

In accordance with Act No. 111/1998 Coll., Article 36, Sections 1 and 2, concerning Higher Education and the Modification of and Amendments to Other Acts (the Higher Education Act), the Ministry of Education, Youth and Sport registered the Study and Examination Regulations for Students of the University of West Bohemia on 13 July 2017 under Ref. No. MSMT-19405/2017.

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Mgr. K. Gondková
Director of the Higher Education Division

STUDY AND EXAMINATION REGULATIONS

**of the University of West Bohemia
Dated 13 July 2017**

PART ONE

SUBJECT OF THESE REGULATIONS AND THEIR BASIC PRINCIPLES

Article 1

Subject of Regulations

(1) The Study and Examination Regulations of the University of West Bohemia (hereinafter referred to as “Regulations”) govern:

- a) The regulations for studies in Bachelor’s, Master’s and Doctoral study programmes (hereinafter referred to as “studies”) taking place at the University of West Bohemia_(hereinafter referred to as “UWB”) and its faculties and higher education institutes,
- b) The decision-making procedure concerning students’ rights and duties.

(2) Studies in Bachelor’s, Master’s and Doctoral study programmes are based on the standards of the European Credit Transfer and Accumulation System (hereinafter referred to as “ECTS”).

(3) The provisions of these Regulations regarding a faculty or a Dean shall be appropriately applied to a higher education institute which participates in providing study programmes, or to its director.

(4) In these Regulations, “a faculty scientific board” means both a faculty scientific board and a faculty artistic board.

(5) At individual faculties these Regulations can be further specified in the internal rules or regulations of the relevant faculty, but only to the extent stipulated by these Regulations. No specifying internal rules and regulations may impose a greater number of duties and restrictions on students than these Regulations do.

Article 2

Organization of the Academic Year

(1) The academic year lasts twelve calendar months; the date of its commencement is stipulated by the Rector.

(2) The academic year is divided into winter and summer semesters. A semester is further subdivided into a teaching period, an examination period and a holiday period. The commencement and duration of these periods is stipulated in the instruction issued by the Vice-Rector for Teaching and Learning.

(3) The minimum total period of holidays in the academic year is eight weeks. During the holiday period, it is possible to organize, in particular, compulsory training camps, excursions and practical training.

Students' leisure time during the summer holiday period must not be shortened by these activities to a period shorter than four weeks.

PART TWO

STUDIES IN THE BACHELOR'S AND MASTER'S STUDY PROGRAMMES

Chapter I

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

Article 3

(1) A higher education qualification is obtained through study within the framework of an accredited study programme in accordance with a study plan and in a given form of study. An accredited study programme is also a study programme provided within an educational field accredited as a UWB institutional accreditation.

(2) The maximum possible duration of study is the following:

- a) The maximum possible duration of a Bachelor's study programme is two years longer than the standard duration of study specified by the study programme.
 - b) The maximum possible duration of a post-Bachelor Master's study programme, which is a study programme representing a continuation of a Bachelor's study programme, is two years longer than the standard duration of study specified by the study programme.
 - c) The maximum possible duration of a Master's study programme is three years longer than the standard duration of study specified by the study programme.
- (3) Any interruption of studies is not included when the duration of study is considered.
- (4) The form of study refers to either full-time or part-time distance study, or the combination of both.
- (5) Study programmes accredited before 1 September 2016 may be further subdivided into fields of study.

Chapter II

Ensuring and Assessing the Quality of a Study Programme

Article 4

Organization of a Study Programme

The organization of a study programme is governed by an internal regulation titled Rules of Ensuring and Assessing the Quality of Educational, Creative and Related Activities at UWB.

Article 5

Creating a Study Programme

A study programme is created according to the internal regulation titled Rules of Ensuring and Assessing the Quality of Educational, Creative and Related Activities at UWB.

Chapter III

Curricula

Article 6

Credit Rating of Courses

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

Article 7

Guarantor and Course Syllabus

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

Article 8

Course Programme

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

Article 9

Recommended Study Plan

- (1) The recommended study plan defines the most appropriate study outline of a study programme/field of study. This includes above all the time and content sequence of courses, the form of study and the method of verifying learning outcomes.

(2) The recommended study plan contains courses ordered according to years and semesters, the number of contact teaching hours of instruction of each course, the credit value of each course and the conditions for successful completion of a course.

(3) For one academic year, the total credit value of courses in the recommended study plan is 60 credits.

Article 10

Course Status

(1) Courses included in the recommended study plan can have compulsory, compulsory elective or free elective status.

(2) Completion of compulsory courses is required for successful completion of the relevant study programme /field of study. A compulsory elective is a course from a given set of core elective courses from which a student is obliged to obtain a specified number of credits or a minimum number of courses. Other courses are free electives.

(3) In the recommended study plan of each study programme /field of study, elective courses must constitute at least five percent of the total number of credits needed for successful completion of the study programme/field of study. Within the category of free elective courses, a student is entitled to register for any course taught at UWB.

(4) The course status can vary within different study programmes /fields of study.

Article 11

Changes to the Recommended Study Plan

(1) The composition of the recommended study plan and the requirements of its fulfillment valid in the academic year in which the student enrolled for the specific study programme /field of study is not to be changed during the standard duration of study unless the student interrupts his/her studies. This restriction does not apply to elective courses.

(2) For legitimate reasons, the Dean can decide to cancel some of the compulsory or core elective courses from the recommended study plan in a given academic year; at the same time, the Dean decides which course will be an equivalent substitute for the cancelled one. This procedure does not apply to a course which is a part of the state final examination.

(3) Due to serious, especially health reasons, and with the consent of the course guarantor, the Dean can provide a student with an exemption from the obligation to complete a given course from the recommended study plan. The exemption, however, does not imply the right to obtain credits for a given course. The student cannot be freed from the obligation to complete the state final examination or any of its parts.

Article 12

Individual Study Plan

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

Article 13

Conditions of Course Registration

(1) From the perspective of the design of a student's individual study plan, courses listed in the study programme /field of study are divided into:

- a) Courses without any obligatory links to other courses or without any other limitations; any student can register for these courses. The course syllabus can provide a list of recommended preceding courses.
- b) Precluded courses, for which there is another course or group of courses in the syllabus listed as precluded. These courses can then be registered for only if the student has not registered for or completed any of the courses listed as precluded.
- c) Interchangeable (alternative) courses; students can obtain credits for only one of the courses listed as interchangeable. The list of interchangeable courses must be included in the course syllabus.
- d) Courses reserved for a specific group of students. This limitation must be specified in the course syllabus.

(2) In accordance with a study programme /field of study, registration for a course to be included in the state final examination or in practical training can be conditioned by the completion of other courses (prerequisites). Students cannot register for these courses sooner than in the academic year in which the prerequisites have been registered for.

Article 14

Teaching Activities and Their Organization

(1) Lecturers, seminar instructors, tutors and other participants in teaching activities (hereinafter referred to as “teachers”) for individual courses are appointed by the head of the guaranteeing department or institute [Article 33, Section 2 subsection b) of the UWB Statutes] after a consultation with the course guarantor.

(2) Taking part in organized teaching activities listed in a course syllabus is compulsory to the extent stipulated by the decision of the Dean of the faculty of which the guaranteeing department is a part.

(3) For students who, for legitimate reasons, cannot participate in the compulsory forms of courses (as specified in section (2)), the teacher can determine an alternative way of meeting their study obligations.

Chapter IV

Registration for the First Year and Each of the Following Years

Article 15

(1) The form and dates of registration for the first and each of the following years are specified by the Dean. A student returning after interrupting his/her studies will register during the academic year, at the latest within 5 working days following the date on which the interruption of studies ends.

(2) Students' registration, checking the correctness of courses they have registered for and possible changes in the registered courses are the responsibility of the study department of each faculty. Students are responsible for the combination of courses selected.

Article 16

(1) If the registration for the first year and each of the following years is preceded by preliminary registration (Article 19), students are obliged to observe their personal study plans selected in the preliminary registration.

(2) A student who fails to register by a given date can apologize to the Dean and ask for a postponement. The student must do so within three days from the registration deadline, or immediately after conditions that prevented the student from asking for a postponement have ceased to exist. The Dean will consider the student's reasons for not meeting the deadline and, if the excuse is accepted, another registration date will be set for the student.

Article 17

First Semester of Study

(1) In the first semester of study, students register for courses listed in the recommended study plan of their study programme /field of study, unless the Dean specifies otherwise.

(2) If the Dean, prior to the beginning of the academic year, does not set a different limit with the consent of the Faculty Academic Senate, students in their first semester must obtain at least 20 credits by the date specified in the relevant academic year schedule. This provision does not apply to students having at least thirty credits from their previous study recognized by the Dean.

Article 18

Credit Limit for Course Registration

(1) Students choose their courses in such a way that, by the end of an academic year, they are able to obtain:

- a) A minimum of 40 credits in their first year of study,
- b) A minimum of 80 credits in four subsequent full semesters (i.e. semesters in which a student did not interrupt his/her studies).

(2) The number of credits specified in Section 1 must not include credits earned for recognized courses, unless these Regulations specify otherwise.

(3) Within studies in a study programme /field of study in one academic year, a student can register for courses with a maximum total value of 75 credits, unless the Dean specifies otherwise.

Article 19

Preliminary Registration

(1) Students pre-select their individual study plans for the following academic year by means of preliminary registration, i.e. registration for the study of specific courses in the following academic year. Students' participation in preliminary registration is obligatory. The way in which the preliminary registration is organized is defined by the relevant Vice-Rector in accordance with the UWB academic year schedule.

(2) The head of a guaranteeing department defines and, by a date stipulated in the UWB academic year schedule, makes public through IS/STAG the minimum number of students for whom individual compulsory elective and free elective courses will be open.

(3) A student who fails to register by the registration deadline can apologize to the Dean and ask for a postponement. The student must do so within three days from the registration deadline, or immediately after conditions that prevented the student from asking for a postponement have ceased to exist. The Dean will consider the student's reasons for not meeting the deadline and, if the excuse is accepted, another registration date will be set for the student.

Article 20

Cancellation of Preliminary Registration for Courses

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

Article 21

Cancellation of Course Registration

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

Article 22

Additional Course Registration

If a legitimate reason is provided, a student can be allowed to register for an additional course with the permission of the Dean.

Article 23

Altering Registration before the Summer Semester

Students can alter their registration in accordance with Article 21 before the summer semester begins. While altering the registration, a student can register for other courses, provided that there are some vacancies in the scheduled courses desired.

Article 24

Repeated Registration for a Course

(1) If students fail to meet the conditions for obtaining credits for a course (Article 34, Section 3), they can re-register for this course only once (unless it concerns registration according to Article 6, Section 3). If they fail the course during the winter semester, they can register for it in the summer semester in the same academic year provided that the course is offered in both the winter and summer semesters. Results from both the winter and summer semesters are then included in the weighted grade average (hereinafter referred to as "WGA") of the relevant academic year.

(2) If students have failed any of their compulsory elective or free elective courses, they are obliged to re-register for these courses.

(3) In case a student registers for a course to be completed by a confirmation of fulfillment of course requirements and an examination, but fails the examination and re-registers for the course, the credits earned for the successful fulfillment of course requirements are accepted, unless stipulated otherwise in the course syllabus by the course guarantor.

Article 25

Registration Pass

(1) A registration pass exempts a student from the obligation to re-register for compulsory elective or free elective courses.

(2) Each student has as many registration passes at the beginning of their studies as the number of years in the standard duration of study in a given study programme /field of study, unless the Dean increases the number. For legitimate reasons, the Dean can grant more registration passes to students during their study period. Based on a student's application, the Dean is obliged to grant the registration pass if the preliminary registration for the course has been repeatedly cancelled in terms of Article 20 or Article 21.

(3) If students fail any of their compulsory elective or free elective courses, they are not obliged to re-register for the same course if:

- a) They make use of the registration pass, or
- b) During the academic year in which they had been registered for the course for the first time, they fulfilled the requirements for the state final examination or its last part.

Chapter V

Course Recognition

Article 26

General Rules for Course Recognition

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

(2) Along with the course, its assessment is also recognized. If the completed course is not assessed according to the criteria applied by these Regulations, the assessment of the recognized course is determined by the Dean.

(3) A course which is included in the state final examination or in the comprehensive examination cannot be recognized.

Article 27

(1) A course can only be recognized provided that not more than five years have elapsed since the student's completion of the course, unless the Dean makes an exception and recognizes a course even though more than five years have elapsed since its completion.

(2) Upon recognition of several courses, the Dean also decides to what extent to shorten the maximum duration of the student's studies, the maximum possible duration of interruption of his/her studies and to what extent to reduce the number of registration passes.

Article 28

(1) Together with the application for course recognition, the student also provides documents proving the completion of the course and detailing the course's scope and content. This does not apply to a course completed within a study programme provided by the faculty whose Dean decides on the recognition.

(2) If the Dean is deciding on the recognition of a course completed within a study programme provided by another faculty, he/she asks the guarantor of the course to be replaced for his/her comments in written form.

Article 29

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

Article 30

Courses and the corresponding credits obtained for recognized courses are included in the student's total number of credits obtained during his/her studies and also in WGA; however, not for the given academic year, unless stipulated otherwise by these Regulations.

Article 31

Special Cases Concerning Course Recognition

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

Article 32

The procedure for recognition of completed courses and their credit value according to Article 31 is defined by a faculty's internal rule.

Article 33

Transfer of Courses Completed within Mobility

(1) Based on the study or other agreement, the relevant faculty transfers credits for courses that a student has completed within his/her study programme at another institution of higher education in the Czech Republic or abroad.

(2) If a course under Section 1 has been completed at a higher education institution that applies ECTS, the same number of credits is transferred as were awarded. Otherwise, the number of credits obtained is stipulated by the Dean, based on the consent of the study programme guarantor or the study field guarantor. The courses in question, relevant number of credits (according to Sections 1 and 2 of this Article) and assessment are included in the student's number of credits and WGA for the relevant academic year.

(3) The transfer of completed courses under Sections 1 and 2 is not a decision on recognition governed by the Higher Education Act.

Chapter VI

Study Assessment and Evaluation

Article 34

Course Assessment

(1) Basic forms of course assessment are confirmation of fulfillment of course requirements, examination, comprehensive examination, end-of-semester project defence and state final examination.

(2) With a course for which the curriculum prescribes both a confirmation of fulfillment of course requirements and an examination, obtaining the above-mentioned confirmation is a prerequisite for taking the examination.

(3) After completing a course, students receive the credits (Article 6, Section 2) the course is assigned. For courses concluded with a confirmation of fulfillment of course requirements, the credits are received after obtaining this confirmation. For courses ending with an examination or with courses ending with both a confirmation of fulfillment of course requirements and an examination, students receive credits after passing this examination. Students must also finish the course in the academic year in which they registered for it.

Article 35

(1) If assessment is carried out orally, the teacher must inform the student about the result immediately after the assessment. In other cases, the teacher must inform the student about the result within 3 days following the assessment, at the latest.

(2) If the means of assessment is in writing, students have the right to see their corrected work within 15 days following the date of study assessment, at the latest.

Article 36

Records of Course Assessment Results

(1) The results of assessment are entered into a student record book. At the same time, the results are recorded in IS/STAG. The Dean can decide whether an official copy of an entry in IS/STAG verified by the faculty will be considered to be a student record book.

(2) If a copy of an entry in IS/STAG is considered to be a student record book according to Section 1, the relevant faculty is responsible for keeping extra independent records of students' study assessments in the form of a course credit and examination register.

(3) The IS/STAG records of course assessment results are verified for correctness through comparison with a student record book. This verification is done annually after the academic year ends. If an official copy of an entry in IS/STAG is considered to be a student record book according to Section 1, the verification of correctness will take place with regard to course credit and examination registers. Possible discrepancies are to be rectified by a faculty's study department in cooperation with the Information Technology Center (hereinafter referred to as "ITC") and the course guarantor.

(4) After the records of course assessment results are verified for correctness, the basic records are those kept in the IS/STAG central register.

Article 37

Weighted Grade Average

(1) The weighted grade average (hereinafter referred to as "WGA") serves as an evaluation criterion of study results. It is calculated for every student both for each academic year and for the whole course of study before taking the state final examination.

(2) For a given set of courses, the WGA is calculated as the sum of final grades multiplied by credits obtained for these courses and then divided by the number of credits corresponding to these courses. With courses for which a student has registered and which he/she has failed to complete with at least the "Good" grade in the given academic year, grade 4 is included in the WGA. The WGA is rounded to two decimal places.

Article 38

Confirmation of Fulfillment of Course Requirements

(1) Confirmation of fulfillment of course requirements (hereinafter referred to as the "course credit") is granted by the teacher (Article 14, Section 1) teaching the relevant course no later than by the deadline defined in the schedule of the relevant academic year.

(2) If a student is not granted the course credit under Section 1 of this Article, he/she can apply to the head of the guaranteeing department to review the issue. If the head of the department decides not to grant the credit, the student can apply to the Dean to review the issue; the Dean's decision is then final.

(3) Within seven days following the assessment date, the teacher enters the credits in IS/STAG.

(4) In the course credit registers and student record books, the granting of the credit is recorded with the word "Credited" together with the date of the granting of the credit and the teacher's signature. Failure to obtain the credit is only recorded in IS/STAG and in a course credit register.

Article 39

Examinations and Resits

(1) Students take examinations and resits with persons (hereinafter referred to as "examiners") appointed by the head of the department which guarantees a given course.

(2) The examiner grades the examination results as follows: "Excellent" (1), "Very Good" (2), "Good" (3) and "Failed" (4). With the exception of the "Failed" grade, the examiner records the grade in the course credit and examination register and, in words, in the student record book together with the date and his/her signature. An examination or a resit with the result "Failed" is not recorded in the student record book.

(3) Within seven days of the examination date, the examiner enters the examination results into IS/STAG.

(4) Examinations and resits usually take place during the examination period of the semester in which the given course was run; otherwise, by the end of the relevant academic year at the latest. The teacher can schedule examinations and resits throughout the semester, too.

(5) If a student fails an examination, he/she can, immediately after the examination, apply to the head of the guaranteeing department to review the issue. If the head of the department decides to grant the application, the examination is retaken before an examination committee specially appointed by the head of the guaranteeing department. If the head of the department decides not to grant the application, the student can apply to the Dean to review the issue; the Dean's decision is then final. No resit can be taken until the decision on the resit is issued.

Article 40

Resits

(1) In accordance with the relevant academic year schedule, a student who fails an examination is entitled to take a first resit; a student who fails the first resit, too, is entitled to take a second resit.

(2) At the student's or examiner's request, or even without any request, the head of the guaranteeing department can decide that the second resit will take place before an examination committee appointed by him/her.

Article 41

Dates of Exams and Resits

(1) All examination dates are announced through IS/STAG.

(2) By a deadline specified in the schedule of the given academic year, examiners schedule dates for taking examinations in individual courses, so that the total number of vacancies on examination dates equals at least a one-and-a-half times the total number of students registered for a course.

(3) With regard to the examiner's availability and the number of students eligible to take the examination, the examination dates must be spread evenly throughout the whole examination period.

Article 42

Registration for an Examination Date

(1) Registration for an examination date is considered valid if the student has not removed it on the same day as registering. For examinations or resits for one course, students can register five times altogether.

(2) A student fails a course if he/she has run out of possible registrations without completing the course with at least a "Good" grade.

Article 43

Registration for Examinations and Resits

(1) Students register for examinations and resits by means of IS/STAG only.

(2) Students are entitled to withdraw from an examination or a resit, at the latest, 24 hours before the beginning of the examination stipulated by IS/STAG.

Article 44

Excuse from an Examination or Resit

(1) If a student fails to withdraw from the examination (resit) in time, he/she can excuse himself/herself at a later date; however, at the latest within three working days following the date of the examination (resit) or following the termination of conditions that prevented the student from excusing him/herself. The student must provide a legitimate reason for his/her absence from the examination (resit). The examiner decides if the excuse is well-founded; his/her decision is then final.

(2) If students fail to take the examination (resit) and do not provide a legitimate excuse, if their excuse is not accepted, if they withdraw from the examination (resit) after it has started or if they breach the examination rules in a serious manner, they receive the “Failed” grade.

Article 45

Comprehensive Examination and End-of-Semester Project Defence

(1) The recommended study plan for a study programme /field of study may contain a Comprehensive Examination. The recommended study plan for an art-oriented study programme /field of study may contain an End-of-Semester Project Defence. The form, the rules of sitting the exam/defence, the manner of assessment, organizational provisions and other necessities are stipulated by the internal faculty rules and regulations.

(2) Students usually register for and sit the Comprehensive Examination or End-of-Semester Project Defence in the year and semester specified by the recommended study plan of a given study programme /field of study.

(3) The result of the Comprehensive Examination or End-of-Semester Project Defence is graded with one of the following grades: “Excellent”, “Very Good”, “Good”, “Failed”.

(4) In case of failure, the student is entitled to:

- a) Resit the Comprehensive Examination a maximum of two times during his/her studies,
- b) Resit the End-of-Semester Project Defence only once in the year and semester given by the recommended study plan.

(5) Completion of the Comprehensive Examination or the End-of-Semester Project Defence is recorded in the student record book in accordance with the protocol on completing the Comprehensive Examination or the End-of-Semester Project Defence. The resulting grade is then included in the WGA.

Article 46

State Final Examination

(1) Passing the state final examination (hereinafter referred to as “SFE”) is required in order to complete studies properly. In a master’s study programme /field of study, part of the SFE is the defence of the master’s thesis and, if required, in a bachelor’s study programme /field of study the defence of the bachelor’s thesis (hereinafter referred to as “thesis”).

(2) In accordance with a given study programme /field of study, the SFE may consist of individual parts examined separately or in blocks of courses, especially if the SFE is scheduled to take place on different days.

(3) A student is entitled to sit the state final examination or its last part only on condition that he/she has, in the given academic year, fulfilled all the requirements stipulated by the recommended study plan of a given study programme /field of study and by these Regulations, and has submitted a thesis by a set deadline (if a defence of a thesis is part of the SFE).

(4) Based on a proposal from the guaranteeing department, the Dean determines the dates for SFE sessions, the registering procedure for the SFE and its overall organization. In addition, the Dean also determines to whom the students should send the request to be excused from the SFE session (Article 48).

Article 47

Deadline for Completion of the State Final Examination

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

Article 48

Withdrawal from the State Final Examination and Excuse

(1) Students may withdraw from the SFE or any part of it three days before the examination date, at the latest. If students fail to withdraw from the SFE in time, they can excuse themselves in writing at a later date; however, at the latest within three working days following the date of the examination. A student must then provide a legitimate reason for his/her absence from the SFE. The Dean decides if the excuse is well-founded; his/her decision is then final. For legitimate reasons, the Dean can forgive a student for a delayed excuse.

(2) If students fail to arrive at the SFE or any part of it and do not provide any legitimate excuse, if their excuse has not been accepted, if they withdraw from the SFE after it has started or if they breach the SFE rules in a serious manner, they receive the “Failed” grade.

Article 49

State Examination Resit

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

Article 50

State Final Examination Committee

(1) The state final examination takes place in front of an examination committee. The examination committee for the SFE is comprised of at least three members, including the chair, deputy chair, and other members. Assigning more than one committee for one study programme /field of study is possible. Different committees can be assigned to different SFE parts or in case of SFE resits.

(2) Members of the examination committee are, with the consent of the Faculty Scientific Board, assigned by the Dean of the faculty of which the guaranteeing department is a part [Article 33, Section 2 (b) of the UWB Statutes]. The Dean then assigns the chair and deputy chair from the members of the examination committee designated.

(3) Meetings of the examination committee are led by its chair; in his/her absence, the deputy chair. The committee has a quorum only if at least three of its members are present, one of them being the chair or deputy chair.

(4) A state final examination is held on condition of the decision-making ability of the committee.

Article 51

Evaluation of the State Final Examination

(1) The state final examination and its parts are graded as follows: “Excellent”, “Very Good”, “Good” and “Failed”. The examination committee discusses the assessment of the whole SFE and its parts at a closed session. In case there is an even number of votes, the vote of the chair, or in his/her absence, that of the deputy chair, decides.

(2) The assessment of the SFE as a whole is based on the assessment of its parts (including the defence of a thesis, if applicable). The criteria for assessment of the SFE as a whole are specified in the internal rules and regulations of the faculty.

Article 52

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

Final Year Thesis

Article 53

Topics of Final Year Theses

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

Article 54

Requirements and Assignment of Final Thesis

- (1) Requirements of final year theses are stipulated by the faculty internal rules and regulations.
- (2) Students work on their final thesis in accordance with its assignment, which they obtain six months prior to the deadline for submission of the thesis, at the latest.
- (3) The final thesis assignments mainly include the topic of the thesis, its minimal length, brief guidelines for its elaboration, a list of basic literature sources, the supervisor's name and a binding submission deadline.
- (4) The assignment of the thesis or its alteration must be approved by the Dean.
- (5) Theses are written in the language in which the given study programme /field of study is accredited. The Dean may allow a thesis to be written in a different language.

Article 55

Submission Deadline for the Final Thesis

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

Article 56

- (1) The head of the department assigns a supervisor and an opponent (or more opponents) of the final thesis. The supervisor then provides an evaluation of the final thesis, while the opponents provide reports of their expert opinion. A student is entitled to receive both the evaluation and the opponents' reports at least five working days before the thesis defence.
- (2) Submitted theses are compared to other theses in terms of their similarity. The assessment procedure as well as the handling of its results must conform to relevant directives given by the Rector.
- (3) Theses are made public at a UWB part specified in their assignment not later than five working days before the defence.
- (4) After the defence, the thesis, the opponents' reports and the record of the procedure and assessment of the thesis defence are made public by means of IS/STAG.
- (5) The publication of the thesis or a part of the thesis can be postponed until the termination of conditions that prevented the publication, but not longer than for three years. UWB announces a postponed publication via IS/STAG. If the publication of a defended thesis is postponed, one copy of this thesis is, with no delay, sent to the Ministry of Education, Youth and Sport (hereinafter referred to as the "Ministry") for filing.

(6) The procedure of publication of a thesis before the defence, publication after the defence and publication postponement must conform to relevant directives given by the Rector.

Chapter VII

Interruption of Studies and Change in the Form of Study

Article 57

(1) Based on an application, a student's studies can be interrupted in a given semester. The Dean grants the application if the following are true:

- a) A student has submitted an application before the beginning of the relevant semester,
- b) he/she has not exceeded the maximum duration of interruption of studies (Article 58), and
- c) no reasons for termination of the student's studies have arisen.

(2) For serious, but not study-related reasons, the Dean can grant a student's application for an interruption of his/her studies even during a semester after the teaching period has started. Interruption of studies during the first semester is possible in extraordinary, justified cases only.

(3) The student is entitled to have his/her studies interrupted for reasons of pregnancy, childbirth and parental leave. This applies to the whole period of parental leave, even in case of children placed in the substitute custody of the student under the decision of a relevant administrative entity pursuant to the Civil Code or the legislation governing state social support. The interruption of studies is not included either in the total duration of interruption of studies or in the maximum duration of study.

Article 58

A student's studies can be interrupted repeatedly. The total duration of all interruptions of a student's studies within a given study programme /field of study must not exceed 24 months in four- to six-year study programmes /fields of study or 12 months in one- to three-year study programmes /fields of study, unless the Dean decides otherwise, as an exception.

Article 59

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

Article 60

(1) As a rule, the end of the interruption of a student's studies should coincide with the end of a semester. When a student interrupts his/her studies during a semester, credits for courses finished during the partially completed semester are added to the results of the semester completed after the interruption has ended.

(2) The Dean can also grant a student's application for the termination of the interruption of his/her studies before the specified period of interruption has elapsed.

Article 61

(1) If the interruption of studies ends simultaneously with the end of the academic year, the student should, if circumstances allow, take part in the preliminary registration according to Article 19.

(2) The validity of course registration is suspended for the duration of the interruption of a student's studies. The student can apply to the Dean to cancel a course for which the student registered before the interruption of his/her studies. The Dean can grant a student's application to register for another course instead.

Article 62

Change in the Form of Study

During a student's studies, the Dean can grant the student's application for a change in the form of study once provided that the study programme/field of study is accredited in the form requested by the student and there are conditions for such a form of the study programme/field of study. The student must submit the application before the beginning of the relevant semester, at the latest.

Chapter VIII

Termination of Studies

Article 63

Completion of the Entire Course of Study

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

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

Article 64

Overall Evaluation of Studies

(1) The overall evaluation of studies expresses the degree of a student's success throughout the entire course of his/her studies. It is concluded after the completion of the state final examination or its last part and is graded as follows: "Graduated with Honours", "Graduated" and "Failed to Graduate". The overall evaluation is entered into the diploma supplement, except for the grade "Failed to Graduate".

(2) A student graduates with honours if, throughout his/her studies, he/she has achieved a WGA lower than 1.51 and has passed the state final examination with the overall grade "Excellent". Otherwise, the overall grade after passing the state final examination is "Graduated".

- (3) A student is graded "Failed to Graduate" if he/she has failed to pass the state final examination.
- (4) Graduates with honours receive a UWB diploma with honours.

Article 65

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

(1) The Dean decides to terminate a student's studies due to his/her failure to meet the requirements of a study programme [Article 56, Section 1, subsection b) of the Higher Education Act] if the student:

- a) has failed to meet the conditions of the first semester of study (Article 17);

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

(2) A student whose studies are subject to termination for some reason cannot be registered for another academic year.

(3) The date of termination of studies due to failure to meet requirements is the date on which the Decision on Termination becomes legally effective.

(4) A student who decides to terminate his/her studies will inform the Dean about this in writing through the faculty's study department. This can be done at any stage of study.

PART THREE

STUDIES IN DOCTORAL STUDY PROGRAMMES

Chapter I

Introductory Provisions

Article 66

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

Article 67

The standard duration of study is stipulated by a given study programme /field of study.

Chapter II

Study Field Board

Article 68

Mission of the Study Field Board

(1) A Study Field Board is appointed for every doctoral study programme. If a study programme consists of more than one field of study, it is possible to appoint a Study Field Board for each field of the given study programme.

(2) The Study Field Board controls and evaluates studies in the relevant doctoral study programme /field of study. In particular, the Study Field Board

- a) suggests changes to study programmes /fields of study,
- b) monitors and discusses students' scientific work,
- c) proposes supervisors and, through the Dean, submits their names together with their professional CVs to the Faculty Scientific Board for approval,
- d) discusses proposals for topics of doctoral theses and their supervisors and, through the Dean, submits them to the Faculty Scientific Board for approval,
- e) discusses and proposes to the Dean students' individual study plans and their modifications where necessary,
- f) defines the breadth and depth of the requirements for the state doctoral examination,
- g) proposes to the Dean the members of the state doctoral examination committee and the date for holding the examination,
- h) proposes to the Dean members of the dissertation defence committee and the date for holding the defence,
- i) proposes to the Dean members of the admissions committee, whose role is to decide on a candidate's admission to study in a doctoral study programme /field of study,
- j) sees that the principles of the credit system of study are observed (if the credit system of study is applied).

(3) The Study Field Board submits an annual report on its activities to the Dean no later than the end of January of the following year.

Article 69

Study Field Board Members

- (1) The Study Field Board has a minimum of five members.
- (2) Members of the Study Field Board are appointed and dismissed by the Dean with prior approval from the Faculty Scientific Board.
- (3) The Study Field Board chair is the guarantor of the doctoral study programme.

Article 70

Joint Study Field Board

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

Article 71

Study Field Board Meetings

(1) The Study Field Board meets at least once a year, by the end of September at the latest. The meetings are summoned by the chair of the Board. The first meeting is called for by the Dean of the relevant faculty.

(2) The Study Field Board has a quorum if more than half of its members are present. The decisions made by the Board are accepted if more than half of its members agree.

(3) Minutes of the Study Field Board meetings are submitted to the Dean without delay.

Chapter III

Supervisor

Article 72

The Supervisor's Role

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

(2) The supervisor guides the student in his/her work on the dissertation and monitors his/her study obligations and their fulfillment.

(3) The supervisor is entitled to participate in the student's examinations during his/her studies.

Article 73

(1) The supervisor is appointed by the Dean on the recommendation of the Study Field Board, with no delay following the student's registration for study.

(2) The Dean can, on the recommendation of the Study Field Board, change the supervisor.

(3) A supervisor must be a professor or an associate professor. Other specialists can only be supervisors if authorized by the Faculty Scientific Board.

Article 74

Consulting Specialist

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

Chapter IV

Individual Study Plan

Article 75

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

Article 76

Contents of an Individual Study Plan

(1) An individual study plan defines the schedule of studies in a study programme /field of study, mainly the time and content sequence of specialist courses and other study activities, their form and the manner of assessing the study results.

(2) The individual study plan outlines the general area of the individual scientific research or creative activity in a given discipline or of individual theoretical and creative activities in the arts, which forms the basis for the writing of the dissertation.

(3) The individual study plan must include at least three specialist courses and language training.

(4) The student is entitled to register for any course offered at UWB. The selected course must be approved by the supervisor and, through registration, the course becomes a part of the student's individual study plan.

Article 77

Approval of an Individual Study Plan

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

Chapter V

Registration for the First and Following Years of Study

Article 78

(1) The form and dates of registering for the first and following years of studies are specified by the Dean. Students returning after an interruption of studies complete their registration in the course of the academic year; however, no later than within five days following the termination of the interruption of studies.

(2) The registration is organized by the administrative office of the relevant faculty.

(3) The registration for the second and following years of study can take place based on the Dean's approval expressed in the annual student evaluation.

Chapter VI

Course of Study and Assessment of Study Results

Article 79

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

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

Article 80

(1) With the consent of the Study Field Board, the Dean can decide on the application of the credit system to study assessment.

(2) By completing a course or any other study activity prescribed in the individual study plan, the student obtains the relevant number of credits. A student can obtain credits for a course or other study activity only once.

Article 81

(1) A specialist examination (or resit) is conducted by the teacher of the specialist course, unless the Dean appoints an examination committee. The specialist examination is open to the public.

(2) The examiner or examination committee member, in accordance with Section 1, must be a leading specialist with academic titles including PhD, who actively conducts research in the relevant field.

Article 82

The Examination (or Resit) Date

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

Article 83

Resits

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

Article 84

Assessment of an Examination (Resit)

(1) The result of a specialist examination (resit) is assessed by the examiner(s) with the grades: "Passed", "Failed".

(2) The result of an examination (resit) is recorded by the examiner in the student record book together with the date and signature. If the examination (resit) took place in front of a committee, signatures of all its members must be entered in the examination protocol. The assessment of an examination (resit) with the result "Failed" is not recorded in the student record book. The Dean can decide whether an official copy of an entry in a student record book verified by a faculty will be considered a student record book.

(3) Based on the recommendation of the supervisor and Study Field Board, the Dean can grant an application for recognition of an examination taken during previous doctoral studies at UWB or another higher education institution.

Article 85

Language Training

(1) Language training is part of the study.

(2) Before applying for admission to the state doctoral examination, the student must demonstrate command of a foreign language at a specialist level. Command of the language is demonstrated in a manner proposed by the Study Field Board and specified by the Dean.

(3) The student's mother tongue is not considered a foreign language.

Article 86

Annual Evaluation of a Student's Progress

(1) Within 15 days following the end of every academic year at the latest, the supervisor delivers his/her annual evaluation of a student to the Study Field Board.

(2) The Study Field Board then discusses this evaluation and proposes to the Dean:

- a) The Study Field Board then discusses this evaluation and proposes to the Dean,
- b) the continuation of studies with some changes to the individual study plan, or
- c) the termination of studies.

(3) The Dean considers the proposal of the Study Field Board and decides on either the continuation or termination of studies.

Chapter VII

Change of the Form of Study; Interruption of Studies

Article 87

The Dean can grant a student's application for a change in the student's form of study. Before considering the application, the Dean will request the opinion of the supervisor.

Article 88

The Dean can grant a student's application for the interruption of studies. Before considering the application, the Dean will request the opinion of the supervisor.

Article 89

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

(2) The student is entitled to have his/her studies interrupted for reasons of pregnancy, childbirth and parental leave. This applies to the whole period of parental leave, even in case of children placed in the substitute custody of the student under the decision of a relevant administrative entity pursuant to the Civil Code or the legislation governing state social support. The interruption of studies is not included either in the total duration of interruption of studies or in the maximum duration of study.

(3) The duration of interruption of studies under Sections 1 and 2 is not included in the deadline for applying for admission to the dissertation defence.

Chapter VIII

State Doctoral Examination

Article 90

Content of the State Doctoral Examination

(1) The primary objective of the doctoral examination is to give the student an opportunity to demonstrate his/her profound specialist and theoretical knowledge of the given field of study, including knowledge of scientific research methodology and the ability to apply new scientific knowledge. The requirements concerning the student's knowledge are based on the student's individual study plan.

(2) An integral part of the doctoral examination is the defence of the dissertation proposal. The dissertation proposal must be submitted in a written form and assessed by an opponent appointed by the Dean.

Article 91

Examination Committee for the State Doctoral Examination

(1) The state doctoral examination takes place in front of an examination committee appointed from a list of persons approved by the Faculty Scientific Board for state doctoral examinations in a given field or from persons appointed by the Ministry in accordance with Article 53, Section 3 of the Higher Education Act.

(2) The examination committee for the state doctoral examination consists of a chair, vice-chair and at least three other members. At least one committee member must come from outside the UWB academic community. The supervisor cannot become a member of the examination committee; however, he/she is entitled to take part in the committee's final meeting. Based on the Study Field Board's suggestion, the Dean appoints one of the members of the examination committee to be the opponent who will assess the dissertation proposal.

(3) For a quorum, more than one half (at least four) of the members of the state doctoral examination committee, including the chair or the vice-chair, must be present at the state doctoral examination.

Article 92

Application for Admission to the State Doctoral Examination

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

(2) Together with the application for admission to the state doctoral examination, the PhD candidate also submits:

- a) a list of the his/her publications confirmed by the supervisor,
- b) the supervisor's report on the candidate's scientific work,
- c) his/her dissertation proposal containing, in particular, a list of basic research methods, the present state of the art in the studied field and the aim of the dissertation. The required structure of the dissertation proposal may be specified in the faculty internal rules and regulations.

Article 93

Assessing the Application for Admission to the State Doctoral Examination

(1) The Study Field Board decides whether a student has fulfilled all the obligations required for taking the state doctoral examination. If the verdict is positive, the Study Field Board proposes to the Dean the date for holding the state doctoral examination, as well as the examination committee members and the opponent for assessing the dissertation proposal in accordance with Article 91, Sections 1 and 2. If the verdict is negative, the Study Field Board proposes that the Dean decline the application.

(2) The Dean decides whether the state doctoral examination should be held. If the Dean's position is negative, he/she announces this fact to the Study Field Board chair and the supervisor.

Article 94

Date of the State Doctoral Examination

(1) If the Dean decides that the state doctoral examination should be held, he/she will set a date within four months following the student's submission of his/her application for admission to this examination according to Article 92.

(2) The Dean may grant a student's application to extend the period specified in Section 1.

(3) Students can withdraw from the state doctoral examination three working days before the exam takes place, at the latest. If students fail to take the state doctoral examination and do not provide a legitimate excuse, if their excuse is not accepted, if they withdraw from the examination after it has started or if they breach the examination rules in a serious manner, they receive the “Failed” grade.

Article 95

State Doctoral Examination Procedures

(1) The state doctoral examination, as well as the announcement of its result, is open to the public; however, the examination committee chair may decline access to individuals who, it is believed, might disrupt the examination. The final meeting of the examination committee regarding the result of the examination is closed to the public.

(2) The course of the state doctoral examination and its result are entered in a report which is subsequently signed by all the committee members present. The report must be clear in terms of questions the student has been asked, assessment of the dissertation proposal, names and surnames of examination committee members (indicated in block capitals if the report is handwritten) and the date on which the state doctoral examination was held.

Article 96

Evaluation of a State Doctoral Examination

(1) The state doctoral examination committee evaluates the candidate’s performance in terms of two grades, “Passed” or “Failed”. The evaluation is based on an open vote at a closed meeting on the day of the state doctoral examination; the result is announced to the student immediately after this meeting. For granting the “Passed” grade, a majority of positive votes from members of the state doctoral examination committee present must be obtained.

(2) The state doctoral examination committee also evaluates the submitted dissertation proposal and gives comments on how the candidate should proceed with his/her work on the dissertation.

(3) An evaluation of the state doctoral examination with the grade “Passed” is entered by the examination committee chair or vice-chair in the student record book together with date and signature.

Article 97

Results of the State Doctoral Examination

(1) If the candidate’s performance is satisfactory and he/she receives a “Passed” grade, the student receives a certificate within 30 days.

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

Chapter IX

Dissertation; Defence of the Dissertation

Article 98

Content of Dissertation

(1) A dissertation is the product of a specific scientific or art-related project. It includes mainly the following:

- a) an introduction justifying the choice of the topic of the dissertation,
- b) an affirmation that methodology commonly used in scientific work has been followed,
- c) the theoretical background, including the state-of-the-art knowledge in both Czech and foreign contexts,
- d) the objectives of the dissertation and the hypotheses,
- e) the scientific methods used,
- f) the results of the dissertation, including the original results of the student's scientific research published or accepted for publishing,
- g) the contribution of the dissertation to the research field,
- h) recommendations for further research,
- i) a conclusion and summary of the important research outcomes,
- j) a summary of the dissertation in Czech, English and, if need be, in another world language,
- k) a list of literature sources used,
- l) a list of the student's publications and their citations, if any.

(2) The Study Field Board may define some other requirements regarding the content of the dissertation and conditions of its elaboration, in particular its length and the obligation to submit regular reports on the work done.

(3) A dissertation produced as a part of a research project carried out by a team must contain a statement from the project director and researchers confirming that the student is the person responsible for the part of the project presented in the dissertation and defining the percentage of the student's share in the overall project.

Article 99

Language of the Dissertation

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

Article 100

Dissertation Defence Committee

(1) The dissertation defence (hereinafter referred to as "defence") takes place in front of a committee (hereinafter referred to as "defence committee") comprising

- a) those appointed by the Dean from a list of specialists approved by the Faculty Scientific Board for this purpose, and
- b) at least two opponents appointed by the Dean in accordance with Article 103.

(2) The composition of the defence committee may be changed by the Dean for legitimate reasons (e.g. health reasons or other).

(3) The committee consists of a chair, vice-chair and at least five other members.

Article 101

Appointing the Defence Committee

(1) At least two of the defence committee members must be professors or PhD holders. Two of the defence committee members must be from outside the UWB academic community.

(2) The student's supervisor, former supervisor or specialist consultant cannot become defence committee members.

Article 102

A Quorum of the Defence Committee

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

Article 103

Opponents of the Dissertation

(1) An opponent of the dissertation (hereinafter referred to as an "opponent") can only be a professor, PhD holder or other leading specialist in the field for which the dissertation has been written.

(2) The supervisor or consultant specialist cannot become an opponent (Article 74).

(3) Only one opponent can be a member of the UWB academic community.

Article 104

Application for Admission to the Dissertation Defence

(1) A student is allowed to submit his/her application for a dissertation defence after successful completion of the state doctoral examination.

(2) The application must be submitted within six years from registering for studies. In justified cases and with the consent of the Study Field Board, the Dean may extend this period; however, for a maximum of seven years following the registration.

(3) Together with the application, the student submits the following:

- a) a certificate of completion of the state doctoral examination,
- b) a professional CV,
- c) a minimum number of bound copies of the dissertation in the form specified by the Study Field Board; the minimum number of copies is specified by the Dean in the faculty internal rules and regulations,
- d) an electronic version of the dissertation in the form given by internal rules and regulations, and a declaration of the correspondence of the electronic and printed versions of the dissertation,
- e) the dissertation synopsis (Article 105) in a number given by the Study Field Board,
- f) a list of all works both published and unpublished, and of presentations at scientific conferences confirmed by the supervisor (activities that are not study-related must be designated separately),
- g) the supervisor's statement recommending or not recommending the dissertation for defence.

Article 105

Dissertation Synopsis

(1) The purpose of a synopsis is to inform the specialist public about the key results of the dissertation.

(2) The synopsis provides a summary of the key points of the dissertation structured in accordance with Article 98, Section 1.

(3) The synopsis is written in the language of the dissertation. There is a one-page abstract in Czech, English and possibly also in another world language.

Article 106

Appointing the Dissertation Defence Committee and the Opponents

(1) The Study Field Board proposes to the Dean the composition of the defence committee, including the opponents in accordance with Article 103. The Dean further receives a written statement which indicates the Board's approval or disapproval that the defence should be held.

(2) The Dean appoints the dissertation defence committee and the opponents within thirty days following the application for admission to the defence. The decision is then delivered to the chair of the Study Field Board and the supervisor.

Article 107

Opponent's Report

(1) The opponent is obliged to write an independent report on the dissertation within one month following the delivery of the letter of his/her appointment as an opponent. If he/she is unable to do so, he/she must report this fact within ten days following the delivery of the appointment letter. It is not acceptable for any opponent to replace his/her report with a statement that he/she shares the opinion expressed in another opponent's report.

(2) The opponent's report contains:

- a) an evaluation of the contribution of the dissertation to the relevant field of study,
- b) his/her opinion on the problem-solving procedure used, methods applied and achievement of the defined objectives,
- c) his/her opinion on the results of the dissertation and the specific original contribution of the author of the dissertation,
- d) comments on the systematic approach, clarity, layout, language and other formal aspects of the dissertation,
- e) comments on the student's publications,
- f) an unambiguous statement from the opponent stating whether he/she does or does not recommend the dissertation for defence.

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

Article 108

Preparation of Dissertation Defence

(1) The chair of the Study Field Board proposes the date and place of the defence immediately after receiving the opponents' reports.

(2) The Dean then informs all the members of the dissertation defence committee, the supervisor and the student about the defence and invites them to the defence at least twenty days before it takes place. Together with the invitation, everybody receives the opponents' reports and the synopsis.

(3) At least fourteen days before the defence takes place, the dissertation and opponents' reports are made public at a place specified in the synopsis; at the study department of the faculty, as a rule.

Article 109

Withdrawal from the Dissertation Defence

Students can withdraw from the defence three working days before the defence takes place, at the latest. If students fail to attend the defence and do not provide a legitimate excuse, if their excuse is not accepted, if they withdraw from the defence after it has started or if they breach the defence rules in a serious manner, they receive the “Failed” grade.

Article 110

Dissertation Defence

(1) The defence of the dissertation is led by the chair and, in his/her absence, by the vice-chair of the dissertation defence committee (hereinafter referred to as the “chair”).

(2) The supervisor or his/her representative nominated by the Study Field Board is obliged to take part in the defence.

(3) The defence as well as the announcement of its result are open to the public; however, the chair may decline access to individuals who, it is believed, may disrupt the defence. The final meeting of the defence committee regarding the result of the defence is closed to the public. In addition to the defence committee members, the supervisor (or his/her representative nominated by the Study Field Board), the chair of the Study Field Board, the Dean and the administrative officer of the faculty’s study department may also participate in the final meeting of the defence committee.

(4) A record is made of the course of the dissertation defence and of its result, signed by all the defence committee members present. The record must contain, in particular, key points of specialist discussion, questions the student has been asked (may be in the form of an attachment), names and surnames of the defence committee members (indicated in block capitals if the protocol is handwritten) and the date on which the defence was held.

Article 111

Evaluation of Dissertation Defence

(1) The defence committee evaluates the defence with one of two grades: “Passed” or “Failed”. The evaluation is based on a secret vote at a closed meeting on the day of the defence; the result is announced to the student immediately after this meeting. For granting the “Passed” grade, a majority of positive votes from members of the defence committee present is necessary.

(2) The grade granted is entered by the chair into a protocol together with the date and his/her signature.

(3) The chair of the dissertation defence committee immediately informs the Dean about the result of the defence and the Dean communicates the result of the defence to the Faculty Scientific Board at its next meeting.

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

Article 112

Procedure Following an Unsuccessful Defence

(1) If a student fails to defend his/her dissertation at the first attempt, the candidate is obliged to apply for the next attempt no sooner than six months and no later than one year following the date of the unsuccessful defence. The defence can be repeated only once.

(2) The defence committee decides whether revising the dissertation is a condition for repeating the defence; the committee can further define the manner and extent of revising. If a revised dissertation is submitted at the second defence, the opponents are obliged to provide an independent report on the dissertation within one month following its delivery.

(3) The student signs the protocol on the course of the dissertation defence, stating that he/she has been informed about the committee's assessment of his/her dissertation, and with provisions according to Section 2, if applicable.

Chapter X

Conclusion of Studies

Article 113

Regular Conclusion of Studies

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

Article 114

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

(1) The Dean decides to terminate a student's studies due to his/her failure to meet the requirements arising from the study programme /field of study [Article 56, Section 1 subsection b) of the Higher Education Act], if the student:

- a) has failed to complete his/her registration for a given academic year within the period specified in Article 78 and within a maximum of five days following the beginning of the teaching period of a given academic year or following the termination of the interruption of his/her studies, has failed to excuse himself/herself, has not applied to the Dean for an alternative registration date or interruption of studies, or his/her excuse has not been accepted by the Dean,
- b) has failed to meet the conditions of the first semester of study and, at the same time, the Dean, with the consent of the Study Field Board has decided on the application of the credit system to study assessment (Article 80, Section 1),
- c) has failed to meet the study requirements even after repeated registration for a course pursuant to Article 80, Section 2, and, at the same time, the Dean, with the consent of the Study Field Board has decided on the application of the credit system to study assessment (Article 80, Section 1),
- d) has failed to pass an examination in a specialist course prescribed by the study programme /field of study even at the second resit granted to the student by the Dean (Article 83),
- e) has failed to pass the state doctoral examination even at a second attempt as specified in Article 97, Section 2,
- f) has failed to apply for admission to the dissertation defence within the period pursuant to Article 104, Section 2, or has failed to apply for admission to the resit of the dissertation defence in the period pursuant to Article 112, Section 1,
- g) has failed to successfully defend his/her dissertation even at a second attempt.

(2) If the Dean, based on a student's annual evaluation (Article 86, Section 3), does not give his/her consent to the continuation of the student's studies, the Dean decides to terminate the student's studies due to the student's failure to meet the requirements stated in the relevant study programme /field of study [Article No. 56, Section 1, subsection b) of the Higher Education Act].

(3) The date of termination of studies due to failure to meet requirements is the date on which the Decision on Termination becomes legally effective.

(4) A student whose studies are subject to termination for some reason cannot be registered for another academic year.

(5) A student who decides to terminate his/her studies will inform the Dean about this in writing through the faculty's study department. This can be done at any stage of study.

PART FOUR

JOINT, TEMPORARY AND FINAL PROVISIONS

Article 115

Obligations of a Person Whose Studies Have Not Been Concluded in a Standard Manner

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

Article 116

Temporary Provisions

(1) Article 3, Section 2 also applies to students commencing their studies before these Regulations came into effect.

(2) Provisions stated in these Regulations concerning a field of study and the guarantor of the field of study are only applicable to study programmes which are subdivided into fields of study and which were in operation at UWB as of 31 August 2016.

(3) Study Field Boards established under the existing Study and Examination Regulations are maintained. Members of study field boards, guarantors of study programmes, study fields and courses, thesis supervisors, opponents, guarantors of doctoral study programmes, supervisors and consulting specialists appointed according to the existing Study and Examination Regulations remain members of study field boards, guarantors of study programmes, study fields and courses, thesis supervisors, opponents, guarantors of doctoral study programmes, supervisors and consulting specialists according to these new Study and Examination Regulations.

(4) These Regulations apply even to proceedings initiated before the regulations came into effect. Legal effects of actions taken in proceedings before these Regulations came into effect are maintained.

Article 117

Final Provisions

(1) The Study and Examination Regulations of UWB registered by the Ministry of Education under Ref. No. 42 231/2011 on 6 February 2012, as amended, are abrogated.

(2) These Regulations were approved by the UWB Academic Senate on 28 June 2017 in accordance with Article 9, Section 1, subsection b) of the Higher Education Act.

(3) These Regulations come into force on the day of their registration by the Ministry of Education in accordance with Article 36, Section 4 of the Higher Education Act.

(4) These Regulations come into effect on 1 September 2017.

RNDr. Petr Tomiczek, CSc.
Chair of the UWB Academic Senate

Doc. Dr. RNDr. Miroslav Holeček
Rector