



## **MEASURES OF THE DEAN OF THE FE No. 146/2018**

### **On Study in Bachelor's and Consecutive Master's Degree Programmes Implemented in Foreign Languages**

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31<sup>th</sup> October 2018

#### **Part I. General Provisions**

##### **Article 1**

##### **Scope of the Measures and Related Regulations**

- (1) The status of a student of the Faculty of Economics of the University of South Bohemia in České Budějovice (hereinafter referred to as "FE at the USB") follows, in particular, from part four to six of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements of some Other Acts (Higher Education Act) (hereinafter referred to as the "Act"), the Study and Examination Regulations of the University of South Bohemia in České Budějovice (hereinafter referred to as "SER"), Measures of the Rector of the University of South Bohemia in České Budějovice (hereinafter referred to as the "USB") and from this Dean's Measures.
- (2) The Measures is issued by the Dean under Article 2 (1) of the SER, in order to establish more detailed conditions for the implementation of Bachelor's and Consecutive Master's studies. It regulates in particular certain issues related to the organization of studies, recognition of courses and the implementation of State Final Examinations, as well as other obligations of students (Article 20) and academic staff (Article 22) and rules for deciding on student applications under this Measures (Article 21).
- (3) The Dean's Measures is binding for students, academic and non-academic staff, for whom is lays down their obligations for implementation of studies. The deadlines for fulfilling obligations or claiming the rights deriving from the regulations mentioned in paragraph 1, and in particular from this Measures, are stipulated by the academic year schedule (hereinafter "Schedule").
- (4) The Vice-Dean for International Relations Study is responsible for interpretation of this Measures. He shall decide and act in matters not regulated by this Measures if and when necessary.

##### **Article 2**

##### **Provision of Information on Studies**

- (1) The role of an information system, which provides access to information on degree programmes, study regulations and study related obligation is fulfilled, in accordance with Article 2 (7) of the SER, by the Information System of the USB study agenda (hereinafter IS STAG). Students manage their individual course of study and other obligations via the web portal [IS STAG](#).
- (2) Provision of information on studies at the FE USB is based on the competencies of the individual Vice-Deans responsible for individual degree programmes, as follows:



- a) Bachelor's and Consecutive Master's programmes in on-site and combined mode of study implemented in the foreign languages fall within the competence of the Vice-Dean for International Relations, provision of information and advice for students in these programmes is provided by the [International office](#) (hereinafter „IO“) and [Vice-Dean for International Relations](#).
- b) Bachelor's and Consecutive Master's degree programmes in on-site and combined mode of study implemented in English or other languages and study stays abroad, fall within the competence of [Vice-Dean for International Relations](#), for provision of information and advice for students in these programmes the [Department for International Relations](#) is responsible.
- c) Doctoral degree programmes fall within the competence of the [Vice-Dean for Science and Research](#), provision of information and advice for students in these programmes is provided by the [Science and Research Department](#);
- d) Lifelong Learning programmes inclusive of the University of the Third Age, fall within the competence of the [Vice-Dean for Development](#), provision of information and advice for students in these programmes is provided by the [Lifelong Learning Centre](#).

Information which is periodically updated and guidelines for students of Bachelor's and Consecutive Master's degree programmes in both on-site and combined modes of study implemented in Czech language concerning course enrolment, assignment of higher education qualification theses "QT"), student assessment of teaching, deadlines to submit QTs and applications for State Final Examinations, schedule of the State Final Examinations, scholarships and other rights and obligations related to studies (including forms issued by the Study Department) are published on the website under the section called Studies. Information on one-off changes in the teaching of individual courses provided by Departments is published on the so-called Study Department Notice Board (on the Faculty's web site - Studies - Notice Board) or the students can be directly informed by the relevant Teachers through the IS STAG system or the e-learning system Moodle (see Article 12, paragraph 4 of this Measures).

Other consulting services at the FE USB (career counselling, internships, professional work experience, protection of intellectual property, external issues of QT and others) are provided by the Career Centre (hereinafter "CC").

- (3) Development of IT technologies, computer training, consultancy relating to the use of IT and various SW, administration of the e-learning system [Moodle](#) and other matters are provided by the [IT Centre](#).

## **Part Two Organization of Studies**

### **Article 3 Course Enrolment**

- (1) The basic terms and conditions for course enrolment, including further amendment to the enrolment, are stipulated in particular in Articles 20 to 22 of the SER.
- (2) Enrolment on courses of physical and language education are further governed by the following regulations:
  - a) students may choose a maximum of two courses of optional physical education in two different semesters during their Bachelor's or Consecutive Master's programme,
  - b) students may choose a maximum of one summer and one winter residential training course during their Bachelor's or Consecutive Master's programme,
- (3) applications for enrolment to language courses at other Faculties will be evaluated by the Head of the Language Department before submitting them to the IO. If FE USB offers an



- equivalent course to the course chosen by the student and provided by another faculty, the Head of the Department shall not recommend the request to be approved and the student shall choose a suitable course provided by the FE USB.
- (4) Students enrol on courses electronically via IS STAG. Enrolment is held in two stages in the form of
    - a) enrolment on courses for the given semester on the dates set by the academic year schedule and the Dean's Measures, and possibly also as
    - b) an amendment of the enrolment in accordance with Article 21 (7) and (8) of the SER on the dates specified by the Dean's Measures.
  - (5) Students are obliged to enrol on courses for the given semester and, if necessary under the specifications in paragraph 3 amend the enrolment, within the dates set out in the academic year schedule and the Dean's Measures. A student who does not enrol within the prescribed deadline or within 5 days thereof and does not request a substitute term or file for interruption of studies within the same time limit (Article 26 of the SER), shall have their studies terminated by the Dean for failure to meet the requirements of the degree programme (pursuant to section 56 (1) (b) of the Act).
  - (6) Students are obliged to enrol on courses after the enrolment deadline is possible in accordance with Article 21 (11) of the SER on the basis of a substantiated request submitted by the end of the 2nd week of the relevant semester for the on-site mode of study or by the 2nd consultation of the study course/group for the combined mode of study at the latest.
  - (7) Cancellation of an enrolled course after the end of the enrolment period, so-called "course enrolment cancellation", is in accordance with Article 21 (11) of the SER possible upon submitting a substantiated request, submitted by the end of the 2nd week of the relevant semester for the on-site mode of study or by the 2nd consultation of the study course/group for the combined mode of study at the latest. After that, course cancellation can be carried out only on the basis of the Dean's decision, and only for serious, duly substantiated reasons preventing the student from completion of the course, especially provided that there is a health impediment of such an extent as to make it impossible to postpone the fulfilment of the study obligations pursuant to Article 4. An obligatory attachment to the course enrolment cancellation request is a certificate of incapacitation (Article 8).

#### **Article 4**

##### **Postponement of Study Obligations for Health Reasons**

- (1) Students are obliged to participate in practical lessons and seminars, as well as fulfil other ongoing or final study obligations to the extent determined by the Teacher.
- (2) If the student faces health conditions that make them unable to attend teaching sessions or fulfil the continuous or final study obligations, the Dean at the student's request issues a decision based on the severity of the condition, the nature of the study obligations and the nature of the task to be postponed, to:
  - a) postpone the date of completion of the study obligations or
  - b) postpone the date of the course completion, for the time of certified incapacitation (Article 8) which establishes the student's inability to fulfil the obligations, extended by a reasonable period of time to fulfil them. Deferment under this paragraph does not affect the student's obligation to complete all deferred study obligations.
- (3) The application shall be filed on a set form. An obligatory attachment to this document is a certificate of incapacitation (Article 8).
- (4) The Dean shall decline the request if
  - a) the student does not provide the certificate of incapacitation as stipulated in Article 8 or there is no way of certifying the incapacitation (Article 8, paragraph 4),
  - b) the period of deferment set in accordance with paragraph 2 would exceed the



maximum period of the examination period or any other deadline in which it is possible and effective to fulfil the obligation.

- (5) If the Dean declines the request for reasons under paragraph 4 (b), they shall decide to cancel the course registration instead (Article 3 (6)).
- (6) If the Dean agrees to the student's request and decides to defer, they shall immediately notify the Guarantor of the subject and of the student through the IO (relevant assistant) in the usual way at the Faculty. The period in which the student must be allowed to fulfil the deferred obligations is determined as within the notification.
- (7) The student is obliged to contact the Guarantor of the subject within 14 days of notification of granting the request for deferment at the latest in order to determine the specific terms and conditions of deferred obligations fulfilment.
- (8) The Course Guarantor him or herself or via another course Teacher is obliged to ensure that the student is enabled to postpone the fulfilment of obligations. To that end, the Course Guarantor is required to determine, respectively agree, deadline or deadlines for deferred fulfilment, and notify the student immediately after the contact has been initiated by the student. The arranged dates can be changed only upon the student's agreement. Changes of the course Teacher or Examiner can be carried out without the student's consent.
- (9) If the student's medical condition shall worsen after the Dean has issued a decision to defer the student's obligations, the student may request an extension of the deferment period. The mandatory annex of the application is the most up-to date document provided under Article 8 (2) demonstrating medical incapacity. The provisions of paragraphs 3 to 8 shall apply in this case as appropriate.

## **Article 5 Course Re-Enrolment**

- (1) If a student fails to meet the conditions for obtaining credits for a particular course, they may enrol again during their course of studies. Other rules related to the re-enrolment of the subject are governed by Article 22 SER.
- (2) Other stipulation regarding the course re-enrolment:
  - a) the length of the semester (the number of weeks in which lectures, practical classes, seminars or other obligations prescribed by the curriculum take place) and the examination period for individual courses, are governed by the provisions of Section 44 (2) f), § 62 par. (1) b) and d) and Section 63 (1) of the Act, by the degree programme curriculum defining the standard curriculum and by the academic year schedule, regardless of whether the student enrolls in the course for the first time or repeatedly.
  - b) A student who repeatedly enrolls in a course included in the curriculum of the summer semester of the first and second year of Bachelor's studies or the first year of the Consecutive Master's studies only in the shortened summer semester of the last year of their studies may, by means of a standard application submitted to the Study Department, request a "preliminary examination date" (a date of an examination before the start of the examination period) from the course teacher in accordance with the academic year schedule for final years. The limitation under Article 15 (2) shall not apply when provisions under the previous sentence are implemented.



## Article 6

### **Studies During a Recognized Period of Parental Leave, Students with Special Needs and Studies of Sports Representatives**

A student who studies during so called recognized period of parenthood (Section 21 (1) (f) of the Higher Education Act) is in accordance with the provisions of Section 54 of the Higher Education Act entitled to interrupt their studies for that period; the procedure is laid down by Article 26 of the SER of the USB and the relevant Rector's Measures. A student who does not interrupt the studies during the recognized period of parenthood can request appropriate adjustment of studies concerning deferment of deadlines for fulfilling study obligations, as well as conditions for advancement to the next semester as stipulated in particular in the SER of the USB.

- (1) A student with special needs is in certain situations, attested to by the Head of the Support Centre for Students with Special Needs, entitled to deferment of deadlines for fulfilling study obligations as well as conditions for advancement to the next semester, provided that they do not interrupt their studies at that time. This is implemented through an individual study plan, granted by the Dean at the student's request. The Dean takes into account the student's requests and requirements as well as the possibilities of the FE USB to ensure proper course of education and its completion in accordance with the degree programme accreditation.
- (2) A student who proves that they are a sports representative of the Czech Republic in a branch of sport and this claim is substantiated by a certificate issued by a sports organization representing the relevant sport in the Czech Republic, has in accordance with Section 54 a) of the Higher Education Act, the right to modify the course of studies to allow the student to participate in the representation and necessary preparation. The application for modification of the studies with a certificate of a sports organization not older than 1 month shall be submitted to the Dean, no later than on 31st October, if modification of studies in the winter semester is concerned, and by 31st March, if modification of studies in the summer semester is concerned; later only if the student becomes a sports representative after these deadlines, which must be clear from the confirmation. The confirmation must clearly indicate the form of representation, time and other (e.g. geographical) demands of the representation and preparation related to it, as well as the name of the person issuing the certificate, including their phone or e-mail contact details.

## Article 7

### **Excusing Absence at Examinations**

- (1) The student is required to attend the examination, for which they registered in IS STAG; it is possible to withdraw from an examination at the latest 24 hours prior to its commencement (Article 17 (3) CSR). If the student does not take the examination, they are graded as "failed" (4), unless otherwise stipulated later.
- (2) A student who fails to attend an examination may be excused for serious reasons, particularly medical, documented in accordance with the procedure in Article 8, provided they communicate their substantiated reasons to the Examiner on the 5th working day following the scheduled date of the examination at the latest. Non-attendance due to hospitalization can be also documented within the same time by a dismissal report from a medical facility, if it clearly documents that the period of hospitalization coincided with the examination date.
- (3) The Examiner shall decide on the justification for the excuse note pursuant to paragraph 2. If the excuse is reasonable, the assessment under paragraph 1 shall be deleted, and the student shall be offered another examination date; ensuring that it is possible for the student to attend on the date. Another date does not have to be offered if there are still examination dates



available and the student can register for one of them. If the Examiner does not accept the provided reasons, in particular, if not substantiated in accordance with paragraph 2, they shall not accept the student's excuse note and the assessment under paragraph 1 shall remain.

## **Article 8 Certification of Incapacitation**

- (1) If the student states health issues as a reason for their request or an excuse note, they are obliged to duly certify these according to this article.
- (2) Health incapacity is documented by the student either through:
  - a) decision on temporary incapacity to work under Section 60 of the Labour Code (so-called incapacity certificate), or
  - b) a set form (Medical Incapacity Confirmation) available at <http://www.ef.jcu.cz/studium/studijni-predpisy-a-formulare>.

In part B of the Medical Incapacity Confirmation, the medical specialist or general practitioner confirms the student's medical inability to take part in classes, examinations, state final examinations or fulfilment of other study obligations, taking into account their convalescence needs. The student shall provide this confirmation as an obligatory part of the relevant request or excuse note, as proof of health problems that caused the need for the request or excuse note.
- (3) FE USB is authorized to verify the facts given in the Medical Incapacity Certificate, for which the student is obliged to exempt the physician or another person obliged to maintain confidentiality in connection with the provision of medical services from this duty by submitting completed part A. The data and facts provided in part B shall not be considered documented unless they can be verified.
- (4) Submitting part B with false or altered data will be deemed as fraud and a disciplinary offense under the Higher Education Act, leading to the possible sanction of exclusion from studies. Anyone who learns that part B with false or altered data has been submitted is obliged to inform the Dean so that they can initiate disciplinary proceedings.

## **Article 9 Non-Implementation of a Course**

- (1) FE USB implements courses in accordance with the requirements of the curricula of the degree programmes implemented by the Faculty and with regard to the organizational and personnel possibilities of the Faculty.
- (2) A Department may initiate at the latest 14 days before the start of course enrolment referred to in Article 3 a procedure not to implement of an elective or optional course whose teaching they provide. A substantiated request shall be made by the Head of the Department through the Study Department. The Dean shall decide, taking into account the reasons given by the Department, as well as with regard to the requirements resulting from the degree programmes curricula and the organizational and personnel possibilities of the Faculty.
- (3) The Study Department shall announce all unimplemented elective and optional courses on the Faculty's website in the section Studies – [Schedule of Studies](#).
- (4) In accordance with Article 10 (9) of the SER, a mandatory number of 15 enrolled students is required for opening a course with an obligatory status (Article 6 (3) SER).
- (5) This does not apply to courses,
  - a) providing tuition of a foreign language, and
  - b) which constitute a part of a degree programme curriculum in which there are fewer than



15 students enrolled in the respective year of study; in such case, the Vice-Dean for Study shall make decisions regarding opening a course with a lower number of students.

#### **Article 10**

##### **Amendments to the Degree programme, Standard Curriculum or Mode of Study**

- (1) Transfer of students from other universities, other Faculties of the USB or higher professional schools to studies at the FE USB is not permitted in accordance with Article 29 (1) of the SER. The only way to start studying at the FE USB is enrolment in studies to which the candidate becomes entitled upon a decision on admission to studies after they fulfil the admission requirements verified by the admission procedure.
- (2) The basic conditions for changes of the degree programme, standard curriculum or modes of study are laid down in Article 29 of the SER. A change of specialisation within the student's degree programme is also considered a change of the standard curriculum.
- (3) In accordance with Article 29 (4) of the SER, a student may apply for a change of degree programme, a change in the mode of study or a standard curriculum after successful completion of the first year of study at the earliest. In exceptional, duly substantiated and documented cases, the Dean may allow a change earlier.
- (4) The Dean shall decide on the student's request, taking into account the reasons stated, as well as the student's study results. If, at the time of deciding on the request, there is an impending termination of the student's studies for failure to fulfil the requirements of the degree programme due to failure to meet some of the conditions under Article 31 of the SER USB, the Dean shall decline the request.

#### **Article 11**

##### **Interruption of Studies**

- (1) Interruption of studies is governed by Article 26 of the SER.
- (2) In accordance with Article 26 (2) of the SER, there are two types of interruption of studies:
  - a) standard - interruption of studies in a second or a higher semester for one or more full semesters (usually from 1st September to 31st January of the following year or from 1st February to 31st August); and
  - b) non-standard - interruption of studies during the first semester or interruption of studies which started after the commencement of the study period.
- (3) Pursuant to Article 26 (4) of the SER, the Dean shall grant a request for a standard interruption of studies if the student has fulfilled the conditions for advancement to the next semester, year or block of studies and has successfully completed at least one semester of studies. In the decision on interruption, the Dean shall also set a deadline for re-enrolment in the studies. Course re-enrolment for the semester in which the studies are to be interrupted is cancelled by default.
- (4) Pursuant to Article 26 (5) of the SER, the Dean approves of a non-standard interruption of studies only for serious reasons which have been duly substantiated by the student, in particular for medical reasons, documented in accordance with the procedure laid down in Article 8, or when the student exercises the right to interrupt the studies during a recognized period of parenthood (Article 6 (1)).
- (5) The Dean shall decide on termination of the interruption prior to the expiry of the period for which the study was terminated (Article 26 (11) of the SER), at the student's request submitted no later than 15 days before the proposed re-enrolment date. The Dean takes into account the proposed re-enrolment date as well as whether the termination of the



interruption will allow the student to resume studying at the stage of the academic year in which they interrupted their studies or it is for other reasons expedient due to the course of the student's studies.

## **Article 12** **Educational Activities and their Organisation**

- (1) Educational activities and their organization are covered by Article 10 of the SER.
- (2) Basic forms of teaching include lectures, practical classes, seminars and consultations. Attendance at seminars and practical exercises is compulsory to the extent specified by the course syllabus. If the obligation to participate in these forms of teaching is not specified in the syllabus of the course, the attendance is optional. In addition to the prescribed attendance, a student is obliged to fulfil additional requirements of the course stated in the syllabus, either continuously or within the deadlines set by the Teacher, including individual study or independent creative work as well as preparation for active participation in the lesson.
- (3) The purpose of consultations for students is to gain guidance regarding the content and methods of study, research methodology and artistic and other creative activities. The Head of the Department is responsible for publishing the consultation hours of all Teachers at the Department in the schedule of individual Teachers in IS STAG no later than 5 working days before the beginning of the respective semester. If the extent of the consultations is not set by the course syllabus and if consultations are not scheduled or organized in the form of regular consultation hours published by the Teacher at the beginning of the semester, the Teacher is obliged to provide consultations on request.
- (4) Individual courses are provided with teaching support as stipulated in the [Dean's Measures No. 56/2014](#) on the standardization of teaching support at FE.
- (5) In accordance with Article 10 (12) of the SER, the teaching of selected courses at FE USB in a degree programme accredited in the Czech language may be carried out in English, in accordance with the accreditation documents. Courses which are provided in both languages are usually included in the curriculum in IS STAG in blocks marked with the abbreviation "AB". Students are not allowed to enrol in multiple language versions of the same course concurrently or to enrol in a course they have already completed, which would be now implemented in another language.

## **Part III.** **Assessment and Evaluation of Studies**

### **Article 13** **Assessment of Studies**

- (1) Basic forms of assessment of studies are course credit, colloquium, examination, comprehensive advancement examination and state examination. Assessment and evaluation of studies are governed by Articles 14 to 19 of the SER.

### **Article 14 Examinations**

- (1) The conditions and course of examinations are governed by Article 17 of the SER.



- (2) In accordance with Article 17 (10) of the SER, the Dean determines, at the request of the student or Examiner, a second resit before a Board appointed by the Dean. If the Dean him- or herself is the Examiner, they will forward the request to the Rector who then also eventually appoints a Board of Examiners. Examinations and re-examinations in front of a Board follow the same form which is stipulated by the course syllabus. The student submits the request for a resit before a Board to the Study Department. The Vice-Dean for Educational Activities will discuss this request with the Dean who appoints the Board and sets the date for the examination. Within 3 days from the date of announcement of the examination date to the Board members, the Head of the Department, which guarantees the course to be examined before the Board, shall provide the Vice-Dean for Study the following documents, which will also be sent to the student together with the announcement of the date and place of the Board Examination:
- a) the current course syllabus,
  - b) information on the course of the Board Examination (written, oral part - form and duration of the examination, necessary aids etc.).
- (3) The procedure for the Board Examination is as follows:
- a) If there is a written part of the examination, the student is instructed by the Chair of the Board, prior to the sitting of the written part of the examination, on its duration (the time to elaborate the answers, conditions for successful completion of the examination - the amount of points / correctly answered questions or problems solved); the student is also instructed regarding the oral part of the examination (number of questions, etc.). In the case the student fails the written part of the examination, the oral examination does not take place.
  - b) Course of the examination itself:
    - i. The student indicates the start and finish time of the written part of the examination or test on the answer sheet. Answers to questions included in the written part of the examination shall be recorded only on the answer sheet or officially stamped paper provided by the Chair of the Board. For the written part of the examination, the presence of the entire Board is not required.
    - ii. During the oral examination, the entire Board must be present for the entire time of the examination. The student is assigned questions or areas of the oral examination by drawing a question/area number. The questions and areas of oral examination must correspond to the course syllabus.
  - c) After completing the Board Examination, the student is informed about the result. The student is also informed by the Chair of the Board that they will be officially notified on the result of the examination in writing.
  - d) In accordance with Article 17 (12) of the SER, the Board is required to take minutes of the examination. The minutes (signed by all participants of the Board Examination, including the student) are submitted by the Chair of the Board together with the original written part of the examination and its assignment, to the Vice-Dean for Study.

## Article 15

### Announcement of Examination Dates and Course Credit Awards

- (1) Teachers are required to announce a sufficient number of examination dates at least 3 weeks before the end of the teaching period of the semester.
- (2) The so-called "Preliminary date" can be announced only in the last week of the semester for on-site mode of study, in the case of a combined mode of study in the period after the last consultation of the specialisation/ study group (but not at the time of the consultation.).
- (3) Credit can be awarded not earlier than 14 days before the end of the semester for of on-site mode of study, and at the last consultation for combined form of study.



- (4) Teachers of courses provided as part of the combined mode of study are required to provide at least one examination date for the given course on Saturday during the examination period. Details are provided by [the Dean's Measures No. 114/2016](#) on Securing Saturday Examination Dates for Combined Mode of Study

#### **Article 16**

##### **Input of Course Credits and Examination Assessment into the IS STAG System**

- (1) All examination dates must be entered in IS STAG.
- (2) The Heads of Departments are responsible for timely insertion of course credits, assessment of course examination of the courses guaranteed by the Department and the statements of QT in the IS STAG system. Course credit and examination assessment must be input in the system within 7 days of awarding credit or passing the examination. The dates in the STAG information system are considered decisive. Students whose course credit is not registered in the STAG system will not be able to apply for an examination date so the Department must ensure entering the credit into the system before the commencement of registration for examination.
- (3) Concurrently when inputting the assessment of individual examinations (if the student fails in the first or second attempt), it is necessary to include the order of attempts. Heads of Departments are responsible for accuracy of the data.
- (4) The organizational provision of input of course credits and examination assessment is determined by the internal organization of individual Departments and the decisions of their Heads.
- (5) Input of credits and examinations into the IS STAG is governed by the "7 + 7 + 7" rule, the principle of which is the following:
  - a) after awarding a course credit or holding an examination, the Department has 7 days to input the assessment into IS STAG (done by the Teacher or Departmental secretary).
  - b) the student has the following 7 days to check the data (whether it has been input and whether it is correct) and to resolve any potential issues with the Department.
  - c) the following 7 days are then available for the Department or Vice-Dean (in disputed cases) to resolve any complaints. Then the database is closed.
- (6) If there is a discrepancy between the information regarding an assessment stated in the IS STAG and the Study Record Book, priority is given to the data in IS STAG.

#### **Part IV. Recognitions**

##### **Article 17**

##### **Recognition of Courses, Examinations, Parts of Studies or Other Study Obligations**

- (1) Recognition of courses, examinations, parts of studies or other study obligations (hereinafter referred to as "study obligations") is governed by Article 25 of the SER; and the Dean makes decisions on this issue.
- (2) If the student proves the corresponding learning outcomes gained in a course they had completed during earlier studies, i.e. a course which was awarded an assessment before the student enrolled for studies at the FE USB, the student must file the application for recognition by the 31st October of the academic year, in which they are studying the first year of studies. This procedure is followed even if the student proves the appropriate learning outcomes gained in a course that they successfully completed in an earlier course of lifelong learning that was not implemented by the FE USB. In other cases, i.e. if the student is proving the corresponding learning outcomes they gained at a course completed in parallel studies, they



are required to file the application for recognition no later than in the semester in which they enrol to the course they wish to have recognized, by the following dates:

- a) 31<sup>st</sup> October, when applying for recognition of a course enrolled to in the winter semester, a
  - b) 31<sup>st</sup> March, when applying for recognition of a course enrolled to in the summer semester.
- (3) The application for recognition of study obligations in filed in writing on the relevant form provided by the Study Department, specifying precisely the courses whose recognition the student is requesting. This does not apply to study obligations fulfilled in the course of successfully completed lifelong learning implemented by the FE USB; which the Dean recognizes ex officio.
- (4) The following must accompany the application for recognition of courses: a statement of the FE Course Guarantor responsible for the course concerned and the approval of the Head / secretary of the Department; this does not apply if the student is applying for recognition of courses implemented by the FE USB (in this case, the student does not need to provide the statement of the Course Guarantor or the Head / secretary of the Department). The application shall be submitted to the Study Department.
- (5) The annexes to the application under paragraph 3 are:
- a) Student Record Book (pursuant to Section 57 (1) (b) of the Act) or a document listing completed examinations (pursuant to Section 57 (1) (c) of the Act) endorsed by the issuing higher education institution, or a similar document issued and endorsed by a higher professional school or a foreign higher education institution, or a certified copy of a Diploma Supplement (pursuant to Section 57 (1) (f) of the Act), indicating the assessment of all the courses by which the student is demonstrating their previously gained qualifications
  - b) information on each course under letter a) including
    1. name and code or other designations of the subject
    2. ways of course completion and its requirements
    3. number of credits
    4. mode of study including allocated teaching time
    5. course content
    6. study literature
    7. learning outcomesendorsed by a higher education institution or supplemented by an accurate reference to a publicly available website or sites where all the information about the course taught during the period when the student completed the course can be verified; the attachment may contain multiple documents. Attachments of the application may be submitted in Czech, Slovak, English or German; in another language only with an officially certified translation into one of these languages.
- (6) The following cannot be recognized:
- a) QT or another part of State Final Examination (hereinafter "SFE"),
  - b) a course which has already been recognized before,
  - c) a course completed more than five years ago,
  - d) an examination with grade lower than "very good" (2),
  - e) a part of the study completed more than two years ago
  - f) a study obligation which, if recognized, would lead to exceeding the maximum number of recognized credits from lifelong learning pursuant to Section 60 (2) of the Higher Education Act (108 credits for a Bachelor's degree programme or 72 credits for a Consecutive Master's degree programme).
- (7) Recognition of study obligations fulfilled at a foreign university during a study stay completed in the course of study at FE USB is governed by Article 25 (9) of the SER and by the Dean's Measures No. 44/2013 on Study and Recognition of Courses completed at Foreign



Universities; therefore paragraphs 2 to 7 shall not apply to such case.

#### Part V.

### State Final Examination and Higher Education Institution Graduation Theses

#### Article 18

#### State Final Examination

- (1) Studies of Bachelor's and Master's degree programmes at FE USB are completed by a state final examination. The day of completion of studies is the day when the last part of the State Final Examination is successfully completed.
- (2) The status and course of the SFE are regulated in particular by Section 45 to 47, Section 53 and Section 55 of the Act and Article 27 of the SER.
- (3) The student is obliged to register for the final state examination within the deadline set in the [academic year schedule](#). Applications for the SFE, deadlines and instructions for submitting the QT are published in the form of the Dean's Announcement well in advance on the Faculty's website.
- (4) SFE consists of the defence of the QT and an oral examination in the subject areas specified by the curriculum of the relevant degree programme, respectively its specialisation. The defence of QT and each examination of each subject area within the SFE is graded separately; the final grade of the defence of the QT, based on the evaluation of the thesis Supervisor and Reader, as well as the course of the defence and the oral examination of individual subject areas within the SFE will be determined by the Board of Examiners.
- (5) When resitting the SFE in case of a failed defence of the QT, the student defends a re-elaborated QT, which has been newly evaluated by the thesis Supervisor and Reader. If a student fails to pass the oral examination from any subject area of the SFE, they repeat only this SFE oral examination.
- (6) In case of failure, the SFE or part thereof (defence of the QT or oral examination from the SFE subject area or several SFE subject areas), can be repeated once, subject to the conditions specified in Article 27 (2) of the SER, but not earlier than 3 months after the first unsuccessful attempt.
- (7) The date, time and organizational provision of the SFE for individual students is published no later than 5 days before the date of SFE deadline in the form of the Dean's Announcement or Measures of the Dean on the faculty website in the section Studies - Information for Final Years. The time of the SFE stated in the schedule is only indicative, students shall arrive at least 1 hour in advance.
- (8) For students of the Bachelor's degree programme, there are approximately 60 minutes allocated for the defence of the QT and SFE in the stipulated subject areas, for students of Master's degree programme approximately 45-60 minutes, depending on the number of SFE subject areas stipulated in the curriculum.
- (9) The SFE is public as stipulated in the law. The Chair of the Board of Examiners is responsible for the examination's regularity, especially for compliance with the rules set out below, for equal conditions for individual students and for due minutes to be kept.
- (10) A student registered for an SFE who fails to attend without a due excuse is graded as "failed" in accordance with Article 27 (6) of the SER. The Chair of the Board shall also indicate in the minutes that the student did not attend. Article 7 (2) applies appropriately to provision of an excuse note. In such a case, the excuse note is addressed to the Dean who shall decide on the justification of the excuse. If the Dean decides the excuse is justified, the student is deemed as not having registered. In that case, the Dean shall ensure that the minutes indicate that the student was subsequently excused, including the name and signature of the person who took the minutes, as well as the date when that happened. Another chance to take the SFE for the



- excused student arises only upon registration for the SFE in accordance with the procedure under paragraph 3 for the next period.
- (11)** If a student attends an SFE, he is deemed, in accordance with Article 27 (6) of the SER, not to be impeded by any relevant reasons from sitting the examination. Once the SFE has commenced, the student can no longer excuse themselves or subsequently cancel the outcome, even for health reasons. By signing the attendance sheet, the student confirms that he has been informed about this fact and that there are no objective or subjective impediments that would disable them to take the SFE.
- (12)** During the SFE, the student follows the instructions of the Chair and other members of the Board. Unless otherwise stipulated or explicitly authorized by the Chair, during oral examination of individual subject areas of the SFE it is not permitted to
- use any written notes (with two exceptions - preparation at the Bachelor's degree SFE according to paragraph 13 and elaborated answers to the questions of the Supervisor and Reader of the QT) as well as any printed materials, including dictionaries and manuals;
  - use any electronic device, including mobile phones and other communication devices, portable PCs of all types; except for the use of PCs by persons with special needs who have previously requested this within the request for modification of the SFE due to their disability;
  - communicate with other participants of the SFE.
- (13)** The defence of the Bachelor Thesis and the oral SFE for Bachelor's degree programme observe the following procedure:
- The student is ushered into the examination room and presented to the Board.
  - The Board assigns the student questions about individual SFE subject areas and provides 15 minutes of preparation time.
  - After preparation time, the student comes forward and defends the Bachelor's thesis (15 minutes).
  - After the Bachelor's thesis defence, the Board examines the student on the prepared SFE subject areas (25 minutes).
  - The final part of the SFE consists of the Board's assessment of the student's performance (non-public part) and announcing the outcome to the student (5 minutes).
- (14)** Unless otherwise stipulated, the SFE and thesis defence for Consecutive Master's degree programme observe the following procedure:
- The student is ushered into the examination room and presented to the Board.
  - Student defends their thesis (without preparation – 15 minutes).
  - the Board examines the student on the SFE subject areas (without preparation - 20 – 30 minutes).
  - The final part of the SFE consists of the Board's assessment of the student's performance (non-public part) and announcing the outcome to the student (5 min).
- (15)** If a student has any objections to the course of the SFE, he needs to raise them immediately after the SFE has finished with Board of Examiners appointed for the SFE. The Chair of the Board of Examiners or an appointed member of the Board shall record the objections in the minutes and submit it to the student for signature. By signing, the student confirms that the content of the entry corresponds to the objections raised by them. The Chair of the Board of Examiners or a member appointed by them shall record the statements of the Board, including the relevant circumstances of the objections. If there is insufficient space, a separate sheet may be added to the minutes, which must be referenced in the minutes. No consideration shall be given to student objections raised later. The Dean shall examine the objections within 14 days of receipt of the minutes concerned; they can also request further information from the Chair of the Board or the student. If the Dean concludes that the objections have or could have affected the result of the SFE, they decide to annul the SFE or a part thereof and to register the student for the next available date of the corresponding SFE or part thereof. In other cases, or in the remaining parts, the Dean decides to confirm the outcome of the SFE



even if the student objections include health or similar reasons (see paragraph 11). The Dean's decision is final.

### Article 19 Qualification Theses

- (1) QT is a separate and separately graded part of the SFE at the FE USB in all accredited degree programmes.
- (2) The minimum [QT requirements](#) are published on the Faculty's website in the section Studies - Information for Final Years.
- (3) QT topics are published by individual Teachers through IS STAG in the autumn of the academic year. The dates and procedure for publishing the topics by the Supervisors and assigning topics to students for the academic year are published in a Dean's Announcement. Instructions for students are published on the website of the section Studies - [Study Regulations and Forms](#), Instructions for Teachers, Heads of Departments and Guarantors of Degree Programmes in the section [Documents](#) .  
Publishing of QT topics for students of the study programme Regional and European Project Management and the student's choice follow specific common rules of this joint degree. Supervisors issue from any of three partner universities of the programme.
- (4) At an FE USB Department of their choice, the student chooses a topic corresponding to the degree programme they are studying. After the QT has been allocated to the student in the IS STAG system, the student is required to contact the Supervisor personally to discuss the proposed content of the thesis well in advance of the deadline for the submission of the assignment protocols to the IO, as stipulated in paragraph 3 of the Dean's Announcement for the relevant academic year.
- (5) For students who are interested to elaborate their graduation topic in close and long-term cooperation with a suitable enterprise or institution, the FE offers the opportunity to select a partner from a [central database](#). In this case, it is necessary to observe the following procedure:
  - a) From the database the student selects a suitable enterprise or institution of their choice for the given graduation thesis topic.
  - b) The student is then obliged to contact an authorised Faculty member who shall verify whether the selected enterprise or institution has available capacity and is interested in collaborating on the specific topic with the student. The student shall be informed about the selected enterprise or institution's decision by the Faculty member at an earliest possible date.
  - c) If the cooperation with a company or institution on the given topic is approved, the student is obliged to submit a request for approval of the selected enterprise or institution to the graduation thesis Supervisor on a standardized form and submit the approved application to the Study Department to be filed.
  - d) From the authorized employee of the Faculty the student then obtains contact information of the contact person at the selected enterprise or institution so they can initiate the cooperation.
  - e) After that, cooperation on the graduation thesis with the selected enterprise or institution shall be commenced without undue delay.
- (6) If a student of any specialization is interested in elaborating their QT within a different workplace other than FE USB, all the following conditions must be met:
  - a) the topic of the thesis must be part of the subject matter of the degree programme in which the student is applying for a Bachelor's or Master's degree graduation;
  - b) under paragraph 7, the QT assignment form can be submitted to the Vice-Dean for Pedagogical Activity for signature only after it has been approved by the Head of the FE USB Faculty guaranteeing the programme to which the subject matter falls, and the



programme Guarantor.

(7) The QT Supervisor, after discussing the content of the work with the student and within the deadline set in accordance with paragraph 3 in the Dean's Announcement, will prepare the assignment documents, which will be submitted to the departmental secretary. This also applies to the Director of another workplace according to paragraph 6, who is informed about this obligation by the departmental secretary in a way that is usual at the Faculty. All the QT documents are then processed by the departmental secretary into a QT assignment, which will be submitted as a hard copy for approval and signature by the Head of the Department and subsequently to the Vice-Dean for Pedagogical Activity. The signed assignment form is kept by the IO to be subsequently attached to the SFE protocol. Upon a request of the student, thesis Supervisor or Reader, the departmental secretary or the IO shall issue a copy of the assignment form. Changes in the assignment can only be made for serious reasons, upon a request submitted on a relevant form.

(8) The QT Reader is appointed by the QT Supervisor or - in disputed cases - by the Head of the Department, from the ranks of university graduate professionals with a professional orientation that corresponds to the focus of the QT, or from the ranks of Teachers from other universities, so as to ensure a qualified and objective assessment of the QT.

(9) QTs are elaborated in Czech language or, upon consent of the Supervisor and with the approval of the Head of the Department and Vice-Dean for Pedagogical Activity, based on a request submitted to the IO, in Slovak or English.

(10) A QT may contain non-public data about a natural or legal person or their activity, which can lead to identification of that person or their relation to the activity, only with the person's consent, respectively with consent of the employee providing the information. Such consent must be granted through an appropriate form.

(11) All sources of information used in any way, or just mentioned, must be cited using a clear standardized form. Otherwise this would constitute a gross infringement of scientific ethics - plagiarism. The ethics of scientific and creative work also require citing a source of information gained orally if it has provided a key and important idea or consultation for the thesis. In Graduation Thesis, it is not possible to cite another work of the thesis author him/herself without a detailed citation information. As plagiarism shall be deemed any work which includes any paper written by another author appropriated as a whole or a part thereof without a proper citation in its original form or with only stylistic changes, or work that exploits others' ideas, constructions, procedures, patents, utility patterns, images, charts, or any other wrongfully appropriated data. This also applies to works not yet published and intended for publication. Copyright infringement is a criminal offence, in the Czech Republic covered by Act No. 89/2012 Coll. The author is obligated to include the following statement (completed with the relevant information): "*I declare that I have elaborated my [type of degree] thesis myself using solely the sources and literature listed in the cited literature. I declare that, in accordance with Section 47b of Act no. 111/1998 Coll. as amended, I agree with the publication of my [type of degree] thesis, in its unaltered form / in the modification resulting from deletion of selected parts archived by the [name of faculty] in the electronic publicly accessible part of the STAG database operated by the University of South Bohemia in České Budějovice on its website while maintaining my copyright to the submitted qualification thesis. I further consent for the thesis Supervisor's and Reader's reviews as well as the minutes and result of the defence of the qualification thesis to be published in the same electronic way in accordance with the provisions of Act no. 111/1998 Coll. I also consent for the text of my qualification thesis to be compared against Theses.cz database of graduation theses run by the National Register of Higher Education Graduation Theses and the Plagiarism Detection System.*" This statement is then dated and signed by the author. This statement also serves as an affidavit confirming that the author has not committed plagiarism.

(12) In addition to methodological input, the thesis Supervisors continuously monitor whether plagiarism has occurred in any form. This can be done through electronic systems



(e.g. Theses). If plagiarism is detected, even in a completed thesis, the Supervisor shall not recommend the thesis for defence, indicating the circumstances. Upon detection of plagiarism, the Dean of the Faculty initiates disciplinary proceedings with the QT author. The Disciplinary Board shall decide on following steps. The date of defence for which the author of the QT registered or on which the unsuccessful defence was held, is deemed as one of the valid dates in the sense of the relevant Article of the SER USB as amended.

(13) The student inputs the thesis to the relevant place in the IS STAG following the instructions of the Dean's Announcement and then submits it in the same form as a hard copy to the Department by which the thesis was assigned. The hard copy of the qualification thesis is submitted as one hardcover copy. The thesis is considered submitted at the moment it is delivered to the Department in the format and number of copies stipulated in the foregoing, typically to the departmental secretary. At the request of the student, the secretary or the person who receives the thesis, confirms delivery of the thesis in writing, preferably on a copy of the cover page provided by the student.

(14) Duly submitted QT (paragraph 13), shall be dated and stamped with the departmental stamp for confirmation by the departmental secretary.

(15) The reviews are elaborated by the QT Supervisors and Readers on forms provided by the Faculty of Economics, available at <http://www.ef.jcu.cz/posudky/>. Instructions on elaborating reviews are sent to the QT Supervisor and Reader via an email from the departmental secretary.

(16) The proposed QT grade may, in accordance with Article 277 of the SER, range as follows: "Excellent" (1), "very good" (2), "good" (3) and "failed" (4).

(17) The student shall acquaint themselves with the Supervisor's and Reader's review in IS STAG before the date of the SFE. It is the student's responsibility to prepare written answers to the comments and questions put forward in the Supervisor's and the Reader's reviews and submit these to the SFE Board of Examiners on the day of the SFE.

(18) The Departments shall input the Supervisor's and Reader's reports in electronic form into the IS STAG database (Graduates - Higher Education Qualification Theses - Files) by the deadline set in the Dean's Announcement.

(19) The student can use a PowerPoint or another appropriate program presentation during the course of QT defence. However, on the day of the defence, the presentation must be uploaded and ready to be presented in the computer situated in the defence room well in advance of the commencement of the defence as stipulated in the SFE schedule.

(20) Publication of QTs is governed by Section 47b of the Act and the relevant Rector's Measures.

(21) A student who has elaborated a QT whose publication is hindered by a legal impediment (such as protection of personal data, protection of trade secrets, protection of copyright, or protection of classified information) is immediately, after discovering the hindrance, required to apply for permission to defer the publication of the QT, using a prescribed form. Thesis with deferred publication date shall be submitted in two electronic versions and two hard copy hardcover versions, one with deleted passages with deferred publication, supplemented by information on the extent and reason of the deletion and the location of the full version, and one full version.

## **Part VI. Joint, Temporary and Final Provisions**

### **Article 20 Other Student Obligations**



- (1) Students are required to submit any request via relevant forms available on the FE USB website in section Study - [Study Regulations and Forms](#). If there is no appropriate form for a particular request, the application shall be submitted on the universal form available on the top of the web section. All claims in the application must be substantiated, unless they are generally known facts or facts that are known to the FE USB from its own activities and records.
  - (2) Applications and requests are filed in hard copy via the IO or registry or via a postal service provider to the FE USB address. If a student delivers an application in person, they may ask the staff member receiving the document to confirm the delivery by dating and stamping a copy of the document, provided by the student, with the FE USB stamp. If no attachment is included in the application, the application may be submitted in electronic form via an e-mail specified in the [Dean's Measures no. 81/2015](#) to the address of the [Study Department](#) or the [Vice Dean for Study](#); electronic requests filed from another email or to another address shall be not taken into account.
- 
- (1) In accordance with the aforementioned Dean's Measures, students are required to use e-mail addresses automatically created by FE USB in the format username@ef.jcu.cz to communicate within the FE USB and to check this mailbox regularly. Details on the use of Faculty e-mail addresses, including the access interface and the option to set up message forwarding to private e-mail addresses are stipulated by the Dean's Measures No. 81/2015 on Introduction of Unified E-mail Address System at the Faculty of Economics at the USB.
  - (2) A student who uses a data mailbox is obliged to notify the Study Department of its address (Section 63, paragraph 3 (b) of the Act). If they do not, they are deemed not to have a data box.

## Article 21

### Deciding on Student Requests

- (1) When deciding on a course recognition, the Act and the Administrative Code shall be followed.
- (2) Decisions on requests not related to course recognition, enrolment or course enrolment cancelation shall be made in writing, in electronic form. It shall contain statement section if the request is not granted, also the justification. The decision is delivered to the student's e-mail address specified in Article 20 (3) of this Measures.
- (3) The request is dealt with by the Dean or the Vice-Dean for Pedagogical Activity, if they have been authorised by the Dean, without undue delay, at the latest within 30 days from the moment the student submitted the application, respectively from the moment they have provided all the details and annexes of the application.
- (4) If a decision determines an obligation for the student, it must obtain the necessary information to fulfil the obligation, if such information exists. If the decision determines an entitlement for the student, to which is related an obligation, resp. co-operation of an FE USB employee or another USB employee providing tuition to the FE USB students, the decision maker ensures that the employee is informed about their obligations, respectively mandatory co-operation, without delay.

## Article 22



### **Other Obligation of the Academic Staff**

- (1) Academic staff members shall approach all students impartially and require them to fulfil their study obligations on an equal footing. In particular, the academic staff member is not entitled to reduce the study obligations of a student who has already completed the course or part thereof in the past and has not had the course recognized or provide a course assessment without checking the student's qualification by the standard procedure.
- (2) The Head of the Department is obliged to ensure input of dates when credit was awarded and dates and assessment of examinations into IS STAG, in accordance with Article 16 (2) of this Measures.
- (3) Breaches of the obligations set forth in paragraphs 1 and 2 as well as breaches of other obligations laid down by this Measures are considered a violation of the USB Conditions of Employment, respectively a serious breach of duty.

### **Article 23**

#### **Repealing Provisions**

The following are hereby repealed:

- a) Dean's Measures no. 13/2011 - on Input of Credits and Examinations Assessment to the STAG System
- b) Dean's Measures no. 64/2014 - on Determining the Content, Form and Specification of the Conditions of the SFE and the Defence of Qualification Theses
- c) Dean's Measures no. 73/2015 - Organization of Studies in Bachelor's and Consecutive Master's Degree Programmes
- d) Measures no. 91/2015 – on Rules for Transition of Long-term Lifelong Learning Programme Participants to FE USB into Full-time Basis Studies
- e) Dean's Measures no. 103/2016 - Course of State Final Examinations
- f) Dean's Measures no. 101/2016 - Provision of Elective Courses
- g) Dean's Measures no. 108/2016 – Individual Study Plans
- h) Dean's Measures no.118/2017 – Board Examinations

### **Article 24 Temporary Provisions**

For SFEs or parts thereof which were held before this Measures came into force but were not successfully completed by the same date, the procedures stipulated before this Measures came into force apply.

### **Article 25 Effect**

This Measures comes into effect on 31<sup>th</sup> October 2018.



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