

# **Internal Regulations of the University of Pardubice**

Ministry of Education, Youth and Sports registered in accordance with § 36, Section 2 of Act No. 111/1998 Coll., on Universities and Amending Other Acts (Higher Education Act) on 25 April 2006 under Ref. No. 11 274/2006-30 Study and Examination Regulations of the University of Pardubice.

Amendments to the Study and Examination Regulations of the University of Pardubice were registered by the Ministry of Education, Youth and Sports in accordance with § 36, Section 2 and 5 of the Higher Education Act on 26 March 2007 under Ref. No. 8810/2007-30, on 9 October 2007 under Ref. No. 23 669/2007-30, on 30 April 2009 under Ref. No. 10 021/2009-30, on 24 June 2011 under Ref. No. 473/2011-30 18 and on 18 July 2013 under Ref. No. MSMT-16298/2013-30 and on 27 September 2014 under Ref. No. MSMT-23178/2014.

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## **VI.**

### **FULL TEXT OF STUDY AND EXAMINATION REGULATIONS OF THE UNIVERSITY OF PARDUBICE OF 27 SEPTEMBER 2014**

#### **Part One Introductory Provisions**

#### **Article 1 General Provisions**

- (1) Study and Examination Regulations of the University of Pardubice (hereinafter referred to as "Rules for Studies") are internal regulations of the University of Pardubice (hereinafter referred to as "the University") pursuant to § 17, Section 1 of Act No. 111/1998 Coll., on Universities and Amending Other Acts (Higher Education Act), as amended, (hereinafter referred to as "the Act").
- (2) Rules for Studies apply to students enrolled in study programs offered by the University or its faculties, to academic staff of the university lecturing in the study programs, and other professionals involved in teaching.
- (3) The study is carried out in accredited degree programs offered by the University or faculties. An academic institute authorized by the Rector is involved in teaching with study programs offered by the University.
- (4) Bachelor's, Master's or doctoral degree programs can be carried out in collaboration with a foreign university that implements a similar study program. The study conditions are governed by an agreement between participating universities. The agreement is concluded by the Rector on behalf of the University.
- (5) Information associated with the study are recorded in the information system of the study agenda (hereinafter referred to as "IS STAG") and published through its web interface.

(6) In cases where so provided by law or by the University Statutes (hereinafter "the Statutes"), the information also is published:

- a) on the notice board of the University,
- b) on a publicly accessible web server of the University.

## **Article 2 Student Rights & Responsibilities**

(1) Students' rights are defined in § 62 of the Act, students' duties are defined by § 63 of the Act.

(2) Decision making on the rights and responsibilities of students is regulated by § 68 and 69 of the Act. The Act determines the cases where the decision shall be delivered to the student's own hands. If the delivery is not possible, an alternative delivery is the notice of the decision on the matter by the study department of the faculty or the University institute study department on the notice board of the University.

## **Article 3 Organisation of the Academic Year**

(1) The academic year usually lasts from 1 October to 30 September of the following year. It is divided into winter and summer semester. A semester is divided into a teaching period, examination period and holiday period. During the summer holidays, practical training and courses can be organized, but the students' leisure time may not be shorter than four consecutive weeks.

(2) The exact scheduling of the academic year is given by of the University time schedule and schedules of faculties and university institutes. The schedule is announced by the Rector of the University annually in agreement with the Deans and directors of University institutes so that the teaching in the semester starts at all faculties and institutes on the same date and the duration of each period of the semester at them is the same.

The schedule of the University includes:

- a) beginning and end of the teaching period in each semester,
- b) beginning and end of the examination period in each semester,
- c) beginning and end of holidays in each semester.

The schedule of a faculty or University institute contains additional activities, including:

- a) enrollment dates for different types and forms of study,
- b) organization of the final semester of study with regard to the dates for state exams,
- c) dates for state tests.

(3) In justified cases, the teaching period of the winter semester may be commenced by the decision of the Dean or director of the institute before the start of the academic year. The Rector shall be notified of this fact by the Dean or director of a University institute giving the

reason. These lessons are considered part of the academic year and shall be governed by the provisions of the Study Rules.

#### **Article 4**

### **Study Program, Study plan and Personal Study Plan**

(1) The main project of educational activities of the University and its parts is the study program. Types of study programs and their characteristics are defined in § 44-47 of the Act. The list of accredited degree programs of the university and its constituent parts, including their division into fields of study, teaching forms and standard period of study, is published on the official notice board of the University and on a publicly accessible web server of the University.

(2) The form of teaching and the standard period of study for each accredited degree program and field of study, if the study program is divided into fields of study, are specified in the decision of the Ministry of Education, Youth and Sports (hereinafter referred to as "the Ministry").

(3) Courses of study (hereinafter referred to as "the course") that may be combined into modules are the basic content unit of the study program. The courses can have the following statuses:

- a) mandatory that the student shall complete within the enrolled degree program and finish in the manner prescribed by the study plan,
- b) compulsory optional, of which the student is obliged to choose a prescribed number and finish it in the manner prescribed by the study plan,
- c) optional that the student may choose at his/her discretion and, having enrolled, complete in the prescribed manner.

(4) For each course the department providing teaching of the course shall publish the following details through IS STAG in Czech and English:

- a) range of the teaching, method of terminating and credit evaluation of the course,
- b) annotation of the course, i.e. its aim and learning outcomes, or competencies that student will gain having completed the course,
- c) requirements for students in relation to the completion of the course,
- d) course program,
- e) recommended study sources,
- f) conditions that would restrict enrolment.

(5) Study plan of the study program or field of study (hereinafter referred to as "the Study plan") is the recommended time and content succession of courses, leading to a higher education degree in the study program. It also contains useful information on all courses, form of study, method to validate study results and rules for creating a personal study plan or individual study plan. The Study plan is published electronically or in a print special-purpose publication. Curricula for all study programs a faculty or University institute executes in the relevant academic year shall be published at least two months before the start of the academic year.

(6) The Study plan includes in particular:

- a) list of all courses of the accredited programs by fields of study distinguishing the compulsory, compulsory optional and optional subjects, including subjects of the diploma exam,
- b) number of hours of lectures, seminars and tutorials, method to complete the courses and their credit value,
- c) department of the faculty or of the university institute guaranteeing the teaching of the course,
- d) recommended sequence of courses for each study program and field of study, or alternatively conditions to limit enrolment.

(7) The study plan in the doctoral program and its publication may be modified differently than specified in Paragraphs 5 and 6 by the Dean or rector, if it is a study program implemented by the University.

(8) Students of bachelor's or Master's degree program draw up their personal study plan in accordance with the study plan for each academic year. If capacity permits, students may, with the consent of the head of the department ensuring the teaching of the course, enroll and attend courses of other study programs. In the personal study plan, these courses have a status of optional courses. The doctoral candidate prepares a personalized study plan. Conditions for the preparation of individual study plan in the doctoral program are specified in Part Three. Students enroll courses of the personal study plan or individual study plan in their student's credit book and IS STAG. The course enrolment entry in the student's credit book and in IS STAG shall be identical. In case of differences, the entry in IS STAG prevails. The student's credit book is a student's personal document confirmed by the Study Department of a faculty or of a University institute, while the IS STAG is a carrier of information about the course of study. The procedure to solve differences or ambiguities in entries is specified in the University Directives.

(9) Students present their student's credit books with courses enrolled at the Study Department of a faculty or of a University institute in person or appoint their representatives who produce a notarized power of attorney. If the student fails to produce his/her student's credit books with courses enrolled and fails to do so even within five working days, his/her studies are terminated in accordance with § 56 Section 1, Letter b) of the Act. In particularly serious cases, the Dean or director of a University Institute may permit a later deadline. The decision making process in this matter is regulated by § 68 of the Act.

(10) When drawing up their personal study plans or individual study plans, students must comply with the requirements of these Study Rules, the study plan of their field of study, course follow-up rules and method to enroll compulsory optional and optional courses according to the study plan and principles of the credit system, unless stated otherwise in these Study Rules or an internal standard.

(11) With courses enrolled, the personal study plan or individual learning plan becomes binding for the student in terms of fulfilment. Students can modify their personal study plans, but no later than by the end of the second week of the relevant teaching period.

(12) In particularly serious, exceptional and duly justified cases, the Dean or director of a University may, at the student's request, permit a personal study plan or individual study plan that may reasonably differ in the requirements set out in paragraph 10.

## **Article 5 Credit System**

(1) The credit system allows students to create their personal study plan or individual study plan to meet the conditions of study and also serves to substantiate fulfilled study obligations. The university is using the European Credit Transfer and Accumulation System (ECTS).

(2) Each course in the study plan has been assigned a credit value that reflects the degree of load placed on the student while studying the course. The course has a credit evaluation, regardless of the status of the course. The status of the course may be different for different study programs or different fields of study.

(3) A standard year-long study plan is evaluated by the number of 60 credits that are divided proportionally among the courses with respect to their difficulty and time demands.

(4) The total amount of received credits shall be a summation of credits obtained and acknowledged.

- a) A student shall obtain credits after completing a course in the manner prescribed in a study plan.
- b) A student shall obtain acknowledged credits on the basis of the Dean's decision on the acknowledgement of a course studied in another study programme pursuant to Article 19.

(5) Once a course has been completed, a student may not repeatedly register for the course, with an exception of courses of optional physical education. A student may only register for one course of optional physical education per semester in compliance with a study plan.

(6) In accordance with § 56, Section 1, Letter b) of the Act, the study is terminated to students who have failed to acquire a minimum of 15 credits in the winter semester of the first year of the Bachelor's degree program. In accordance with § 56, Section 1, Letter b) of the Act, the study is terminated to students who have failed to acquire at least 40 credits. The decision making process in this matter is regulated by § 68 of the Act. These rules do not apply to students who have met the requirements of the study plan laid down by the relevant study program, even though they have obtained a lower number of credits.

(7) If a student does not complete a course that he/she has registered for in the prescribed manner, he/she shall register for the course again, yet no more than once. In exceptional cases, the Dean or Head of a university institute may, on the basis of a duly justified request of a student, permit a third registration for a course. The obligation to repeat the course does not apply to optional courses.

(8) If the student cannot complete the course enrolled as specified for failing to meet conditions for following up with a different course, the study department of the faculty, or the study department of the University institute shall annul the enrolment of the uncompleted follow-up course.

(9) At the request of the student, the Dean or director of the University institute may permit replacing a compulsory optional course with another course.

(10) The Dean or the Rector determines implementation of the credit system in doctoral programs, if the study program is implemented the University.

## **Part Two Undergraduate and Graduate Degree Programs**

### **Article 6 Organization of Studies**

(1) Lectures, seminars, exercises, projects and laboratory exercises are the basic method of teaching courses in the full-time study. Lectures are usually given by professors and associate professors. The study program may also require the completion of excursions and practice.

(2) The main teaching method in the part-time study is an individual study using part-time support material, usually supplemented with group consultations.

(3) The obligation to participate in lessons is set by the department providing the lessons before the start of the academic year so that information is available to all students in the field.

### **Article 7 Review and Evaluation of Studies**

(1) Review and evaluation of studies shall take the following forms:

- a) review of studies,
- b) review of the degree of implementation of the personal study plan after the winter semester of the first year of the Bachelor's study programme,
- c) review of the year-long personal or individual study plan,
- d) evaluation of study of the entire study program or its comprehensive part.

(2) Reviewing the study of subjects shall be conducted by one of the following forms or a combination thereof:

- a) continuous checks,
- b) credits,
- c) exams,
- d) comprehensive exam.

(3) Reviewing the year-long study plan shall mean the comparison of the credits earned by the student with the credit minimum laid down in Article 5, Section 6.

(4) The entire study shall be evaluated in a final state examination.

(5) At least one week before the commencement of the examination period, the academic staff responsible for the course shall post at least three test dates so as to fulfil the student's right to have three exam dates, including resits. The capacity of the dates offered shall be at least equal to the numbers of the students officially enrolled in the course in IS STAG. According to needs arising during the examination period, the responsible employee may post additional exam dates. Problems that may arise shall be addressed by the head of the department or institute, or by the Vice-Dean of the relevant faculty.

(6) If the course study plan prescribes a credit as well as an exam, students cannot sit for the exam without having gained the credit. At the beginning of the exam or credit, students shall be required to submit their student's credit book and student ID to prove their identity. In the absence of these documents, the person responsible may refuse to examine the student.

(7) If the student fails to pass an exam or is absent and fails to satisfactorily excuse within five working days, he/she is entitled to additional regular dates as resit exams.

(8) In particularly justified cases, the Dean or director of the institute may allow a special resit for the exam.

(9) Knowledge of students in the exam is evaluated according to the classification table:

<b>Grading</b>	<b>Numerical Value</b>
Excellent	1.0
Excellent Minus	1.5
Very Good	2.0
Very Good Minus	2.5
Good	3.0
Failed	4.0

(10) Course credits and test results shall be recorded by a responsible employee for students in IS STAG. Dates of registration shall be laid down in a university directive. However, it is the student who is responsible for registration in the study credit book, but not later than by the date of review of study results and registration to the next year of study. Grades "excellent minus" and "very good minus" may be recorded in the study credit book as "excellent-m" and "very good-m". The grade "failed" shall be recorded in IS STAG; it shall not be recorded in the study credit book.

(11) The student has the right to ask the responsible staff for consultation on the causes of the failure on the previous credit date or the test date, and the head of the department or institute for changing the examiner at the resit exam or request for examination before a committee.

(12) The annual assessment of the personal or individual study plan, a complete part of the study or achievement of the whole study is calculated by weighted average (WA) as follows:  
$$VP = \frac{\sum (\text{course credits} \times \text{numerical value of the grade})}{\sum \text{course credits for graded courses}}$$

(13) Records of academic performance of students, results of reviews of study, registration in the study and in each academic year and interruption of study shall be kept by departments of studies.

## **Article 8**

### **Final State Examination**

(1) Final State Examination (hereinafter referred to as "FSE") shall be held before the Committee and shall be public. In case of Bachelor's degree programs it usually includes Bachelor's thesis defence and, in case of Master's degree programs, Master's thesis defence. The formal arrangement of Master's and Bachelor's theses shall be governed by the directive issued by the University ((hereinafter referred to as "the University Directive").

(2) FSE Committee members and Chairperson are appointed by the Dean or the director of the university institute. The composition of the Committee is governed by § 53 of the Act. The committee is chaired by its chairperson or in his/her absence by a member of the Committee authorized by him/her.

(3) The FSE can be approached only by a student who has met all the requirements of the study plan and whose Master's thesis, or Bachelor's thesis if it is a part of the FSE, has been recommended for defence by the Tutor.

(4) The FSE must be completed within two years from the end of the academic year in which the student became eligible for the FSE pursuant to Paragraph 3.

(5) Each subject of the FSE and each defence of Master's or Bachelor's thesis shall be evaluated separately pursuant to Article 7, Section 9. When evaluating a Master's or Bachelor's thesis, the Committee takes into account the evaluations by the Tutor or the consultant of the Master's thesis, or the Tutor or the consultant of the Bachelor's thesis, if they have been appointed. The overall FSE evaluation shall be given by the FSE Committee by voting at a closed session with a grade pursuant to Article 7, Section 9. If the student receives evaluation "failed" for a subject or for Bachelor's thesis defence or Master's thesis defence, the overall FSE evaluation shall be "failed".

(6) If the student fails to defend his/her Bachelor's or Master's thesis, the FSE Committee shall decide whether he/she should rewrite it or whether he/she will be assigned a new thesis.

(7) The FSE can be resat once, but not later than one year after the failed exam. When resitting the FSE, the student shall be examined on the part of the FSE, which was graded as "failed". In particularly justified cases, at the student's request, the Dean or director of the institute may permit a second resit.

(8) The overall result of studies shall be evaluated "passed with distinction", "passed with merits" or "passed". (9) The grade "passed with distinction" shall be awarded to a student who has fulfilled the following conditions:

a) during the study program he/she has not been graded in compulsory and compulsory option courses with the grade "good"; if he/she has been graded with the grade "good" in up to two courses, he/she can remedy the grade for these courses during the final academic year,

- b) the overall FSE evaluation was graded as "excellent",
- c) the weighted average of the compulsory and compulsory option courses for the entire study period has not exceeded 1.50. (10) The grade "passed with distinction" shall be awarded to the student who has met the following conditions:
  - a) he/she has not been graded in compulsory and compulsory option courses with the lowest grade "good" in a maximum of two courses;
  - b) the overall FSE evaluation was graded as "excellent",
  - c) the weighted average of the compulsory and compulsory option courses for the entire study period has not exceeded 2.0.

(11) If the student fails to appear for the FSE and satisfactory excuse his/her absence within five working days to the Dean or director of the institute, he/she shall be evaluated as "unsatisfactory" in all parts of the FSE. If the Dean or director of the institute accepts the excuse as legitimate, they shall designate an alternative FSE date.

#### **Article 9**

#### **State Rigorous Examination / PhD Viva Examination / Advanced Master's State Examination**

- (1) Graduates of Master's degree programs who received the academic Master's degree may take a state rigorous examination in the same field, if the option for the degree program has been accredited.
- (2) Rules and proceedings of the PhD Viva Examination in a Master's degree program offered by the faculty shall be specified in an internal regulation of the Faculty, or an internal regulation of the University, if the state examination is held in a Master's degree program offered by the University.
- (3) The formal arrangement of the PhD Viva thesis is regulated by the University Directive.

#### **Part Three**

#### **Doctoral Degree Programs**

#### **Article 10**

#### **Organization of Study**

- (1) In accordance with § 47 of the Act, doctoral degree programs are aimed at scientific research and independent creative activity in the field of research and development.
- (2) The study is carried out in training centres of doctoral programs, which include departments and institutes of faculties and departments of higher education institutes or workplaces of legal entities that deal with educational, scientific, research, development or other creative activities with which the University has entered into an agreement on cooperation in the implementation of a doctoral degree program. The agreement shall be

concluded by the Rector on behalf of the university upon its approval by the Departmental Council.

(3) On the basis of an agreement between the participating legal entities, a doctoral study program may be carried out, in accordance with the decision on accreditation, as a joint doctoral study program. The agreement shall be concluded by the Rector on behalf of the university upon its approval by the Departmental Council. Further conditions of the joint doctoral study program shall be specified in a directive issued by the faculty, or a directive issued by the University, if the doctoral study program is carried out by the University.

(4) The doctoral candidate's study (hereinafter referred to as "doctoral student") is carried out under the guidance of a PhD tutor (hereinafter referred to as "the Tutor") according to an individual study plan.

(5) The individual study plan and any modifications and changes shall be processed together with the doctoral candidate by the Tutor, who shall forward it to the Departmental Council for consideration. The individual study plan shall specify, in particular:

- a) topic of the dissertation; this topic can be particularised during the study,
- b) doctoral candidate's scientific and research activities,
- c) doctoral candidate's pedagogical work,
- d) plan of study visits in the Czech Republic and abroad,
- e) study schedule.

The individual study plan shall be approved by the Dean or director of the institute upon discussion thereof in the Departmental Council.

(6) The recommended teaching methods include lectures, seminars, colloquia, individual consultations and guided independent study with consultations.

(7) The standard length of study is usually 3 to the maximum of 4 years, in accordance with the decision on the accreditation of the relevant doctoral program. The maximum length of doctoral study program/field is the total length of study according to the applicable accreditation increased by 3 or, as the case may be, 4 years, so that this study period did not exceed 7 years. If within this period the student fails to complete the study with a successful defence, the study shall be terminated in accordance with § 56, Section 1, Letter b) of the Act. At the request of the Doctoral candidate recommended by the Tutor and the relevant Departmental Council, the Dean may extend this period in justified exceptional cases.

## **Article 11**

### **Review and Evaluation of the Study**

(1) Study of the course is duly completed with an exam, which is a comprehensive assessment of the knowledge of the course.

(2) The form and requirements of the exam for students are published in IS STAG and may be part of the study plan.

- (3) The exam shall be evaluated with the grade "passed" or "failed".
- (4) If the doctoral candidate, without proper excuse, fails to attend the exam, he/she is graded as "failed".
- (5) If the student does not pass the exam or fails to be present without satisfactorily excusing the absence within five working days, he/she shall be entitled to two resits. Resits are usually held before the committee.
- (6) The student has the right to ask the head of the training department to change the examiner at the resit exam or to request an examination before a committee.
- (7) Part of the review of studies for the academic year is the annual assessment of the implementation of the individual study plan that the Doctoral candidate shall prepare before the end of this academic year and submit it to the Tutor.
- (8) After the end of the academic year, the Tutor shall review the Doctoral candidate's course of study and write an evaluation report to be submitted to the Dean or director of the University institute along with an opinion of the head of the training centre. The Doctoral candidate has the right to comment on the Tutor's annual evaluation report and on the opinion of the head of the training centre.
- (9) The annual evaluation of the implementation of the individual study plan and the Tutor's annual evaluation report shall be stored at the faculty or the University institute.
- (10) Article 14 a 16. Other methods of evaluation and review of the study shall be laid down in Article 14 and 16.

## **Article 12**

### **Tutor**

- (1) The Tutor shall be appointed and dismissed by the Dean or director of the University institute after the approval by the Departmental Council.
- (2) The Tutor can be a professor, associate professor or distinguished expert in the field.
- (3) The responsibility of the Tutor is primarily to:
  - a) approve topics of dissertations, discuss and approve changes thereof,
  - b) after consultation with the head of the training centre, compile the individual study plan and submit it for approval to the Departmental Council,
  - c) approve the individual study plan of Doctoral candidates and evaluate their performance,
  - d) evaluate the implementation of the Doctoral candidate's individual study plan in the annual evaluation,
  - e) together with the head of the training centre, ensure adequate material and financial support to the Doctoral candidate's research activities.

(4) In justified cases, the head of the training centre, in agreement with the Tutor, may appoint the employee assisting the Tutor in supervising Doctoral candidate a tutor-specialist.

(5) The head of the training centre may, at the proposal by the Tutor in relation to the evaluation of the Doctoral candidate study or at the request of the Doctoral candidate, suggest to the Dean or director of the institute replacing the Tutor. The Dean or director of the institute shall decide on replacing the Tutor with the prior approval of the Departmental Council.

(6) With an unsatisfactory evaluation of the Doctoral candidate, the Tutor shall submit to the Departmental Council a proposal to terminate the Doctoral candidate's study in accordance with § 56, Section 1, Letter b) of the Act. The proposal to terminate the Doctoral candidate's study may also be initiated by the head of the training centre or by the Departmental Council. The decision making process in this matter is regulated by § 68 of the Act.

### **Article 13 Departmental Council**

(1) The professional guarantee of the course and quality of studies in the PhD program is monitored and evaluated by the Departmental Council, which is established for each PhD study program, or field of study, as the case may be.

(2) The Departmental Council members shall be appointed for five years by the Dean, after approval by the Academic Council of the Faculty, or by the Rector, after approval by the Scientific Council of the University, if the PhD study program is carried out by the University. In the event that the PhD study program is carried out in cooperation with another university or another legal person, the Dean or the Rector, if the PhD study program is carried out by the University, shall appoint members of the Departmental Council in accordance with an agreement on mutual cooperation in the PhD study program.

(3) In particular, the Departmental Council shall:

a) approve topics of dissertations, discuss and approve changes thereof,

b) approve Tutors from among leading experts in the field, assessing each Tutor proposed for the first time in terms of the documentation of their research, teaching and publication activities,

c) approve individual study plans of Doctoral candidates and evaluate their implementation,

d) monitors and evaluates the quality of study,

e) discuss proposals by Tutors pursuant to Article 12, Section 6 and submits its opinion to the Dean or director of the University institute,

f) specify requirements for the state doctoral exam,

g) propose Examination Board members for the state doctoral examination and Examination Board for the defence of dissertations to the Dean or the Rector, if the PhD study program is carried out by the University,

h) shall elect the Chairperson from its midst.

(4) The Chairperson of the Departmental Council, or a member delegated by him/her, shall convene the Departmental Council at least once per academic year, chair its meetings and officially negotiates on its behalf with the Dean, the director of the University institute or the Rector.

#### **Article 14 State Doctoral Examination**

(1) At the state doctoral examination, the doctoral candidate shall demonstrate the ability and willingness of independent Mastery of the theory and the knowledge required in the field of study, including the knowledge of basic methods of scientific work, evaluation, critical assessment and creative use of new scientific research findings. The content of the doctoral state examination is mainly based on the focus of the PhD study program and the candidate's individual study plan.

(2) Subjects that are part of the state doctoral examination shall be, on a proposal from the Tutor and after discussion in the Departmental Council, determined by the Dean or the Rector, if the study programme is carried out by the University.

(3) The candidate shall submit an application for the doctoral state examination only after due compliance with all requirements set by the individual study plan. He/she shall submit it with a written recommendation by the Tutor to the Dean or the Rector, if the study programme is carried out by the University.

(4) Along with the application for the state doctoral examination, the candidate shall submit in writing a specialist paper to a minimum extent of 20 pages, which can be a literary research of the issue that is the subject of his/her dissertation.

(5) The Dean, or the Rector, if the study programme is carried out by the University, shall set the date for the state doctoral examination to be held within three months of receipt of the application.

(6) The members of the Examination Board for the doctoral state examination and its Chairperson shall be appointed by the Dean, or the Rector, if the study programme is carried out by the University, on the proposal from the Departmental Council in accordance with § 53 of the Act so as it has ordinarily 5 members.

(7) The state doctoral examination and announcement of its results shall be public. The course shall include a scientific debate with the candidate in the subjects specified as part of the doctoral examination, to the extent specified in Section 1.

(8) Hearings before the Examination Board for the state doctoral examination may take place in Czech, Slovak or English. Exceptionally, the Dean, or the director of the University institute, at the request of the candidate, may allow hearings in another world language specified in the application.

(9) The Examination Board for the state doctoral examination shall discuss the assessment of the result of the state doctoral examination at a closed meeting and shall agree on the grade by majority vote of the members present. In case of equality of votes, the vote of the Chairperson shall be considered decisive. The result of the doctoral state examination shall be graded either "passed" or "failed".

(10) If the candidate fails to attend the doctoral state examination without having satisfactorily apologized within no more than five working days, he/she shall be graded as "failed".

(11) If the grade is "failed", the candidate has the right to resit the state doctoral examination, but no sooner than in six months and no later than one year from the date of the unsuccessful state doctoral examination.

(12) A report shall be made of the state doctoral examination and its result. Immediately after the session of the Examination Board for the State Doctoral Examination, its Chairperson shall publicly announce the result of the state doctoral examination to the candidate.

(13) Upon successful passing of the state doctoral examination, the faculty or the university institute shall issue a report on the state doctorate examination to the candidate signed by the Dean, or by the Rector, if the study programme is carried out by the University.

## **Article 15** **Dissertation (Thesis)**

(1) The dissertation is the result of the solution to a specific scientific assignment and shall contain original and published results or results accepted for publication.

(2) The content and form of the dissertation shall be regulated by usual practice in publication of results of scientific research in the field. It may take a form of an extensive work, or a set of thematically unified publications, provided with an introduction and a conclusion. The formal arrangement of the work shall be specified by the University Directive.

(3) The dissertation work, or the introduction and conclusion of the set of thematically unified publications, shall be arranged in such a way that they contain:

- a) the current state of the problem that is the subject of the dissertation,
- b) the aim of the solved scientific assignment,
- c) chosen methods of investigation,
- d) results with an emphasis on new findings.

The dissertation shall list accurately and specifically the literature used and other sources used by the doctoral candidate in his/her work.

(4) The dissertation work shall be presented in the Czech, Slovak or English language, or in another world language if agreed by the Departmental Council. It shall include a summary to the extent of 1 or 2 pages in the English language. If the work is not written in the Czech or Slovak language, the summary shall be written in Czech or Slovak.

(5) The dissertation work shall include theses prepared by the doctoral candidate with an overview of the candidate's publishing activity related to the topic of the dissertation work. The theses of the dissertation work shall be prepared in the English language and contain in brief the basic ideas, methods, results and conclusions of the dissertation work to the extent of 20 standard printed pages of A5 format.

## **Article 16**

### **Dissertation Defence**

(1) The doctoral candidate may apply to defend the dissertation after successfully passing the state doctoral examination.

(2) The written application to defend the dissertation shall be accompanied with:

- a) the dissertation prepared in 5 copies,
- b) the thesis of the dissertation prepared in 25 copies,
- c) the recommendation of the tutor to carry out the dissertation defence,
- d) the standpoint of the head of the training centre on the dissertation work,
- e) an overview of the professional activities carried out in the course of studies in the doctoral study programme, including a list of the original and published results of the work or work accepted for publication, with the documents on acceptance thereof for publication, or a list of engineering or artistic works created and possibly the professional responses to the results of these works.

(3) The doctoral candidate shall submit the application to defend the dissertation work to the Dean, or to the Rector, if the study programme is carried out by the University. With the application submitted, the dissertation defence proceedings shall be initiated.

(4) If the application does not have all the required particulars and the doctoral candidate fails to eliminate the faults on appeal within an adequate period of time, the Dean, or the Rector, if the study programme is carried out by the University, shall terminate the dissertation defence proceedings.

(5) If the dissertation defence proceedings is not terminated pursuant to Section 4, the Dean, or the Rector, if the study programme is carried out by the University, shall appoint an examination board for the dissertation defence (hereinafter referred to as "the Board"), which has at least five members. The Chairperson and the members of the Board shall be appointed on the proposal of the appropriate departmental council from among its members, specialists from universities and scientific workplaces. At least three fifths of the members of the Board shall be university professors or docents.

(6) The Chairperson of the Board shall appoint, after discussion with the members of the Committee, at least two reviewers of the dissertation work (hereinafter referred to as "reviewers") from among specialists in the field. At least one of the reviewers shall be a university Professor or a Reader. At most one of the reviewers may be a member of the academic community of the University. Those who may not be appointed as reviewers are the tutor, the head of the training workplace and an academic worker who has participated in any way in the preparation of the dissertation work.

(7) The reviewers shall be sent one copy of the dissertation work together with their appointment, at the latest within one month of the beginning of the defence of the dissertation work.

(8) The reviewer shall submit a written dissertation review (reviewer's assessment) to the Chairperson of the Board within one month after receipt of the dissertation for examination, or reject the appointment in writing without undue delay. If a reviewer declines the appointment, or fails to deliver the review within the prescribed period, a new reviewer shall be appointed by the Chairperson of the Board after consultation with the Board members.

(9) The reviewer's assessment shall contain, in particular, an objective and critical analysis of the dissertation in terms of facts as well as form and language. The reviewer shall evaluate the dissertation work according to the standard of the scientific field in the world at the time of its submission for defence. Each reviewer shall express his/her opinion unequivocally as to whether he/she recommends or does not recommend accepting the dissertation work for defence.

(10) The Chairperson of the Board shall acquaint the doctoral candidate and his/her tutor with the content of the opponent's assessments of the individual opponents. In the case of a negative assessment of the dissertation work by two opponents, the Dean, or the Rector, if the study programme is carried out by the University, shall set at the suggestion of the Chairperson of the Board a new date for submission of the reworked dissertation work.

(11) The Chairperson of the Board shall stipulate the time and place for the defence of the dissertation work to take place. This information shall be published on the official notice board of the University and simultaneously notified in writing to the members of the Board, the reviewers, the tutor and the doctoral candidate. The dissertation shall be made available to the public for reference at the relevant faculty and any opinions shall be submitted in a written non-anonymous form no later than three days before the defence or in an oral form within the expert discussion during the defence.

(12) The defence of the dissertation work shall be public. The course of the defence is directed by the Chairperson of the Board, or in his/her absence by a member of the Board authorised by the Chairperson.

(13) During the defence of the dissertation, the attendance of the reviewers is compulsory. If any of the reviewers is unable to participate at the defence of the dissertation, the defence shall take place on condition that the absent reviewer has submitted a positive reviewer's assessment of the dissertation and the majority of the Board members present agree with the defence. At least one reviewer shall be present at the defence.

(14) The defence of the dissertation work usually has the following course:

a) the Chairperson opens the defence, introduces the doctoral candidate, announces the topic of the dissertation work and acquaints the members of the board with the overview of his/her published results of scientific work or the engineering works created by him/her and with all the written submissions concerning the dissertation work,

b) the doctoral candidate expounds the substantial content and main results of his/her dissertation work,

c) the reviewers deliver the substantial content of their assessments, and for absent reviewers the Chairperson of the Board reads out their assessment in full,

d) the doctoral candidate is given an opportunity to express his opinion of the material delivered, in particular to adopt a attitude to the assessments of the reviewers, to objections, comments and questions, and an opportunity to add further information on his/her scientific activities hitherto,

e) the Chairperson then opens the discussion, in which all those present may participate.

(15) The doctoral candidate may withdraw his/her application to defend the dissertation work right up to the beginning of the non-public session of the Board. In such a case the Chairperson of the Board returns all the submitted documents to the doctoral candidate and proposes to the Dean, or the Rector, if the study programme is carried out by the University, that the defence be halted.

(16) At its non-public session, which may also be attended by the reviewers, the Board shall assess the content and standard of the dissertation work, the comments of the reviewers in the reviewer's assessments and the professional standard of the doctoral candidate's comments on the reviewer's assessments and on comments during the defence. The Board shall decide on the result of the defence of the dissertation work by secret ballot. The result of the defence shall be evaluated as either "Passed" or "Failed". The dissertation is deemed defended, if an absolute majority of the members present have voted "passed" for the result of the dissertation defense.

(17) The Chairperson of the Board shall publicly inform the doctoral candidate of the result of the dissertation defence. A written version of the decision on the result of the dissertation defence shall be delivered to the doctoral candidate into his/her own hands, at the latest within 30 days. If this delivery is not possible, an alternative method of delivery is the announcement of the decision on the result of the dissertation defence on the notice board of the University.

(18) If the doctoral candidate fails to attend the dissertation defence without excusing himself/herself satisfactorily at the latest within five working days, he/she shall be evaluated as "Failed".

(19) If the doctoral candidate failed in the dissertation defence, he/she is entitled to submit a new application for the dissertation defence at the earliest in six months and at the latest within one year. The dissertation defence may be repeated only once.

(20) A report is made out on the dissertation defence, an attachment to which is comprised of the reviewers' assessments and the conclusions of the Board.

(21) The Chairperson of the Board shall inform the Departmental Council and the Dean or Rector, if the study programme is carried out by the University, on the result of the dissertation defence.

## **Part Four Common Provisions**

### **Article 17 Admission to Study**

(1) The principles for admission to study in a study programme and the principles of admission proceedings are laid down by § 48 to § 50 of the Act and Article 6 of the Statutes. The rules for entrance examinations are specified in Article 7 of the Statutes.

(2) For study programmes implemented by a faculty, the regulations for the admission procedure and the conditions for acceptance to study shall be defined for each academic year in a directive issued by the Dean of the faculty, where, as a rule, the conditions and form of entrance exams for individual study programmes and branches of studies shall be defined. For study programmes implemented by the university, the regulations for the admission procedure and the conditions for acceptance to study shall be defined for each academic year in a university directive. The content of the directive is specified in Article 6 (3) of the Statutes.

(3) The review of the decision on admission to study is subject to § 50 Section 7 of the Act.

### **Article 18 Enrolment for Study**

(1) On receipt of the decision on admission to study, the applicant is entitled to enrol for study. The student shall enrol personally or through a designated representative that is to demonstrate notarized power of attorney. Upon enrolment for study, the applicant shall become a student of the University.

(2) Candidates that have become enroll students upon enrolment for study shall become at the same time on that day members of the academic community of the University and the relevant faculty with all the rights and obligations defined by § 62-63 of the Act, up to the date of termination or interruption of the study.

(3) First-year students normally take an oath of matriculation.

### **Article 19 Recognition of Previous Studies**

(1) In case of a student enrolled for a study programme, the Dean, or the director of the University institute, may, at the student's written request and usually after prior approval by the guarantor of the subject, recognize subjects or part of the studies previously completed:

- a) during previous studies or during current studies in another study programme carried out by the University or its faculty,
- b) during previous or current studies at another university in the Czech Republic or abroad,
- c) within lifelong learning in accordance with § 60, Section 2 of the Act.

A part of the study is herein understood to mean completed study of at least one semester.

(2) The criteria for recognizing subjects or parts of studies include in particular:

- a) the degree of content compliance of completed courses with courses of the programme in which the student is enrolled,
- b) the credit value of completed courses or modules,
- c) the manner of completion of the subject.

(3) A group of subjects may be recognised as a recognised subject if the aggregate content of the subjects is in accordance to the requirements of the degree of content compliance with the subject enrolled for.

(4) The student shall substantiate the request pursuant to Section 1, Letters b) and c) with original documents or officially authenticated copies thereof regarding the successful completion of a subject or part of studies, including the grades, number of credits, and syllabus of the subject or part of studies as confirmed by a University.

(5) The recognition of a subject or part of studies may be subject to further requirements concerning specific knowledge or subject to an examination. Such requirements or examinations shall be specified by the Dean or the director of the University institute.

(6) The procedure for recognition of studies completed at a foreign university in the Lifelong Learning Programme (LLP Erasmus) is regulated by the directive issued by the University.

## **Article 20**

### **Transfers**

(1) Admission of a student through transfer to another study programme within the University or transfer of a student from another university shall be decided upon by the Dean of the admitting faculty, or the Rector, if the study programme is carried out by the University.

(2) The Dean or the Rector, if the study programme is carried out by the University, may prescribe an additional exam in order to meet the requirements of the study programme to which he/she is transferring.

(3) In the case that the student has already studied at the University and has requested the recognition of subjects or part of studies, the Dean or the director of the University institute shall decide on which year of study to assign the student based on the recognition of subjects or part of study.

(4) A change in the form of study from full-time to part-time study or vice versa shall be decided upon, on the basis of the student's written request, by the Dean or by the rector, if the study programme is carried out by the University.

## **Article 21**

### **Interruption and Termination of Study**

(1) Permission to interrupt studies shall be decided upon, on the basis of a written request from the student, by the Dean or by the Rector, if the study programme is carried out by the University. The start and end of the period of interruption of studies shall be specified in the decision.

(2) Studies may be interrupted for a total period of at most two years in the course of one study programme. The interruption of studies shall be recorded by the study department of the faculty or the university institute in the student's credit book and in IS STAG.

(3) The student shall re-enrol for the study at the latest within five working days of the end of the interruption of the study. If he/she fails to do so, his/her studies shall be terminated in

accordance with § 56, Section 1, Letter b) of the Act. The procedure in making decisions on this matter is governed by § 68 of the Act.

(4) After the interruption and resumption of studies the student shall abide by the study plan valid for the academic year. This shall also apply to participation in the FSE.

(5) The student's studies shall be interrupted if he/she was graded as "Failed" in the FSE in a regular term. Before submitting an application for resitting the FSE in the next academic year, the student shall request the interruption of studies. Studies may not be interrupted if the regular examination and the resit take place in the same academic year.

(6) Studies in a Bachelor's study programme shall be regularly completed by passing the FSE, a part of which is usually the defence of the Bachelor's work. Studies in a Master's study programme shall be regularly completed with the FSE, a part of which is the defence of the thesis. Studies in a doctoral study programme shall be regularly completed with the FSE and the defence of the dissertation work.

(7) The document to certify the due completion of studies and the conferment of an academic degree is the University Diploma, which states the awarded academic degree corresponding to the accredited study programme and the Diploma Supplement. The University Diploma, along with the Diploma Supplement, shall usually be presented at an academic ceremony.

(8) In other cases of completion of studies the Dean, or the Rector, if the study programme is carried out by the University, shall adhere to § 56 of the Act.

## **Article 22 Publication of Theses**

(1) Theses include dissertation, doctoral, Master's and bachelor's theses.

(2) At least five working days before the defence, theses submitted by the student for the defence shall be disclosed for public inspection at the department of the University where the thesis defence is to take place.

(3) Theses that have been defended, including the reviewers' assessments and defence results shall be published in the University Theses Database.

(4) The procedure for making public, making accessible and archiving of theses, including the administration of the database, shall be specified in the University Directive.

## **Article 23 Extraordinary Means**

(1) In exceptional and justified cases, at the written request of the student, the Dean or Rector, if the study programme is carried out by the University, may grant an exemption from the provisions of these Study Regulations. The decision making process in this matter shall be regulated by § 68 of the Act.

(2) Students whose state of health is the cause of permanent restrictions on certain activities related to their studies may be granted, at their own request, by the Dean or the director of the University institute, concessions in fulfilling the requirements laid down by the study plan and by these Study Regulations. On the basis of consideration of the request, the Dean or the director of the University institute shall determine the procedure for meeting the objectives of the study programme in another manner. The concessions granted are not exemption pursuant to Section 1.

### **Article 23a Interim Provisions**

In announcing the information provided for in Article 4, Section 5 on the subjects of doctoral programs, the Dean or director of the University institute may adjust information about the subject differently.

### **Part Five Temporary and Final Provisions**

#### **Article 24 Final Provisions**

(1) The Study and Examination Regulations of the University of Pardubice for studies in bachelor's and Master's study programmes as registered by the Ministry under ref. No. 23 410/2005-30 on July, 2005 are hereby revoked.

(2) These Study Regulations were approved by the Academic Senate of the University on April 11, 2006 pursuant to § 9, Section 1, Letter b) of the Act.

(3) These Study Regulations shall come into force in accordance with § 36, Section 4 of the Act on the date of their registration by the Ministry.

(4) These Study Regulations shall come into effect on October 1, 2006.

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Amendments to the Study and Examination Regulations of the University of Pardubice have been approved under § 9, Section 1, Letter b) of the Act No. 111/1998 Coll., on universities and amending other Acts (Higher Education Act), as amended, by the Academic Senate of the University of Pardubice, on March 13, 2007, on September 25, 2007, April 21, 2009, May 24, 2011, and May 21, 2013.

Amendments to the Study and Examination Regulations of the University of Pardubice shall come into force in accordance with § 36, Section 4 of the Act on universities on the day of registration by the Ministry of Education, Youth and Sports.

Amendments to the Study and Examination Regulations of the University of Pardubice registered on March 26, 2007 under Ref. No. 8 810/2007-30 (Amendment No. 1) and amendments registered on October 9, 2007 under Ref. No. 23 669/2007-30 (Amendment No. 2) shall take effect on the date of registration with the exception of amendments to Article 7, which shall come into effect on October 1, 2008; amendments registered on April 30, 2009

under Ref. No. 10 021/2009-30 (Amendment No. 3) shall take effect on the date of registration, amendments registered on June 24, 2011 under Ref. No. 18 473/2011-30 (Amendment No. 4) shall become effective on the first day of the academic year 2011/2012, and amendments registered on July 18, 2013 under Ref. No. MSMT-16298/2013-30 (Amendment No. 5) shall take effect on the first day of the academic year 2013/2014 with the exception of Article 19, which shall come into effect on January 1, 2016 and amendments registered on June 27, 2014 under Ref. No. MSMT-23178/2014 (Amendment No. 6) shall come into effect on September 19, 2014.

prof. Ing. Miroslav Ludwig, CSc.,  
Rector