reviewer's report within the set deadline, the chair of the Examination Committee will appoint a new reviewer following discussion of the matter with the other Committee members.

(9) A reviewer's report must present, in particular, an objective and critical analysis of the dissertation in terms of substance, form and language. When evaluating the dissertation, the reviewer takes into consideration the worldwide level of the given discipline valid at the time of the submission of the dissertation for defence. Each and every reviewer is obliged to clearly state whether or not s/he recommends the dissertation for defence.

(10) The chair of the Examination Committee acquaints the Postgraduate Student and his/her Supervisor with the content of the reviewer reports submitted by the individual reviewers. If two reviewers submit a negative evaluation of the dissertation, the dean will set a new term, on the advice of the Examination Committee chair, by which the Postgraduate Student can submit a rewritten version of his/her dissertation.

(11) The chair of the Examination Committee sets the time and venue of the dissertation defence. This information is openly published on the website and it is also disclosed in writing to the members of the Examination Committee, the reviewers, the Postgraduate Supervisor and the Postgraduate Student. The dissertation is made available to the public at the respective faculty at least five working days before the defence. Any opinions may be submitted in writing non-anonymously no later than three days before the defence or orally during the expert discussion conducted as part of the defence.

(12) The dissertation defence is open to the public. The defence is managed by the chair of the Examination Committee, or by a Committee member appointed by the chair in the event of his/her absence.

(13) The reviewers must be present at the defence. If any of the reviewers cannot be present at the defence, it can proceed but only if the reviewer who cannot be present submitted a positive reviewer's report on the dissertation and if the simple majority of the members of the Examination Committee present agree with the defence. At least one reviewer must attend the defence.

(14) The defence usually takes on the hereinafter described course of action:

- a) The chairperson opens the dissertation defence. S/he introduces the Postgraduate Student, discloses the topic of the dissertation and acquaints the members of the Examination Committee with an overview of the Postgraduate Student's scholarly publications, or the works created by the said Student, and any and all of the written filings concerning the dissertation.
- b) The Postgraduate Student talks about the essential content and the primary results of his/her dissertation.
- c) The reviewers present the essence of the content of their reviewer reports; the chairperson will read the reviewer report of the absent reviewer(s) in full extent.
- d) The Postgraduate Student gives his/her opinion on the documents presented; s/he in particular takes a stand towards the reviewers' reviewer reports, objections, comments and queries and s/he takes the opportunity to add further information to support his/her present scholarly activities.
- e) The chairperson will then initiate a discussion in which all persons present may participate.

(15) The Postgraduate Student may withdraw his/her application for defence up until the Examination Committee starts discussions behind closed doors. Should this be the case, the chair of the Examination Committee returns all of the submitted documents to the Postgraduate Student and s/he advises the dean to stop the defence proceedings.

(16) When the Examination Committee meets in closed session, whereby the reviewers may also attend the meeting, it will evaluate the content of the dissertation and its level and it will contemplate the reviewers' comments contained in the reviewer reports and the Postgraduate Student's expert level of discourse in regards to him/her reflecting on the reviewer reports and the comments made during the course of the defence. The Examination Committee decides about the outcome of the dissertation defence by a secret vote. The outcome of the defence can either be a *pass* or a *fail*. The Examination Committee is competent to adopt decisions if two thirds of all of the members of the Examination Committee are present. The Postgraduate Student has defended his/her dissertation if a simple majority of all of the members of the Examination Committee present voted in the affirmative (i.e. gave him/her a *pass*).

(17) As soon as the Examination Committee comes out of closed session, its chairperson will publicly inform the Postgraduate Student about the outcome of his/her defence. The written decision on the result of the dissertation defence must be delivered by personal delivery to the Postgraduate Student within thirty days. Should such

delivery not be possible, the said decision will alternatively be put up on the official notice board of the University.

(18) If a Postgraduate Student fails to attend the defence of his/her dissertation and does not apologise for having done so in writing within five working days, s/he will be failed.

(19) If failed, the Postgraduate Student may file a new application for another term in which to defend his/her dissertation no sooner than within six months and no later than one year after the original term. A dissertation may again be defended only once.

(20) A report is drawn up on the course of the defence, whereby the reviewers' reports and the outcome of the defence form schedules to the report.

(21) The chair of the Examination Committee informs the subject advisory board and the dean about the outcome of the defence.

Part Four Common Provisions

Article 17 Student Admissions

(1) Sections 48 to 50 of the Act and Article 6 of the Charter lay down the rules for student admissions and the admission procedure. Article 7 of the Charter regulates entrance exams.

(2) Admission procedure rules and student admission terms and conditions are set out for each academic year in the internal regulations issued by the faculty. Ordinarily, these internal regulations also define entrance exam terms and conditions as well as the types of entrance exams applicable to the individual study programmes. Article 6(2) of the Charter stipulates the content of the said internal regulations.

Article 18 Registration for Study

(1) Students may register for study when they receive notification about it having been decided that they have been accepted to study at the University. Students need to register in person or through an appointed representative on the basis of an officially authenticated power-of-attorney, which must be submitted. Candidates become University students upon registration.

(2) Candidates who upon their registration become University students also become, on the same day, members of the academic community of the University and the faculty that they have enrolled in, whereby they have all of the rights and obligations stipulated under sections 62 to 63 of the Act up until the date their studies are either completed or interrupted.

(3) First year undergraduate students take the matriculation oath.

Article 19 Recognition of Completed Courses

(1) The dean may recognise courses that have been completed under the terms and conditions set forth below at a student's written request, if the student is enrolled to study in a study programme and following prior consultation with the course supervisor:

- a) Courses completed earlier on or now under a study programme implemented by the faculty.
- b) Courses completed earlier on or concurrently at an institution of higher education in the Czech Republic or abroad.
- c) Courses completed under a lifelong education programme in accordance with section 60(2) of the Act.

(2) The criteria according to which already completed courses may be recognised are as follows:

- a) The degree of consistency of the content of the completed courses with the courses under the study programme in which the student is enrolled.
- b) The credit value of the completed courses.
- c) How the courses are completed.

d) Internal regulations issued by the faculty lay down the specifics of the criteria applicable to course recognition in terms of individual study programmes.

(3) A group of courses may be recognised as a completed course, provided the overall content of the courses corresponds to the requirements placed on the degree of consistency of the content of the selected course.

(4) The originals or true copies of proof of the student having successfully completed a course, inclusive of grades, the number of credits, and the course syllabus confirmed by the institution of higher education, must be attached to applications filed according to paragraph 1(b) and (c).

(5) Recognition of a course may be conditioned by the fulfilment of further requirements pertaining to certain knowledge or the student sitting an exam. The dean lays down the terms and conditions of the exam or the fulfilment of further requirements.

(6) Internal regulations issued by the faculty regulate the procedure to be adopted in recognising courses taken at institutions of higher education abroad as part of short-term study exchanges.

Article 20

Interruption and Discontinuance of Study

(1) The dean decides about letting a student interrupt his/her studies, based on the student's written request. The start and end of such interruption of study is contained in the decision.

(2) A student may interrupt his/her studies for a total period of not more than two years over the course of his/her studies in one study programme. The department of studies of the respective faculty records a student's interruption of study in the IS STAG and the student's report of study.

(3) Persons who have interrupted their studies may re-enrol during the entire period of interruption of study or after the lapse of the period of interruption of study. Such persons must re-enrol not later than within five working days after the lapse of the interruption of study. Should they fail to do so, their studies will be discontinued (terminated) according to section 56(1)(b) of the Act.

(4) Following interruption and re-enrolment, students follow the Study Plan valid for the given academic year. The same applies to their taking the FSE.

Article 21

Publication of Theses

(1) Final theses include bachelor's theses, master's theses, dissertations and rigorosum theses.

(2) A final thesis submitted by a student for defence is disclosed to the public at least five working days before the defence at the University premises where the defence is going to take place.

(3) Final theses that have been defended, inclusive of the reviewers' reports and documents concerning the course and the outcome of the defence, are made public in the University's final theses database.

(4) The publication of a final thesis may be delayed in accordance with section 47b of the Act.

(5) University directives govern access to and the archival of final theses, including database-related administration.

Part Five

Transitional and Final Provisions

Article 22

Transitional Provisions

A study programme also means a branch of study in cases when the matter concerns a branch of study that was accredited prior to 1 September 2016.

Article 23

Final Provisions

- (1) The Study and Examination Regulations of the University of Pardubice approved by the Academic Senate of the University of Pardubice on 11 April 2006 and registered with the Ministry of Education, Youth and Sports on 25 April 2006 under reference number. č.j. 11 274/2006-30, as amended, are hereby repealed.
- (2) The Academic Senate of the University of Pardubice approved these Study and Examination Regulations in accordance with section 9(1)(b) of Part 3 of Act no. 111/1998 Sb., regulating higher education institutions and changing and amending other laws (“Higher Education Act”), as amended, on 29 November 2016.
- (3) According to section 36(4) of the Act, these Study and Examination Regulations become effective on the day of registration by the Ministry of Education, Youth and Sports.
- (3) These Study and Examination Regulations become effective on 1 September 2017.

prof. Ing. Miroslav Ludwig, CSc., (signed in his own hand)

Rector