

*Pursuant to Section 36 (2) of Act No. 111/1998 Sb., on Higher Education and Amendments to Other Acts (Higher Education Act), the Ministry of Education, Youth and Sports registered the Study and Examination Regulations of the University of Pardubice on December 20, 2016 under Ref. No. MSMT-38440/2016.*

*Amendments to the Study and Examination Regulations of the University of Pardubice were registered by the Ministry of Education, Youth and Sports pursuant to Section 36 (2) and (5) of the Higher Education Act and Amendments and Supplements to Other Acts (Higher Education Act) on June 18, 2019 under Ref. No. MSMT-21144/2019-1 and on December 7, 2020 under Ref. No. MSMT-44805/2020-3.*

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*Head of the Department of Higher Education*

## **II**

# **STUDY AND EXAMINATION REGULATIONS OF THE UNIVERSITY OF PARDUBICE - FULL VERSION OF JUNE 24, 2021**

### **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") is an internal regulation of the University of Pardubice (hereinafter referred to as the "University") pursuant to Section 17, Subsection g) of Act No. 111/1998 Sb., on Higher Education and on Amendments and Supplements to Other Acts (Higher Education Act), as amended, (hereinafter referred to as the "Act").

(2) The Study Regulations apply to students enrolled in study programmes, to academic staff of the University teaching in these study programmes, and to other professionals involved in teaching.

(3) The principles and rules of support and equalization of conditions for students with specific needs are regulated by the Rector's directive.

(4) The study takes place in accredited study programmes provided by faculties.

(5) Studies in Bachelor's, Master's or doctoral study programmes may be carried out in cooperation with a foreign university that carries out a similar study programme. The conditions of study are regulated by a contract of the participating universities. The contract is concluded by the Rector on behalf of the University.

(6) Information related to studies is recorded in the University information system (hereinafter referred to as "IS STAG") and is published through its web interface.

(7) Where required by law or by the Statutes of the University (hereinafter referred to as the "Statutes"), the information is published:

- a) on the official notice board of the University,
- b) or on the public section of the University's website.

#### **Article 2**

### **Deciding on student rights and obligations**

- (1) Student rights are defined by Section 62 of the Act, student duties are defined by Section 63 of the Act.
- (2) Decisions on student rights and obligations are governed by Sections 68 and 69 of the Act.
- (3) Decisions on matters referred to in Section 68 (1d), whereby the student's request is granted, may be delivered through the University electronic information system.
- (4) The Rector is the appellate administrative body in matters pursuant to Section 68 of the Act, and the appeal is made to the Dean.

### **Article 3**

#### **Organisation of the academic year**

- (1) The academic year usually runs from 1 September to 31 August of the following year. It is divided into winter and summer semester. The semester is divided into a teaching period, examination period and holiday period. During the summer holidays, professional internships and courses can be organized, but students' free time must not be shorter than four consecutive weeks.
- (2) The exact scheduling of the academic year is determined by the University timetable and faculty timetables. The University timetable is announced annually by the Rector in agreement with the Deans. The University timetable includes:
  - a) the beginning and end of the teaching period of each semester,
  - b) the beginning and end of the examination period of individual semesters,
  - c) the beginning and end of the holidays of each semester.

The timetable of faculties includes other activities, in particular:

- a) dates of enrolments and study reviews for individual types and forms of study,
- b) organisation of the last semester of study with regard to the dates of state examinations,
- c) dates of final state examinations.

- (3) The Dean of the Faculty may decide to extend the examination period of the summer semester. This examination period may last until the study review for the previous academic year. Shall the examination period be extended, the dates of study reviews and evaluations stated in Article 7 Paragraph 1 shall be adjusted accordingly.

### **Article 4**

#### **Study programme, study plan, personal and individual study plan**

- (1) Education is achieved by studying in an accredited study programme. The study programme and its components are defined in Sections 44 to 47 of the Act. The list of study programmes, including the type, form and standard length of study, is published in the public section of the University website.
- (2) An accredited study programme is also a study programme carried out within an area or areas of education for which the University has institutional accreditation.
- (3) The basic content unit of the study programme is a course. Courses can have the following status:
  - a) compulsory, which the student must fulfil within the enrolled study plan of the study programme (hereinafter referred to as "study plan"),
  - b) elective, which the student must fulfil in the prescribed number, or to the extent that corresponds to the prescribed number of credits, which the student is required to obtain for compulsory option courses according to the study plan,
  - c) optional, which the student can enrol in at his/her discretion.
- (4) For each course, the department teaching the course in the Czech and English versions will publish via IS STAG these data, in particular:
  - a) extent of teaching,
  - b) method of completion and credit evaluation of the course,
  - c) aim and learning outcomes of the course, or competences acquired by the student by completing the course,
  - d) requirements for the student, or the obligation to participate in individual teaching modes,
  - e) overview of the subject matter,
  - f) recommended study sources,
  - g) conditions for possible limitations to the enrolment in the courses,
  - h) course supervisor.

- (5) The study plan of the study programme represents the recommended time and content sequence of courses leading to the achievement of higher education in the given study programme. It also contains the necessary information on all

courses, the form of study, the way study achievement verification and the rules for creating a personal study plan. The study plan is published electronically or in a printed special-purpose publication.

(6) The study plan shall include in particular:

- a) a list of all courses of accredited study programmes distinguishing compulsory, elective and optional courses, including courses of the final state examination,
- b) extent of lectures, seminars and exercises, the way of completing courses and their credit value,
- c) workplace supervising the course,
- d) recommended sequence of courses for each study programme, conditions and rules for registration for courses.

(7) The study plan in the doctoral study programme and its publication may be adjusted by the Dean in a way different to that stated in Paragraphs 5 and 6.

(8) Based on the study plan, students in undergraduate or postgraduate study programme prepare their personal study plan for each academic year. The student may register for and complete courses in other study programmes of the same degree of study, i.e. an undergraduate study student may choose courses in other undergraduate study programmes, a postgraduate study student may choose courses in other postgraduate study programmes. These courses have the status of optional courses in the personal study plan. The student registers the courses of personal study plan in IS STAG and in study report, if needed. The doctoral student prepares an individual study plan. The conditions for the preparation of an individual study plan in the doctoral study programme are set out in Part Three.

(9) The rules, procedures and conditions for the registration in courses, including the use of the report of study, are dealt with in the faculty directives.

(10) When creating a personal study plan, the student must respect the requirements of this study plan, the study plan of his/her study programme, the rules of continuity of courses, the manner and rules of registration in elective and optional courses according to the study plan, and the principles of the credit system.

(11) If the minimum capacity of the elective or optional course is not fulfilled, the Dean of the relevant faculty may decide, by the end of the first week of the relevant teaching period, that this course will not be taught in the given semester. The student will be informed about this fact by the study office of the relevant faculty via the student e-mail. The student can then replace the course, which will not be taught, with another course in his/her personal study plan.

(12) By registering in courses, the student's personal study plan becomes binding for the student in terms of its fulfilment. The student may modify his/her personal plan, but no later than by the end of the second week of the relevant teaching period.

## **Article 5** **Credit system**

(1) The credit system serves to prove fulfilled study obligations. In undergraduate and postgraduate study programmes the credit system is always implemented, in doctoral study programmes this is based on their accreditation.

(2) Each course is assigned a credit value in the study plan. The course has a credit value regardless of course status.

(3) The standard annual study plan is given 60 credits.

(4) The total amount of credits obtained is the sum of credits achieved and recognised.

- a) The student obtains the achieved credits by completing the course in the manner prescribed by the study plan.
- b) The student obtains the recognized credits based on the Dean's decision on the recognition of courses previously completed in accordance with Article 19.

(5) The student cannot register in a completed course again, except for optional physical education courses. Of the optional physical education courses, he/she can register in only one course per semester.

(6) According to Section 56, Subsection 1, Clause b) of the Act, the study shall be terminated to a student who has not obtained at least 15 achieved credits in an undergraduate study programme during the first semester of the first year of study. The credit limit of 15 credits shall be reduced by half the sum of credits from courses which the student could not fulfil due to objective external reasons and which were cancelled in accordance with Paragraph 7 of this Article. Credits recognised shall not be included in the total of 15 credits. According to Section 56, Subsection 1, Clause b) of the Act, the study shall be terminated to a student who has not obtained at least 40 credits in the academic year. The credit limit of 40 credits shall be reduced by two thirds of the sum of credits from courses which the student could not fulfil due to objective external reasons and which were cancelled in accordance with Paragraph 7 of this Article<sup>1</sup>. The decision-making procedure in this matter is subject to Section 68 of the Act. This rule shall not apply to:

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<sup>1</sup> If the credit limit calculated after the cancellation of the courses according to the rules referred to in Article 5, Paragraph 6 is not an integer, the new credit limit shall be the whole part of the calculated value.

a) the last year of study if the student meets all requirements of the whole study plan. If a course has been cancelled for the student in the last year of study in accordance with Paragraph 7 of this Article, he/she has the right to continue his/her studies in the following year in which he/she is obliged to enrol in and complete the cancelled courses.

b) a follow-up postgraduate study programme if the student meets all the requirements of the study plan for the fulfilment of courses, except for a compulsory course evaluated with more than 20 credits.

In justified cases related to the restriction of the operation of the faculty, the Dean may, upon written request of the student, grant the student an exemption from the provisions of this paragraph.

(7) If the student fails to complete the registered course in the prescribed manner, he/she can register in it again during his/her studies. A student can register for a course no more than three times during the studies. If a student fails to complete the registered course for the third time in the specified manner, his/her studies shall be terminated according to Section 56, Subsection b) of the Act. Enrolments in courses that the student could not complete due to objective external reasons shall be cancelled. The list of courses that students could not meet due to objective external reasons shall be stipulated by an internal standard of the faculty in connection with the reasons limiting the operation of the faculty.

(8) If a student cannot complete the registered course in the prescribed manner due to failing to meet the condition of continuity with another course, the study office of the faculty cancels his/her registration of the unfulfilled follow-up course.

## **Part Two Undergraduate and Postgraduate Study Programmes**

### **Article 6 Organisation of study**

- (1) The basic mode of teaching courses in the full-time form of study is lectures, seminars and exercises.
- (2) The basic mode of teaching in the combined form of study is a self-study using distance supports, usually supplemented with group consultations.
- (3) The study programme may also require taking part in excursions and internships.

### **Article 7 Review and evaluation of study**

- (1) Review and evaluation of study has the following forms:
  - a) evaluation of courses,
  - b) review of the degree of fulfilment of the personal study plan after the first semester of the first year of study in the undergraduate study programme,
  - c) review of the degree of fulfilment of the annual personal study plan,
  - d) review of study results of the whole study programme and its evaluation.
- (2) Evaluation of courses is carried out by one or by a combination of these forms:
  - a) credit, credit before the examination,
  - b) examination.
- (3) At least one week before the beginning of the relevant exam period, the examiner of the course shall announce at least three exam dates spread over the whole exam period in IS STAG. The capacity of the announced dates must at least correspond to the numbers of students registered for the given subject in IS STAG. If required during the examination period, the examiner may announce further examination dates. Any problems shall be dealt with by the head of the department or institute or the vice-dean of the respective faculty.
- (4) The student is allowed to use three terms for each form of completion of the course. An exam/credit date is not considered to be the one from which the student apologises himself/herself with the examiner in writing within five working days from this date.
- (5) If a credit as well as exam are required for a course in the study plan, the student is not allowed to take the exam without obtaining the credit. The student is obliged to produce the student's ID card at the beginning of the exam or credit. In case the student's ID is not produced, the examiner may refuse to test the student.
- (6) Evaluation of courses by credit is graded as "pass" / "fail".
- (7) Evaluation of courses by examination is graded according to the table:

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

F\* = fail

(8) Evaluation of courses is entered by the examiners to the IS STAG and alternatively to the student's report of study. The examiner is responsible for the correctness of the entry. The methodology of course evaluation entries is determined by the University's Directive. The "fail" or F grading is recorded only in the IS STAG; it is not recorded in the report of study.

(9) The student has the right to ask the examiner for consultation on the causes of the failure at the previous credit or exam, and the head of the department or institute to change the examiner at a possible second or third exam/credit date, or request an examination before a committee for a possible third term.

(10) The weighted average (VPr) is used to evaluate the annual personal study plan, calculated according to the relation:

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

The weighted average (VP<sub>c</sub>) is used to evaluate the outcome of the whole study, which is calculated from the relation:

$$VP_c = \frac{\sum (\text{credits} \times \text{numerical value of the grade})}{\sum \text{credits for courses with a numerical grade value}}$$

Only the achieved credits are included in the evaluation of the annual personal study plan. All credits obtained are included in the evaluation of the result of the whole study.

(11) Records of students' study results, results of study reviews, registrations for study and individual academic years and interruptions of studies are kept by the study offices of individual faculties.

(12) According to the instructions of the designated faculty employee, the student will come to the study office to have his/her study achievements reviewed for the past year of study, either personally or by appointing a representative who will produce his/her power of attorney. If, due to objective external reasons limiting the operation of the faculty, the review could not be performed in a contact manner, the faculty is entitled to review the study results electronically in cooperation with the student via IS STAG and university e-mails. If the student does not undergo the review of study results within the specified period or fails to explain the reasons in writing and fails to do so within five working days, his/her study shall be terminated according to Section 56, Subsection 1, Clause b) of the Act.

## Article 8 Final State Examination

(1) The Final State Examination ("FSE") is held before the FSE Examination Board ("Examination Board") and is public. It usually includes the defence of a Bachelor's thesis in undergraduate study programmes and a Master's thesis in a postgraduate study programme. The formal layout of Bachelor and Master is governed by the University Directive.

(2) The members of the Examination Board and its chairperson are appointed by the Dean. Section 53 of the Act applies to the membership of the Examination Board. The Examination Board in undergraduate study programmes has a minimum of three members, in the postgraduate study programmes five members. The work of the Examination Board is managed by its chairperson or, in his/her absence, by a member of the Examination Board authorized by him/her. The Examination Board shall be legally competent to act in the presence of at least three fifths of the appointed members.

(3) Only a student who has fulfilled all the requirements of the study plan can proceed to the FSE.

(4) The FSE must be completed no later than two years after the end of the academic year in which the student was entitled to approach it pursuant to Paragraph 3. If the student fails to perform the FSE according to the first sentence, his/her study shall be terminated under Section 56, Subsection 1, Clause b) of the Act.

(5) Each course of FSE and defence of a Master's or Bachelor's thesis is evaluated separately according to Article 7, Paragraph 7. When evaluating a Master's or Bachelor's thesis, the Examination Board takes into account the evaluation of the supervisor and the reviewer of the Master's thesis or the supervisor and the reviewer of the Bachelor thesis, if appointed. The overall evaluation of the FSE shall be determined by the FSE Examination Board by voting at a closed session in accordance with Article 7, Paragraph 7. Immediately after the Examination Board session, its chairperson shall publicly announce the result of the FSE to the student.

(6) If the student receives an "F" grade for any course or for the Master's or Bachelor's defence, the overall FSE grading is "F" (fail). If the student fails to defend his/her Master's or Bachelor's thesis, the FSE Examination Board shall decide whether he/she should revise the thesis or he/she will be assigned a new thesis.

(7) The FSE may be repeated no more than twice, and no later than two years after the end of the academic year in which the student was entitled to approach it. At the repeated FSE, the student shall be examined from the part of the FSE whose assessment was "F" (failed). If the student receives the "F" FSE grading during the second FSE repetition too, his/her study shall be terminated under Section 56, Subsection 1, Clause b) of the Act.

(8) Overall result of the study is graded "passed with distinction", "passed with merit" or "passed".

(9) The "passed with distinction" grade is awarded to a student who has met the following conditions:

a) he/she was not graded with "E" in the compulsory and elective courses during the study programme; if he/she was graded with "E" in no more than two courses, he/she may correct the assessment of these courses during the last academic year of study,

b) the overall FSE assessment was graded "A",

c) the weighted average of compulsory and compulsory option courses for the entire period of study was not more than 1.50.

(10) The "passed with merit" grade is awarded to a student who has met these conditions:

a) during his/her studies in the study programme, he/she was graded with the lowest grade being "E" in compulsory and compulsory option courses in no more than two courses,

b) the overall FSE assessment was graded "A",

c) the weighted average of compulsory and compulsory option courses for the entire period of study was not more than 2.0.

(11) If the student fails to attend FSE, he/she is graded "F". If the student apologises for his/her absence from the FSE with the Dean in writing within five working days of his/her failure to attend the FSE and the Dean accepts the apology as justified, he/she will be assigned a substitute FSE date in accordance with Paragraph 7 of this article.

#### **Article 9 Rigorous examination**

(1) Graduates of postgraduate study programmes who have obtained the Master's academic degree may take a rigorous examination in the same field of study if this option is accredited for the given study programme.

(2) The rules of the rigorous examination procedure and the course of the rigorous examination, held in the field of a Master's study programme carried out by the Faculty, are laid down in the internal regulations of the Faculty.

(3) The formal layout of PhD dissertation is governed by the University Directive.

### **Part Three Doctoral study programmes**

#### **Article 10 Organization of study**

(1) Doctoral study programmes are, in accordance with Section 47 of the Act, aimed at scientific research and independent scientific and research, development and innovation, artistic or other creative activity ("creative activity") in research or development, or at independent theoretical and creative activity in art.

(2) The study is carried out at training centres of doctoral study programmes, which are departments and institutes of faculties, and at workplaces of legal entities engaged in educational and creative activities with which the University has concluded an agreement on mutual cooperation in the implementation of the doctoral study programme. The agreement is concluded by the Rector on the proposal of the Dean.

(3) The doctoral study programme may be implemented as a joint doctoral study programme by an agreement between the participating legal entities in accordance with the accreditation decision. The agreement is concluded by the Rector on behalf of the University. More detailed conditions for the implementation of the joint doctoral study programme are set in the Directive issued by the faculty.

(4) The study of a doctoral study programme student ("PhD student") is conducted under the guidance of the PhD student's supervisor ("supervisor") according to the individual study plan.

(5) The individual study plan and its possible modifications and changes are prepared in collaboration with the PhD student by the supervisor, who submits it to the Subject Advisory Board for approval. The individual study plan also determines in particular:

- a) the topic of the dissertation, which can be specified during the study,
- b) research activities of the PhD student,
- c) pedagogical work of the PhD student,
- d) plan of exchange scholarships in the Czech Republic and abroad,
- e) study time schedule,
- f) selected courses.

(6) Recommended methods of teaching are lectures, seminars, colloquiums, individual consultations and controlled self-study with consultations.

(7) Maximum total length of study in one doctoral study programme, regardless of the form of study, may not exceed 7 years. The total period of study shall also include the period of study interruption. The total period of study shall not include the recognized period of parenthood as defined according to Section 21, Subsection 1, Clause f) of the Act and the period of study interruption.<sup>2</sup> If the PhD student fails to complete the study with a successful defence in the total period of study, his/her study shall be terminated according to Section 56, Subsection 1, Clause b) of the Act. For reasons worthy of special consideration, the Dean may, at the student's written request, grant an exception to the provisions of this paragraph to the student.

### **Article 11** **Review and evaluation of PhD student**

(1) Study of the course is duly completed by an examination, which is a summary assessment of knowledge of the given course.

(2) The form of the examination and the requirements for the PhD student are published in the IS STAG.

(3) The examination is graded "pass" or "fail".

(4) The PhD student is allowed to use a maximum of three dates to complete the course. An exam date is not considered to be one in which the doctoral student apologises to the examiner within five working days for serious reasons.

(5) The PhD student may ask the chairperson of the Subject Advisory Board for an examination before the Examination Board on the third exam date.

(6) The study review for the academic year includes an annual evaluation of the fulfilment of the individual study plan, which the PhD student prepares before the end of the academic year and submits it to the supervisor within the deadline set by the faculty.

(7) If the PhD student fails to submit the annual evaluation of the fulfilment of the individual study plan to the supervisor within the deadline specified by the supervisor or for serious reasons fails to justify the failure to submit in writing and fails to do so within five working days, his/her study shall be terminated according to Section 56, Subsection 1, Clause b) of the Act.

(8) After the end of the academic year, the supervisor reviews the course of the PhD student's study and prepares an annual assessment report, which is submitted to the Dean with the opinion of the head of the training centre or with the opinion of the Subject Advisory Board. The PhD student has the right to express his/her opinion on the supervisor's annual assessment report and the opinion of the head of the training centre.

(9) In case of unsatisfactory evaluation of the PhD student, the supervisor shall submit to the Subject Advisory Board a proposal for termination of the PhD student's studies according to Section 56, Subsection 1, Clause b) of the Act. The proposal to terminate the studies may also be initiated by the head of the supervising department or the Subject Advisory Board. Section 68 of the Act shall apply to the decision-making process in this matter.

(10) The annual evaluation of the fulfilment of the individual study plan as well as the supervisor's annual assessment are kept at the faculty.

(11) Articles 14 and 16 provide for further methods of evaluation and review of study.

### **Article 12**

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<sup>2</sup> Section 2, Subsection 1, Clause b) of Act No. 188/2020 Sb., on special rules for education and decision-making at universities in 2020 and on the assessment of study period for the purposes of other acts.

### **Supervisor**

- (1) Supervisors are appointed and dismissed by the Dean after approval by the Subject Advisory Board.
- (2) The supervisor may be an adjunct professor, professor, associate professor or, after approval by the Faculty Scientific Board, a major expert in the field.
- (3) In particular, the supervisor is responsible for:
  - a) proposing the topic of the dissertation and its change,
  - b) drawing up an individual study plan and submitting it to the Subject Advisory Board for approval,
  - c) assessing the fulfilment of the individual study plan in an assessment report,
  - d) together with the head of the training centre, providing adequate material and financial support to the PhD student's research activities.
- (4) In justified cases, the Dean may, upon the recommendation of the supervisor and after approval by the Subject Advisory Board, appoint the employee assisting the supervisor in supervising the PhD student to be a specialist supervisor.
- (5) On the basis of a proposal of the supervisor following the evaluation of the PhD student's study or upon the request of the PhD student, the Chair of the Subject Advisory Board may propose to the Dean a replacement of the supervisor. The Dean decides on a possible replacement of the supervisor after prior approval of the Subject Advisory Board.

### **Article 13 Subject Advisory Board**

- (1) The professional supervisor of the course and quality of studies in the doctoral study programme is monitored and evaluated by the Subject Advisory Board, which is established for each doctoral study programme.
- (2) The Subject Advisory Board members are appointed by the Dean for five years after approval by the Scientific Board or the Arts Board of the Faculty. In case the doctoral study programme is carried out in cooperation with another university or other legal entity, the Dean appoints members of the Subject Advisory Board in accordance with an agreement on mutual cooperation in the implementation of the doctoral study programme.
- (3) In particular, the Subject Advisory Board:
  - a) approves the topics of dissertations, discusses and approves their changes,
  - b) proposes supervisors from the ranks of recognised experts in the field for approval by the Scientific Board or the Arts Board of the Faculty, assessing the documentation of his/her scientific, pedagogical and publishing activities for each supervisor proposed for the first time,
  - c) approves individual study plans of PhD students,
  - d) monitors and evaluates the quality of study,
  - e) discusses proposals of supervisors pursuant to Article 11, Paragraph 9 and presents its opinion to the Dean,
  - f) determines requirements for state doctoral examinations,
  - g) proposes to the Dean for appointment the members of the Examination Board for state doctoral examinations and the members of the Examination Board for the defence of doctoral dissertations.
- (4) The chair of the Subject Advisory Board, or a member authorised by him/her, convenes the Subject Advisory Board at least once per academic year, chairs its meetings and acts on its behalf with the Dean.

### **Article 14 PhD examination**

- (1) During the PhD examination, the PhD student must demonstrate the ability and readiness to master the theory independently and the required knowledge of the field of study, including the knowledge of basic methods of scientific work, evaluation, critical assessment and creative use of new knowledge of research. The content of the PhD examination is based mainly on the specialisation of the doctoral study programme and the individual study plan of the PhD student.
- (2) Courses that are part of the PhD examination are determined by the Dean upon the recommendation of the supervisor and after discussion in the Subject Advisory Board.
- (3) The PhD student may submit an application for the PhD examination only after all the requirements specified in the individual study plan have been duly met. It is submitted with a written recommendation of the supervisor to the Dean.
- (4) In accordance with the internal standard of the faculty, with the application for the state doctoral examination, the doctoral student is obliged to submit a professional thesis, both in writing and in electronic form in pdf format, to the minimum extent specified by the faculty.

- (5) The Dean sets the date of the PhD examination so that it takes place within three months from the receipt of the application.
- (6) The members of the Examination Board for the PhD examination and its chairperson are appointed by the Dean on the proposal of the Subject Advisory Board in accordance with the provisions of Section 53 of the Act, so that it has at least 5 members. At least three fifths of the members of the Examination Board for the PhD examination must be present during the state doctoral examination.
- (7) The proceedings of the Examination Board for the PhD examination and the announcement of the result of the PhD examination are public. The course of the state doctoral examination shall include a scientific discussion with the PhD student within the framework of courses determined as part of the PhD examination, to the extent specified in Paragraph 1.
- (8) The proceedings before the Examination Board for the PhD examination may be held in Czech, Slovak or English. Exceptionally, at the request of the PhD student, the Dean may authorise proceedings in another world language specified in the application for the PhD examination.
- (9) The Examination Board for the PhD examination discusses the evaluation of the result of the PhD examination at a closed session and decides on the grading by a majority vote of the members present. The result of the PhD examination is graded as "pass" or "fail".
- (10) If the PhD student fails to attend the state doctoral examination without excusing in writing within five working days for serious reasons, he/she shall be graded "fail".
- (11) In the case of the "fail" grade, the PhD student has the right to repeat the PhD examination once, however, in six months at the earliest, but no later than one year from the date of the failed PhD examination.
- (12) The PhD examination and its results are recorded in a report. Immediately after the session of Examination Board for the PhD examination, the chairperson shall publicly announce the result of the PhD examination to the PhD student.
- (13) Upon successful completion of the PhD examination, the faculty shall provide PhD student with a report on the PhD examination signed by the Dean.

### **Article 15 Dissertation**

- (1) Dissertation is the result of a specific scientific task and must include original and published results or results accepted for publication.
- (2) The content and form of the dissertation are governed by the practice of publishing the results of scientific research in the field. It may take the form of an extensive thesis, or a set of thematically uniform publications, with an introduction and conclusion. The layout is governed by the University Directive.
- (3) The dissertation, or the introduction and conclusion of a series of thematically uniform publications, must be arranged to include:
- a) the current state of the problem, which is its subject matter,
  - b) goal of the scientific task solved,
  - c) selected methods of investigation,
  - d) results with an emphasis on new findings.

In the dissertation, the literature and other sources used by the PhD student must be stated precisely and specifically.

- (4) The dissertation may be submitted in Czech, Slovak, English or, with the approval of the Subject Advisory Board, in another world language. It includes a summary of 1-2 pages in English. If the work is not written in Czech or Slovak, the summary is written in Czech or Slovak.
- (5) Part of the dissertation thesis is a precis prepared by the PhD student with an overview of the PhD student's publishing activities related to the dissertation topic. The precis is written in English and contains the basic ideas, methods, results and conclusions of the dissertation in the extent of 20 standardised A5 print pages.

### **Article 16 Dissertation defence**

- (1) The PhD student can apply for the defence of the dissertation after the successful completion of the PhD examination.

- (2) Along with the written application for the defence of the dissertation, it is necessary to submit:
- a) dissertation and precis elaborated in the numbers and form set by the internal standard of the faculty,
  - b) recommendation of the supervisor to carry out the dissertation defence,
  - c) opinion of the head of the training department on the current activity in the workplace and on the dissertation,
  - d) an overview of the professional activities carried out during the study in the doctoral study programme, including the list of original and published results of papers or papers accepted for publication, with evidence of their acceptance for publication or a list of the other works created and any expert feedback on the results of such works.
- (3) The PhD student submits the application for the defence of the dissertation to the Dean. The filing of the application initiates the defence proceedings.
- (4) If the application does not have all the required particulars and the PhD student fails to remedy the defects upon invitation within a reasonable time, the Dean shall discontinue the procedure for the dissertation defence.
- (5) If the proceedings for the defence of the dissertation are not discontinued according to Paragraph 4, the Dean appoints the Examination Board for the defence of the dissertation ("Examination Board"), with a minimum of five members. The chairperson and members of the Examination Board are appointed by the committee members from among its members, experts from universities and scientific workplaces. At least three fifths of the members of the Board must be professors or associate professors. At least two fifths of the members of the Board are persons other than members of the academic community of the University.
- (6) The chairperson of the Examination Board shall appoint, after discussion with the members of the Examination Board, at least two reviewers of the dissertation ("reviewer") from among experts in the given field. At least one of the reviewers must be a university professor or associate professor. No more than one of the reviewers may be a member of the academic community of the University. The supervisor, the head of the training centre and the academic staff member who participated in the dissertation in any way cannot be appointed reviewers.
- (7) One copy of the dissertation together with their appointment shall be sent to the reviewers within one month of the commencement of the dissertation defence.
- (8) The reviewer is obliged to submit to the chairperson of the Examination Board a written reviewer's report of the dissertation within one month after receiving the dissertation for review, or to refuse the appointment in writing without undue delay. If the reviewer rejects the appointment or fails to submit the reviewer's report within the stipulated period, the chairperson of the Examination Board shall appoint a new reviewer after discussion with the Board members.
- (9) The reviewer's report must contain especially objective and critical analysis of the dissertation in factual, but also formal and linguistic terms. The reviewer evaluates the dissertation according to the level of the given scientific field in the world at the time of its submission for defence. Each reviewer is obliged to state unequivocally whether or not he/she recommends accepting the dissertation for defence.
- (10) The chairperson of the Examination Board informs the PhD student and his/her supervisors about the content of the reviewers' reports. In the case of a negative evaluation of the dissertation by two reviewers, the Dean sets a new deadline for submitting the revised dissertation on the proposal of the chairperson of the Examination Board.
- (11) The chairperson of the Examination Board determines the time and place of the defence of the dissertation. This information is published in the public section of the website and, at the same time, it is communicated in writing to the members of the Examination Board, the reviewers, the supervisor and the PhD student. The dissertation is made available to the public, at least five working days prior to the defence, at the relevant faculty and possible opinions can be submitted in a written non-anonymous form three days before the defence at the latest or orally during the professional discussion during the defence.
- (12) The defence of the dissertation is public. The course of the defence is conducted by the chairperson of the Examination Board or, in his/her absence, by a member of the Examination Board authorized by the chairperson.
- (13) During the defence of the dissertation, the participation of the reviewers is obligatory. If any of the reviewers of the dissertation defence cannot participate, the defence may take place on condition that the absent reviewer has submitted a positive opposition report of the dissertation and the absolute majority of the members of the Examination Board present agree with the defence. At least one reviewer must attend the defence.
- (14) The defence of the dissertation usually has the following course:
- a) the chairperson commences the dissertation defence, introduces the PhD student, communicates the topic of the dissertation, and acquaints the members of the Examination Board with an overview of his/her published results of the scientific work or his/her written works and all written submissions concerning the dissertation,
  - b) the PhD student explains the main content and main results of his/her dissertation,

- c) the reviewers present the substantial content of their reports; for any absent reviewers, the chairperson reads their reports in full,
- d) the PhD student comments on the presented materials, in particular he/she takes a stand on the reviewers' reports, on objections, comments and questions and has the opportunity to add further information on his/her current scientific activities,
- e) then the chairperson starts a discussion, which can be attended by all those present.

(15) The PhD student may withdraw his/her application for the defence of his/her dissertation any time before the opening of the closed Examination Board session. In that case, the chairperson of the Examination Board shall return all the submitted documents to the PhD candidate and propose to the Dean to terminate the defence proceedings.

(16) The content and quality of the dissertation, reviewers' comments in the reviewers' reports and the professional level of the PhD student's comment on the reviewers' reports and comments during the defence of the dissertation are evaluated at the closed Examination Board session. The Board decides by secret ballot on the result of the defence of the dissertation. The result of the defence is evaluated as "pass" or "fail". The Examination Board is competent to decide if two thirds of all the Examination Board members are present. The dissertation is defended if absolute majority of the present members of the Examination Board voted for the "pass" result of the dissertation defence.

(17) Immediately after the Examination Board's closed session, the chairperson shall announce the result of the dissertation defence to the PhD student publicly. A written copy of the decision on the result of the dissertation defence must be delivered to the PhD student within 30 days. If this delivery is not possible, the alternative delivery is the notification of the decision on the result of the dissertation defence on the official notice board of the University.

(18) If the PhD student fails to attend the dissertation defence and fails to apologise his/her absence within five working days, he/she is graded "fail".

(19) If the result of the dissertation defence has been graded "faile", the PhD student has the right to submit a new dissertation defence application no earlier than six months and no later than one year. The dissertation defence can be repeated only once.

(20) The dissertation defence is recorded in a report, which is supplemented with reviewers' reports and the result of the defence.

(21) The chairperson of the Examination Board informs the Subject Advisory Board and the Dean about the result of the dissertation defence.

## **Part Four Common Provisions**

### **Article 17 Admission to study**

(1) The principles for admission to the study programme and the admission procedure principles are set out in Sections 48 to 50 of the Act and Article 6 of the Statutes. The rules for entrance examinations are laid down in Article 7 of the Statutes.

(2) Rules for the admission procedure and conditions for admission to study programmes are set for each academic year by an internal standard issued by the faculty, which usually defines the conditions and forms of entrance examinations for individual study programmes. The content of this internal standard is laid down in Article 6, Paragraph 2 of the Statutes.

### **Article 18 Registration for study (enrolment)**

(1) On the day of enrolment in the study, which is stated in the student register in accordance with Section 88, Subsection 3, Clause a) of the Act, the applicant becomes a student of the University.

(2) ) On the day of enrolment in the study, the student becomes a member of the academic community of the University and the faculty at which he/she is enrolled in the study, with all rights and obligations given by Sections 62 to 63 of the Act, until the day of termination or interruption of the study.

(3) A student of the first year of study of the full-time form of an undergraduate study programme, who enrolled for the first time at the faculty implementing the study programme, usually takes a matriculation oath.

### **Article 19**

### **Recognition of completed courses**

(1) the Dean can recognise the courses previously completed to a student registered in a study programme, upon his/her written request, after prior approval of the course supervisor:

- a) in a previous study or in the current study in the study programme implemented by the faculty,
- b) in a previous or concurrent study at a university in the Czech Republic or abroad,
- c) in the context of lifelong learning in accordance with Section 60, Subsection 2 of the Act.

(2) The criterion for the recognition of courses is in particular:

- a) the degree of content conformity of the completed courses with the courses of the study programme in which the student is registered,
- b) credit value of the completed courses,
- c) method of course completion,
- d) the specifications of the criteria for the recognition of courses within individual study programmes are set by an internal standard of the faculty.

(3) A group of courses may be recognised as a recognised course if their aggregate content complies with the requirements for the degree of conformity of the subject matter with the registered course.

(4) The application under Paragraph 1, Clauses b) and c) the student is obliged to substantiate with the original documents, or certified copy, of the successful completion of the course, including the grading, the number of credits, and the course syllabus confirmed by a university.

(5) Recognition of the course may be subject to the completion of other requirements relating to certain knowledge or to passing an examination. Conditions for meeting other requirements or tests are set by the Dean.

(6) The procedure for recognition of courses completed at a foreign university in the framework of short-term study stays is regulated by a directive issued by the faculty.

### **Article 20**

#### **Interruption and termination of studies**

(1) The Dean decides on the permission to interrupt studies at the student's written request. The decision shall specify the beginning and end of the period of interruption of studies.

(2) It is possible to interrupt studies for a maximum of two years while studying in one study programme. The study department of the faculty records the interruption of studies in IS STAG and possibly in the report of study.

(3) During the whole period of interruption of study or after the period of interruption of study, the person has the right to re-register in the study. The person is obliged to re-register in the study no later than five working days after the expiry of the interruption of study. If they fail to do so, their studies are terminated according to Section 56, Subsection 1, Clause b) of the Act.

(4) After interruption and resumption of study, the student follows the study plan valid for the given academic year. This also applies to participation in FSE.

### **Article 21**

#### **Publication of final thesis**

(1) Final thesis include Bachelor's, Master's, dissertation and rigorous thesis.

(2) Final thesis submitted by the student for defence are published at least five working days prior to the defence for public viewing at the university workplace where the defence of the final thesis will take place.

(3) Final thesis that have been defended, including reviewers' reports and record of the course and result of the defence, are published in the database of thesis of the University.

(4) Publication of the final thesis may be postponed in accordance with Section 47b of the Act.

(5) The accessibility and archiving of the final thesis, including the administration of their database, are set by a University's directive.

## **Part Five Transitional and Final Provisions**

### **Article 22**

## **Transitional provisions**

A study programme is also understood to be a branch of study if it is a branch of study which was accredited before September 1, 2016.

### **Article 23 Final provisions**

(1) The Study and Examination Regulations of the University of Pardubice, approved by the Academic Senate of the University of Pardubice on April 11, 2006 and registered by the Ministry of Education, Youth and Sports on April 25, 2006 under Ref. 11 274 / 2006-30, as amended, is hereby revoked.

(2) These Study and Examination Regulations were approved under Section 9, Subsection 1, Clause b), Subclause 3 of the Act No. 111/1998 Sb., on Higher Education and on Amendments to Other Acts (Higher Education Act), as amended by the Academic Senate of the University of Pardubice on November 29, 2016.

(3) These Study and Examination Regulations come into force pursuant to Section 36, Subsection 4 of the Act on the day of registration by the Ministry of Education, Youth and Sports.

(4) These Study and Examination Regulations come into effect on September 1, 2017.

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The amendment to the Study and Examination Regulations of the University of Pardubice was approved under Section 9, Subsection 1, Clause b) of the Act No. 111/1998 Sb., on Higher Education and on Amendments to Other Acts (Higher Education Act), as amended, by the Academic Senate of the University of Pardubice on May 21, 2019.

According to Section 36, Subsection 4 of the Higher Education Act, the amendment to the Study and Examination Regulations of the University of Pardubice becomes valid on the day of registration by the Ministry of Education, Youth and Sports.

The amendment to the Study and Examination Regulations of the University of Pardubice comes into effect on September 1, 2019.

prof. Ing. Jiří Málek, DrSc., Rector, signed