

Study and Examination Regulations of the University of Pardubice

(full wording)

Part One

Introductory Provisions

Article 1

General Provisions

(1) The Study and Examination Regulations of the University of Pardubice (hereinafter referred to as “the Study Regulations”) present the internal regulations of the University of Pardubice (hereinafter referred to as “the University”) in compliance with § 17, section 1 of Act, No. 111/1998 Sb., on universities as amended (hereinafter referred to as “the Act”).

(2) The Study Regulations apply to students enrolled in the study programmes of the university or its faculties, to the academic staff, and to other specialists participating in university education.

(3) Courses run under accredited study programmes provided by the university or its faculties. An academic institute authorized by the Rector participates in the courses under the university study programmes.

(4) Undergraduate (Bachelor), graduate (Master), or PhD study programmes may be carried out in cooperation with a foreign partner university providing similar study programmes. A Letter of Agreement concluded by the participating universities regulates the conditions of study. The Rector on behalf of the university concludes this Letter of Agreement.

(5) Information associated with university studies is recorded in the study administration information system (hereinafter referred to as (“IS STAG”) and published through the university’s web interface.

(6) If so required by the law, the appropriate information is also published through

- a) An official university notice board;
- b) A publicly accessible university website.

Article 2

Rights and Duties of Students

(1) The student’s rights are defined by § 62 of the Act, the student’s duties are defined by § 63 of the Act.

(2) Decision-making regarding the student’s rights and duties is specified by § 68 and § 69 of the Act. The Act stipulates those cases that require a decision to be served to a student personally. If such service is impossible, the alternative form of delivery shall be an announcement by the department of studies at the appropriate faculty or the department of studies of the appropriate university institute through an announcement placed on the official university notice-board.

Article 3

Organization of the Academic Year

(1) The academic year usually begins on October 1 and ends on September 30 of the subsequent year. It is divided into a winter and a summer semester. Each semester is divided into a lecture period, an examination period, and a holiday. During the summer holiday, the university may organize practical trainings and courses; the students spare-time, however, shall last no less than four uninterrupted weeks.

(2) The academic year is regulated by the university and by the schedules of the faculties or university institutes. The Rector announces the schedule of the university every year, following an agreement with the Deans in such a manner that teaching during the semester begins on the same date at all faculties and so that the length of the semester is the same for all.

The schedule of the university comprises:

- a) the beginning and end of the lecture period of individual semesters;
- b) the beginning and end of the examination period of individual semesters;
- c) the beginning and end of the holiday period of individual semesters.

The schedules of the faculties or university institutes comprise other activities, primarily:

- a) terms for the registration of individual types and forms of study;
- b) organization of the final semester of study with regard to the terms of the final state examinations;
- c) terms of the final state examinations.

(3) In justified cases, the winter lecture period may start before the beginning of the academic year. The Dean notifies the Rector of this fact and indicates the reasons. These courses are considered to be an integral part of the academic year and comply with all rules of the Study Regulations.

Article 4

Study Programme, Study Plan, and Personal Study Plan

(1) The study programme is a basic project and an integral part of the university's educational activities. Types of study programmes and their characteristics are defined in § 44 to § 47 of the Act. The list of university-accredited study programmes and their parts, including the classification by specializations, forms of study, and standard study time are published on the official university notice-board and on the publicly-accessible university website.

(2) The form of study and the standard period of study are specified for each accredited study programme and study branch through the Decree of the Ministry of Education, Youth, and Sports (hereinafter referred to as the "Ministry").

(3) The basic unit of the study programme is a study course that may be combined in modules. Courses may have the following statutes:

- a) compulsory course: students complete a course within the study programme in a way stipulated by the study plan;
- b) compulsory option: students select a prescribed number from the list and complete them in a way stipulated by the study plan;
- c) optional courses: students may select these courses at their discretion and complete in a prescribed way.

(4) Upon the approval of the head of the department providing the instruction and on condition of sufficient capacity, students may register for and complete study courses from different study programmes. Such courses have the statute of optional courses in a personal study plan in an undergraduate and postgraduate study programme (hereinafter “the Personal Study Plan”) and in an individual study plan in PhD programmes (hereinafter “the Individual Study Plan”). The study plan is approved by the head department or head institute and acknowledged by the Vice-dean of the faculty based upon a justified application and upon negotiation. Conditions for compilation of an individual study plan in a PhD programme are stipulated in Part three.

(5) The department or university institute that provides the tuition of the subject shall publish the following information for each subject via IS STAG in the Czech and English version:

- a) the scope of tuition, the manner of completion, and the credit rating of the subject;
- b) subject annotation, i.e., its objectives and the competencies to be acquired by the student;
- c) requirements on students in relation to course completion;
- d) syllabus overview;
- e) recommended reference literature;
- f) essential prerequisites for limited course registration.

(6) The study plan represents a recommended time and content-sequence of courses leading to the acquisition of a university education in the given study programme. It also contains the required information about all courses, the form of study, the manner of checking study results, and the regulations for a student’s personal study plan. The study plan is published in electronic form and in the Student Guidelines. Study programmes that the faculty or university institute runs in the relevant academic year are published a minimum of two months prior to the beginning of the academic year.

(7) The study plan should especially include the following:

- a) list of all subjects of accredited study programmes, identifying the compulsory courses, optional courses, compulsory options including the final state examination subjects;
- b) scope of lectures and tutorials, the manner of subjects completion, and their credit value;
- c) the workplace of the faculty or university institute that guarantees the tuition of the given subject;
- d) recommended sequence of courses for each study programme and study branch, and the conditions for course registration limitations, if needed.

(8) In the case that a university programme is in question, the study plan in a PhD programme and its publication may be adjusted differently, by the Dean or by the Rector, from the regulations indicated in Sections 6 and 7.

(9) A personal study plan or individual study plan is compiled by a student for each academic year. Courses in personal study plan or individual study plans are registered in the study report and in IS STAG. The courses registered in the study report must be equal to those registered in IS STAG. In the case of a discrepancy, the data in the IS STAG prevail. The study report is a student's personal document certified by the faculty's or institute's study department, while the IS STAG is a source of information about the course of study. The University Directives shall stipulate the procedure in the event of discrepancy.

(10) Students submit the completed personal study plan at the study department of the faculty or the university institute personally or through a representative authorized by an official power of attorney. If a student fails to submit the study report within the stipulated period, failing to do so within five business days, his/her study will be terminated pursuant to § 56 section 1 letter b) of the Act. Under certain justified conditions, the dean or head of the university institute may permit a later fulfilment of this obligation. § 68 of the Act shall apply on the decision-making procedure.

(11) When making a personal study plan or an individual study plan, students must take into account the requirements of the study regulations, the study plan of the given study branch, the sequence of courses in accordance with the study plan, and the principles of the credit system, unless it is stipulated otherwise by the study regulations or by the internal standards.

(12) The study plan or the individual study plan becomes binding in terms of its completion by its registration. Students may adjust the study plan, however, at the latest by the end of the second week of the appropriate lecture period.

(13) Upon a student's request and in special, exceptional and justified cases, the Dean or the Director of a university institute may permit a personal study plan or an individual study with adequate alterations as listed in section 10.

Article 5 Credit System

(1) The credit system allows the student to design his/her personal study plan or individual study plan to meet the conditions of study. It also serves to prove compliance with the study obligations. The University uses the ECTS system (European Credit Transfer and Accumulation System).

(2) Each course has an assigned credit value in the study plan. This value expresses the level of the study load required for a given course. Each course has a credit rating regardless of its status. A course status may differ in different study programmes or study branches.

(3) The standard yearly study plan is assessed with a total of 60 credits, proportionally divided among the courses and taking into consideration their level of difficulty and time requirements.

(4) A student receives the corresponding number of credits after completing a course in the manner prescribed in the study plan. The number of credits may only be credited once for the given course, with the exception of physical education. Student may register only one optional physical education subject per a semester according to the study plan.

(5) Student who does not obtain a minimum of 10 credits in winter semester of the first undergraduate study year shall have his/her studies terminated pursuant to § 56, section 1, letter b) of the Act. Student who does not obtain a minimum of 30 credits in an assessed academic year shall have his/her studies terminated pursuant to § 56, section 1, letter b) of the Act. Section 68 of the Act applies to the decision-making in the given matter. This does not apply to students in their final years of study who obtained the corresponding credits in previous years of study.

(6) If a student does not complete a course that he/she has registered for in the prescribed manner, he/she shall register for this subject for a second time. At maximum, a student may register for a course twice during his/her studies in a study programme. Obligation to retake a course does not apply to optional subjects.

(7) In exceptional cases, and based on a justified student's request, the Dean or the Director of a university institute may permit a third registration for a course.

(8) If a student cannot complete a registered course in the prescribed manner due to non-compliance with the conditions relating to another subject, the study department shall annul the registration to the unaccomplished course.

(9) Upon a student's request, the Dean or the Director of an institute may permit another course to substitute for a "compulsory option."

(10) The Dean or the Rector makes decisions about the implementation of the credit system in PhD programmes, on the condition that the programme is provided by the university.

Part Two

Undergraduate and Postgraduate Study Programmes

Article 6

Organization of Studies

(1) The essential forms of instruction in full-time studies are lectures, seminars, tutorials, project work, and laboratory work. Certain study programmes may further require the completion of excursions and internships.

(2) The essential form of study in combined study programmes is self-study, with the use of distance study supports that are usually complemented by group consultations.

(3) The scope of compulsory participation in other forms of instruction shall be determined by the Head of the appropriate workplace.

Article 7

Review and Assessment of Studies

(1) Review and assessment of studies include:

- a) review of the study courses;
- b) review of the personal study plan completion level already after winter semester of the first year of study in an undergraduate study programme;
- c) review of the annual personal or individual study plan;
- d) evaluation of the entire study programme or an integral part hereof.

(2) Individual study courses are reviewed through a combination of one or more of the following techniques:

- a) monitoring
- b) assignment
- c) graded assignment
- d) examination
- e) collected examination

(3) The checking of annual study plan is understood to mean a comparison of the credits acquired by the student and the credit minimum stated in § 5, section 5.

(4) Overall study is assessed by the final state examination.

(5) A week before commencement of an appropriate examination period, the lecturer in charge of a particular course (further referred to as "the person in charge") shall register a minimum of three examination sessions in the IS STAG system. Capacity of such sessions shall exceed the officially registered number of student per a course. If needed, the person in charge shall register further sessions during the examination period. Optional problems shall be solved by head department, director of an institute or Vice-dean of the concerned faculty.

(6) If both an assignment and an examination are prescribed in the study plan, a student may not sit the examination unless he/she completes the assignment. Students are obliged to submit a study report and student certificate to prove their identity.

(7) In a case where the student does not meet the requirements of an examination or an assignment, or does not attend the examination without a valid reason (provided within five business days), he/she shall be entitled to two resits of the examination.

(8) In special and justified cases, the Dean or the Director of a university institute may permit a special examination resit.

(9) For the examination or graded assignment, the student's progress is assessed as follows:

Grading	Numeric value
Excellent (<i>výborně</i>)	1.0
Excellent minus (<i>výborně minus</i>)	1.5
Very good (<i>velmi dobře</i>)	2.0
Very good minus (<i>velmi dobře minus</i>)	2.5
Good (<i>dobře</i>)	3.0
Unsatisfactory/Failed (<i>nevyhověl</i>)	4.0

(10) Classification is entered for the student in their student book and in IS STAG by the person in charge. The University Directive provides for the registration terms. Students shall be responsible for study results record, at the latest before the check and registration to the following study year. To make it shorter, the grades “excellent minus” and “very good minus” are noted in the student book as “excellent-m”, or “very good-m”. The grade “unsatisfactory/failed” is not recorded into this study report book.

(11) In regard to the re-sit of an examination, the student is entitled to request the person in charge for a consultation over the failure, s/he is further entitled to ask the head department or Director of an institute to change the examiner or to request an examination before a committee.

(12) To assess a personal study plan, an individual study plan or overall study achievements, a weighed average (WA) is used. It is calculated from the following relation:

$$WA = \frac{\sum (\text{credits} \times \text{numeric classification values})}{\sum \text{credits for classified courses}}$$

(13) Records of study achievements, results of study checking, registrations for the study and for individual academic years and for study interruptions are all kept at the study departments of faculties or university institutes.

Article 8

State Final Examination

(1) State final examination (hereinafter referred to as SFE), is a public examination held before a committee. An integral part of the examination in undergraduate and postgraduate study programmes is usually a Bachelor (in undergraduate study) and Master (in postgraduate study) paper defence. Formal elements of the papers are regulated by University regulations (hereinafter “the University Directive”).

(2) The SFE committee is appointed by the Dean or by the Director of the university institute. The composition of the committee complies with § 53 of the Act. The performance of the committee is controlled by the Chair of the committee, or, in his/her absence, by a member of the committee designated by the Chair.

(3) Only a student who has met all requirements of the study programme and whose Bachelor or Master paper (if that is part of the SFE) is recommended for the defence may proceed to the SFE.

(4) The student must take the SFE within two years of completing the academic year in which he/she became eligible for the SFE, pursuant to Article 3.

(5) Each subject of the SFE and the oral defence of the Master or Bachelor paper is assessed in accordance with § 7, section 8. In the assessment of a Master or Bachelor, the committee shall consider the evaluation made by the supervisor and the examiner of the thesis, or the supervisor and the examiner of the dissertation, if such persons have been appointed. The committee determines the total assessment of the SFE by voting during a closed session and grading according to § 7, section 8. If the student receives the grade “unsatisfactory” for one subject or for the oral defence of the Bachelor or the Master thesis, the total evaluation is “unsatisfactory”.

(6) If the student fails the oral defence of the Bachelor or the Master paper, the committee decides whether he/she may rewrite the paper or submit a new one.

(7) The student has the opportunity to have one SFE resit, at the latest within a year of his/her failure. At this SFE resit, the student is examined on the part of the SFE that was graded “unsatisfactory/failed”. In particularly justified cases, the Dean may grant the student permission for a second SFE resit.

(8) The student’s total result of studies is evaluated as follows: “graduated with high distinction”, “graduated with distinction”, or simply “graduated”.

(9) Provided that he/she has completed the following conditions, the student is evaluated “high distinction”:

- a) within the whole period of studies, he/she did not receive the grade “good” for any compulsory course or compulsory option. A student who received the grade “good” for at most two courses may correct his/her grades during the last academic year;
- b) the student’s total result in the SFE is graded “excellent”.
- c) the WA for compulsory courses and compulsory options was not higher than 1.50 within the whole period of his/her studies.

(10) Provided that he/she has completed the following conditions, the student is evaluated “graduated with distinction”:

- a) within the whole period of studies, he/she did not receive the grade “good” for any compulsory course or compulsory option;
- b) the student’s total result in the SFE is graded “excellent”;
- c) the WA for compulsory courses and compulsory options was not higher than 2.0.

(11) A student whose absence at the SFE is not properly excused before the Dean or the Director of a university institute within five business days will receive a failing grade for all parts of the SFE. If the Dean or the Director of a university institute recognizes the excuse, he/she will determine an alternate SFE date.

Article 9
Rigorous State Examination

(1) Graduates of Master study programmes who were awarded the academic title of “Master” may take a rigorous state examination in their branch of study, if such an option has been accredited in the given study programme.

(2) Regulations of the rigorous procedure and the course of rigorous examination within a postgraduate study programme run by the faculty shall be stipulated by internal faculty regulations or internal regulations of the university, providing that the rigorous state examination is taken within a postgraduate study programme run by the university.

(3) Formal particulars for a rigorous thesis shall be regulated by the university regulations.

Part Three

PhD Study Programmes

Article 10

Organization of Studies

(1) PhD study programmes, in compliance with § 47 of the Act, are focused on scientific research and independent creative activities in research and development.

(2) The studies are organized at PhD programme workplaces—that is, the departments and institutes of the faculties, the workplaces of the university institutes, or the workplaces of legal entities who are involved in scientific, research and development, or other similar activities and with whom the university entered into a contract of cooperation in PhD programmes. The contract is made by the Rector on behalf of the university and upon the approval of the Scientific Board.

(3) A PhD programme may be—pursuant to a contract made between the participating legal entities in compliance with accreditation—carried out as a joint PhD programme. The contract is made by the Rector on behalf of the university and upon the approval of the Scientific Board. Details about joint PhD programmes shall be regulated by a Directive published by the appropriate faculty or by a University Directive, on condition that a PhD programme is carried out by the latter.

(4) PhD candidates undertake study programmes under specialized supervision, according to an individual study plan.

(5) The individual study plan and its adjustments shall be processed by the PhD student, together with the supervisor who submits the plan for approval by the Scientific Board. An individual plan indicates especially the following:

- a) dissertation topic, which may be adjusted during the course of studies;
- b) scientific and research activities undertaken by the PhD candidate;
- c) educational activities of the PhD candidate;
- d) plan of study stays in the Czech Republic and abroad;
- e) schedule of the studies.

(6) The individual study plan is approved by the Dean upon approval by the Scientific Board or by the director of the University Institute.

(7) Recommended methods of study are lectures, seminars, colloquiums, individual consultations, and supervised individual studies.

(8) A standard study period is 3 to a maximum 4 years, in compliance with the accreditation of the appropriate PhD programme.

Article 11 **Review and Assessment of Studies**

(1) A study course is completed by an examination as a summary assessment of the given course.

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

(3) Examinations are assessed by the grades "pass" or "fail".

(4) A PhD candidate who fails to appear at an examination without indicating a justified reason will be assessed as having "failed" the examination.

(5) If a PhD candidate fails an examination or does not appear without indicating a justified reason, he/she is entitled to two resits. These resits are usually held before a committee.

(6) Student has the right to ask for change of the examiner at the resit or to ask for an examination before a committee.

(7) An integral part of PhD studies is an annual assessment of the individual study plan to be submitted to the supervisor before the end of the academic year.

(8) The supervisor makes an assessment of a PhD candidate for the preceding academic year and prepares a report to be submitted, together with an opinion by the Head of the supervising workplace, to the Dean or to the Director of a university institute. A PhD candidate has the right to express his/her opinion about both of these reports.

(9) The annual assessment of the individual study plan and the annual supervisor's report shall be filed at the faculty or at the university institute.

(10) Further methods of assessment and of checking the studies are indicated in Articles 14 and 16.

Article 12 **Supervisor**

(1) Upon the approval of the Professional Board, the Dean, or the Director of a university institute, a supervisor can be appointed or replaced.

(2) A professor, associate professor, or a recognized expert in the given field may be appointed as a PhD candidate supervisor.

(3) The duties of a supervisor are as follows:

- a) upon agreement with the PhD candidate, to determine the dissertation topic to negotiate and approve of alterations hereof;
- b) upon a consultation with the Head of the supervising department, to compile an individual study plan and to submit it to the Professional Board;
- c) approve of study plans of PhD candidates and to assess completion hereof;
- d) to assess the completion of the individual study plan in the form of an annual report;
- e) to provide, together with the Head of the supervising department, appropriate material and financial assistance for the candidate's research.

(4) In justified cases, the Head of the supervising department, upon agreement with the supervisor, may appoint an employee who performs the role of an expert-supervisor who assists in PhD candidate supervision.

(5) The Head of the supervising department may—upon the supervisor's proposal (in relation to the assessment of the candidate's performance) or upon a candidate's request—propose to the Dean or to the Director of an institute to replace a supervisor. Upon prior approval by the Professional Board, the Dean or the Director of a university institute will make a decision about an optional replacement of a supervisor.

(6) In the case of insufficient performance by a PhD candidate, the supervisor submits a proposal to the Scientific Board to terminate the PhD candidate's studies, pursuant to § 56 section 1 letter b) of the Act. Such a proposal may also be initiated by the Head of the supervising department or by the Professional Board. The procedure is then regulated by § 68 of the Act.

Article 13 **Professional Board**

(1) The role of the Professional Board is to provide regular monitoring and to evaluate the quality of PhD studies. The Professional Board is appointed for each PhD programme or study branch.

(2) Members of the Professional Board are appointed for a period of five years by the Dean, upon approval by the Faculty Scientific Board; or by the Rector, upon approval by the University Scientific Board (in cases when the given PhD programme is carried out by the University). If a PhD programme is carried out jointly, as a cooperation with another university or legal entity, the Dean or the Rector shall appoint the members of the Professional Board in compliance with an agreement of mutual cooperation in a PhD programme.

(3) The Professional Board

- (a) approves of the dissertation subjects, discusses and approves of changes to the subjects;

- (b) approves of the supervisors who belong to the group of recognized experts in a given field. Whenever there is a newly appointed supervisor, the Professional Board shall assess the documentation proving his/her scientific, pedagogical, and publication activities;
- (c) approves of individual plans of PhD candidates and evaluates their completion;
- (d) monitors and evaluates the level of study;
- (e) discusses the proposals for supervisors pursuant to Article 12 section 6 and reports to the Dean or to the Head of a university institute;
- (f) determines the requirements for the state PhD examinations;
- (g) makes proposals to the Dean or the Rector to appoint members to the Examination Board for PhD examinations and members of the Examination Board for dissertation defences;
- (h) elects the Chair Person.

(4) The Chair Person of the Professional Board (or a representative appointed by him/her) shall call up the meetings hereof at least once in an academic year, chairs its meetings and negotiates on its behalf with the Dean, Director of a university institute or with the Rector.

Article 14

State Doctoral Examination

(1) At the state doctoral examination, a PhD candidate must prove his/her ability to independently acquire the theory and knowledge of a given field, including basic methods of scientific work, assessment, critical assessment, and creative use of new findings gained through research. The contents of the PhD examination are based on the orientation of the given field and on the individual plan of a PhD candidate.

(2) Subjects integrated in the state doctoral examination shall be determined, upon the proposal of the supervisor and upon the approval of the Professional Board or the Dean, or by the Rector, if a programme is carried out by the University.

(3) Application for the doctoral examination may be filed upon completion of all requirements prescribed by the individual study plan. PhD candidates file the application, together with a written letter of reference by the supervisor, to the Dean, or to the Rector, if a programme is carried out by the University.

(4) A PhD candidate is obliged to submit, together with the application, a written précis of 20 pages, in the form of a dissertation subject summary.

(5) The Dean, or the Rector (in case the study programme is carried out by the University), determines the term of the state PhD examination so that the latter is held within three months of submitting the application.

(6) Members of the State PhD Examination Board and its Chair Person are appointed by the Dean, or by the Rector (in case the study programme is carried out by the University), upon the proposal made by the Professional Board pursuant to § 53 section 3 of the Act. The committee usually has 5 members.

(7) The course of PhD examinations and the announcement of its results are publicly accessible. This includes scientific debate with the PhD candidate within the given field as a part of the state examination in the scope of Article 1.

(8) The debate shall be carried out in Czech, Slovak, or English. Exceptionally, the Dean or the Head of the university institute may, on the PhD candidate's request, permit the debate to be held in a different world language indicated in the application.

(9) The State Examination Board makes an assessment of the examination result at a non-public meeting, making the decision by the majority of the present members. The Chair Person's vote has decisive power in the equality of votes. The result of the State Doctoral Examination is graded as "pass" or "fail".

(10) In the case that a PhD candidate does not appear at the State Doctoral Examination and does not provide a valid reason within 5 business days, the result is "fail".

(11) In the case of the classification "fail", the PhD candidate has the right to one resit. Such a resit shall be taken after six months at the earliest, and within one year from the unsatisfactory session at the latest.

(12) The State Doctoral Examination is recorded in the form of a protocol. The result of the examination is publicly announced to the PhD candidate immediately after the meeting of the Examination Board.

(13) Upon the successful completion of the State Doctoral Examination, the faculty or a university institute hands the protocol of the State Doctoral Examination, signed by the Dean or the Rector, over to the PhD candidate.

Article 15

Dissertation

(1) The dissertation is the result of particular scientific research. It must contain original, published results or results accepted for publication.

(2) The contents and form of a dissertation follow the procedures for the publication of scientific research results in the given field. A dissertation may have the form of an extended paper, or a set of individual publications unified by a common topic and provided with an introduction and a conclusion. The format of a dissertation is determined by internal university regulations.

(3) A dissertation, or the introduction and conclusion to a set of individual publications, must be ordered in a manner that reflects:

- a) the current state of the given problem;
- b) the objectives of the research;
- c) the selected research methods;
- d) conclusions, with stress placed on new findings.

A Dissertation must specify the bibliography and other resources used by the PhD candidate.

(4) The dissertation is submitted in Czech, Slovak, or English, or, upon an approval by the Professional Board, in other world language. An integral part of the dissertation is an abstract of 1 to 2 pages in English. If the dissertation is not written in Czech or Slovak, then the abstract is in one of those languages.

(5) An integral part of the dissertation is a précis written by the PhD candidate and giving an overview of his/her publication activities relating to the dissertation topic. The précis must be written in English and contain the basic ideas, results, and conclusions of the dissertation in the scope of 20 standard pages of A5 format.

Article 16

Dissertation Defence

(1) A PhD candidate may apply for the dissertation defence after he/she has successfully passed the State PhD Examination.

(2) Together with the written application for the dissertation defence, it is required to submit the following:

- a) the dissertation in 5 copies;
- b) the dissertation précis in 25 copies;
- c) the supervisor's letter of reference;
- d) the opinion of the Head of the supervisory department;
- e) an overview of the research activities undertaken within the course of studies in the PhD programme, including the list of publications or papers accepted for publication together with the certificate of acceptance or the list of made engineering or art works and optional specialized references to such works.

(3) The application for the dissertation defence is submitted by the PhD candidate to the Dean, or the Rector (if the programme is carried out by the university). The dissertation defence shall begin by submitting the application.

(4) The dissertation defence procedure shall be terminated by the Dean or by the Rector (if the programme is carried out by the university) unless the application is appropriately completed and the PhD candidate has corrected all insufficiencies after being asked to.

(5) If the dissertation defence procedure is not discontinued according to section (4), the Dean or the Rector will appoint the Dissertation Defence Examination Board (hereinafter "the Examination Board") of at least 5 members. The Chair Person and members of the Examination Board are appointed upon the proposal of the Professional Board. The Examination Board consists of the Professional Board members and experts from universities and specialized institutions. A minimum of three fifths of the Examination Board shall be university professors or associate professors. A minimum of 2 members shall be other persons than university academic staff members.

(6) The Chair of the Examination Board appoints, after discussion with the Examination Board members, a minimum of 2 dissertation opponents who are experts in the given field. At least one of the opponents must be a university professor or an associated professor. Only one opponent may be a member of the University academic staff. An opponent may not be the dissertation supervisor, the Head of the supervisory department, or an academic staff member who participated in the dissertation work in any way.

(7) At the latest, the opponents shall receive one copy of the dissertation, together with their appointment, one month prior to the beginning of the dissertation defence procedure.

(8) The opponent is obliged to hand over to the Chair of the Examination Board a written opinion about the dissertation within one month after receiving the dissertation, or to reject the appointment in writing without undue delay. In the case that the opponent rejects the appointment or fails to hand over the expert opinion timely, the Chair of the Examination Board, upon discussion with the Board members, appoints a new opponent.

(9) The expert opinion must contain an unbiased and critical analysis of the dissertation in terms of its contents, format, and language. The opponent evaluates the dissertation according to the level in the given field in the world at the time of its submission for the defence. Each opponent is obliged to express clearly his/her opinion as to whether he/she recommends the dissertation for the defence.

(10) The Chair of the Examination Board meets the PhD candidate and his/her supervisor to discuss the individual expert opinions. In case of a negative assessment of the dissertation by two opponents, the Dean or the Rector shall determine, upon a proposal by the Chair of the Examination Board, a new date for the submission of a re-written dissertation.

(11) The Chair of the Examination Board shall determine the time and place of the dissertation defence. This information is published on the official university notice-board; and, at the same time, it is communicated in writing to the Examination Board members, to the opponents, to the supervisor, and to the PhD candidate.

(12) The dissertation defence is public. The course hereof is controlled by the Chair of the Examination Board or, in his/her absence, by a person authorized by him/her.

(13) The participation of the opponents at the dissertation defence is compulsory. In case that an opponent is unable to participate, the defence may take place on the condition that the absent opponent has submitted a positive expert opinion and that the absolute majority of the Examination Board members agree with the defence. At least one opponent must participate at the defence.

(14) The dissertation defence procedure usually takes the following course:

- a) The Chair of the Examination Board opens the defence, introduces the PhD candidate and the dissertation topic, and provides the Board members with an overview of the published works or engineering works completed by him/her, along with all submitted written documents relating to the dissertation;
- b) The PhD candidate explains the substantial contents and results of his/her dissertation;
- c) The opponents present the substantial contents of their opinions; the Chair reads the full version of the opinion made by an absent opponent;
- d) The PhD candidate is given an opportunity to express his/her opinion about the presented materials, especially the opponents' opinions, comments, objections, and questions. This also provides the candidate with an opportunity to provide further information about his/her research and scientific activities.
- e) The Chair of the Examination Board then opens a discussion that may be participated in by all present.

(15) The PhD candidate may withdraw his/her application for the dissertation defence up until the opening of the non-public Examination Board meeting. In such a case, the Chair of the Examination Board returns all

the submitted documents to the candidate and proposes to the Dean or to the Rector to discontinue the defence procedure.

(16) The contents and level of the dissertation, the comments of the opponents, and the expert level of the PhD candidate's performance during the defence are assessed at a non-public meeting that may be participated in by the opponents. The Examination Board makes the decision about the dissertation defence in a secret vote. The result of the defence is assessed by the grade "pass" or "fail". The Examination Board may decide on condition that two thirds of all the members are present. The dissertation is defended on condition that the absolute majority of all present Examination Board members vote for the grade "pass".

(17) The Chair informs the PhD candidate about the result of the defence publicly. A written resolution about the dissertation defence result must be served on the PhD candidate by personal delivery within 30 days. If such a delivery is impossible, then a substitute delivery (in the form of a notice on the official university notice-board) is considered to be a public announcement of the dissertation defence.

(18) In case that the PhD candidate does not appear at the dissertation defence without a justified apology within 5 business days, he/she is graded "fail".

(19) If the PhD candidate is graded "fail", he/she has the right to file a new application for the dissertation defence after six months at the earliest, and within one year at the latest. The candidate may resit the dissertation defence only once.

(20) A protocol is made about the dissertation defence, whose appendix includes the opponents' opinions and the conclusions made by the Examination Board.

(21) The Chair of the Examination Board informs the Professional Board and the Dean, or the Rector (if the study programme is carried out by the University), about the dissertation defence.

Part Four Joint Provisions

Article 17 Student Enrolment

(1) Criteria for acceptance into the study programmes and admission procedure principles are specified in § 48 to § 50 and Section 6 of the Statute. Rules for entrance examinations are specified in Article 7 of the Statute.

(2) For study programmes implemented at the faculties, the regulations for the admission procedure and the conditions for acceptance to study are set forth in the directives issued for each academic year; and, for study programmes implemented at the university, in the directives of the university as issued for each academic year. The content of the directives is set forth in Article 6, Subsection 3 of the Statutes.

(3) Review of the decision for acceptance into the various study programmes complies with § 50 Section 7 of the Act.

Article 18
Registration for Studies

(1) An applicant's right to register for studies arises from the notification of acceptance for study. An applicant participates in the registration personally or s/he authorizes his/her representative by an affidavit. Upon registration for studies, an applicant becomes a student of the University.

(2) Applicants who have enrolled become members of the University Academic Community at the relevant faculty, with all rights and duties stipulated in § 62 and § 63 of the Act, until the date of completion or interruption of their studies.

(3) As a rule, first-year students take a vow of matriculation.

Article 19
Acknowledgement of Completed Parts of Studies

(1) At the written request of the student, the Dean or Head of a university institute may acknowledge subjects or parts of studies previously completed by a student who is registered for study in a study programme. This applies to subjects or parts of studies completed:

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

Parts of studies are understood to be completed studies that lasted a minimum of one semester.

(2) The criteria for the acknowledgement of subjects or parts of studies are primarily:

- a) the degree to which the contents of the completed subjects equal the subjects in the study programme registered for;
- b) the credit value of the subject or the part of study completed;
- c) the manner of completion of the given subject or module.

(3) A group of subjects may be recognized as an acknowledged subject if the aggregate content of the subjects corresponds to the requirements of the degree of content similarity for the subject registered for.

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

(5) The acknowledgement of a subject or part of studies may be conditional on compliance with other requirements that concern specific knowledge or may be conditional on passing a test. The Dean or the Head of a university institute shall specify the manner of meeting such requirements or passing such tests.

(6) The procedure of acknowledgement of a part of study completed at a foreign university within the LLP Erasmus shall be regulated by the University Directive.

Article 20 Transfers

(1) The Dean, or the Rector (if the study programme is carried out by the University), shall decide about admitting a student, via transfer, to another study programme within the university and shall decide in the case of the transfer of a student from another university.

(2) The Dean, or the Rector (if the study programme is carried out by the University), may prescribe differential examinations that the applicant is missing in order to comply with 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 acknowledgement of subjects or parts of studies, the Dean, or the Rector (if the study programme is carried out by the University), shall decide on which period of study to assign the student, based on the acknowledgement of subjects or parts of studies.

(4) The Dean shall decide about any change in the form of study—from regular studies with attendance to combined studies or vice-versa—based on a written request from the student.

Article 21 Interruption and Termination of Studies

(1) At the written request of a student, the Dean, or the Rector (if the study programme is carried out by the University), shall decide about granting permission to interrupt studies. The beginning and end of the period of interruption are specified in the decision.

(2) It is possible to interrupt studies for a total period of a maximum of 2 years in the course of one study programme. The interruption of studies is noted by the study department in the student's book and in the IS STAG.

(3) Within 5 business days, the student should re-enrol in the year in which he/she interrupted their studies. In a case where the student has failed to do so, his/her study is terminated in accordance with § 56, section 1, letter b) of the Act. The procedure in decision making is regulated by § 68 of the Act.

(4) Upon new enrolment after the study interruption, the student follows the study plan for given academic year. The same applies to the SFE.

(5) The study shall be interrupted if, at a regular SFE, the student received a grade of "fail". The student applies for termination of the study interruption prior to applying for SFE re-sit. The study shall not be interrupted if both the scheduled examination and the re-take hereof are carried out in the same academic year.

(6) The study in the Bachelor degree study programme is completed by the SFE, part of which is usually a Bachelor paper defence. Postgraduate study programmes are completed by the SFE, part of which is the Master paper defence. Doctoral study programmes are completed by the State Doctoral Examination and dissertation defence.

(7) A University Diploma is evidence of the proper completion of the study. The diploma states the academic title awarded, corresponding to the accredited study programme and an appendix to the diploma. The university diploma, together with the appendix, is usually handed over at an academic ceremony.

(8) In cases not provided for in this Article, the Dean, or the Rector (if the study programme is carried out by the University), follow the provisions of § 56 of the Act.

Article 22

Publication of Final Papers

(1) Dissertations, rigorous papers, Bachelor and Master papers list among the final works.

(2) Final papers submitted by a student for defence shall be published at least 5 business days prior to the defence at the university department where the defence is taking place.

(3) Defended final papers, including the opponents' reviews and defence results shall be published in the university database of final papers.

(4) The manner of publication, public access, and filing of final papers (including the database administration) shall be stipulated by the University regulations.

Article 23

Special Measures

(1) In special and justified cases, the Dean, or the Rector (if the study programme is carried out by the University), may grant a student who is registered at the faculty exemption from the provisions of the Study Regulations, upon the student's request. The procedure is provided for in § 68 of the Act.

(2) The Dean or the Head of a university institute may provide students whose medical condition is the cause of permanent restriction of certain activities associated with studies concession in meeting the requirements set forth in the study programme and in the Study Regulations, upon the student's request. The Dean or the Head of a university institute shall determine the procedure for meeting the objectives of the study programme in another way, based on an assessment of the request. Concessions provided are not exemptions pursuant to Section 1.

Article 23a

Temporary Provisions

(1) In publication of the data prescribed in Part 4, Article 5 on the PhD programme courses, the Dean or Director of an institute may adjust the data about a course 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 and Master study programmes as registered by the Ministry under ref no. 23 410/2005-30 1 July 2005 is hereby revoked.

(2) These Study Regulations were approved by the Academic Senate of the University on 11 April 2006.

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

(4) These Study Regulations became effective on 1 October 2006.

Amendments to the Study and Examination Regulations have been approved pursuant to § 9, section 1, letter b) of Act N. 111/1998 Sb. on universities as amended (the Act on Universities) by the Academic Senate of the University of Pardubice on 24 May 2011.

Amendments to the Study and Examination Regulations of the University of Pardubice become effective pursuant to § 36, section 4, of the Act on Universities by the date of the registration hereof by the Ministry of Education, Youth and Sports.

Amendments to the Study and Examination Regulations of the University of Pardubice, registered on 26 March 2007 under reference N. 8 810/2007-30 (Adjustments N. 1), and adjustments registered on 9 October 2007 under N. 23 669/2007-30 (Adjustments N. 2) become effective on the date of registration, except the adjustments listed in Article 7 that come into legal force on 1 October 2008; adjustments registered on 30 April 2009 under N. 10 021/2009-30 (Adjustments N. 3) become effective on the date of registration hereof and adjustments registered on 24 June 2011 under N. 18 473/2011-30 (Adjustments N.4) become effective in the academic year 2011/2012.

Prof. Ing. Miroslav Ludwig, CSc.
Rector