

**STUDY AND EXAMINATION RULES  
OF THE UNIVERSITY OF SOUTH BOHEMIA  
IN ČESKÉ BUDĚJOVICE  
of 24<sup>th</sup> USBne 2014**

*On 24<sup>th</sup> USBne 2014, the Ministry of Education, Youth and Sports registered under the Ref. No. MSMT-23075/2014 the Study and Examination Rules of the University of South Bohemia in České Budějovice in compliance with s. 36(2) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (Higher Education Act).*

*Mgr. Karolína Gondková  
Head of the Higher Education Institutions Department*

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## **Study and Examination Rules of the University of South Bohemia in České Budějovice of 24<sup>th</sup> USBne 2014**

### **PART ONE**

#### **GENERAL PROVISIONS**

##### **Article 1**

##### **Validity of the Study and Examination Rules of the University of South Bohemia in České Budějovice**

(1) These Study and Examination Rules of the University of South Bohemia in České Budějovice (hereinafter referred to as the "Study and Examination Rules") apply to all academic staff and students of the University of South Bohemia in České Budějovice (hereinafter referred to as the "USB"), in the absence of a provision to the contrary.

(2) Individual USB Faculties with their own accredited degree programmes can specify the details by means of an internal regulation of the Faculty, which must comply with the Study and Examination Rules.

(3) Provided that a higher education institution has been established at the USB under s. 22(1)(b) and s. 34 of the Higher Education Act, which takes part in effecting the degree programme accredited by the USB, the term Faculty shall mean the higher education institution. The powers of the director of the higher education institution shall be governed by s. 34(3-5) of the Higher Education Act as well as by internal regulations.

### **PART TWO**

#### **STUDY IN THE DEGREE PROGRAMME**

##### **Article 2**

##### **USB Student**

(1) Admissions to study are regulated by s. 48-50 of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (Higher Education Act), as amended (hereinafter referred to as the "Act").

(2) Within the intention of s. 49(3) of the Act, the internal regulation of the Faculty shall govern any possible different conditions for admitting applicants who have completed or are studying an accredited degree programme or its part at a higher education institution in the Czech Republic or abroad, or an accredited educational programme effected by a higher vocational school, which the Faculty has entered into an agreement with regarding this objective.

(3) A student is a student of the Faculty he/she enrolled in, and of the degree programme, he/she is studying.

(4) A student can simultaneously study more than one degree programme, whether it is at the same Faculty, at more USB Faculties, or at the USB and another University.

### **Article 3**

#### **Degree Programmes and Curricula**

(1) The definition and elements of a degree programme within the intention of this term used in the Act are regulated by s. 44 of the Act. The proposition of the degree programme or the study discipline (hereinafter referred to as the “degree programme”) is provided by the degree programme guarantor or the study discipline guarantor appointed by the Dean (hereinafter referred to as the “guarantor”) in cooperation with the Head of the Department concerned (furthermore, the term “Department” shall also mean a Faculty institute, an individual Department or a studio that participate in effecting the degree programmes accredited by the Faculty; the term “Head of the Department” shall also mean the director of a Faculty institute, or the Head of an individual Department or a studio), or in the case of doctoral degree programmes by the Doctoral Board (hereinafter referred to as the “guarantee department”). Following the opinion of the Accreditation Commission of the Faculty and of the Academic Senate of the Faculty, the Scientific Board of the Faculty approves the proposition of the degree programme. By virtue of this approval, upon the Dean’s proposal and after considering it by the Accreditation Commission of the USB, the Rector presents the degree programme to the Accreditation Commission of the Czech Republic for accreditation or extension of the accreditation. The rules for assessing the degree programmes by the Accreditation Commission of the USB are specified in the USB’s internal regulation.

(2) Degree programmes and their curricula are comprised of subjects of study (hereinafter referred to as the “subjects”) and of other responsibilities of the student essential for accomplishing the graduate profile. Unless determined by the internal regulation of the Faculty otherwise, the guarantor in charge shall be responsible for preparing the subject specifications, curricula and other relevant documentation. When preparing the accreditation application for the degree programme or the study discipline, and during the implementation of the study in question, the guarantor shall cooperate with the Head of the Department, which provides the study, or implements it, as well as with the guarantors of the individual subjects. The degree programmes can be effectuated by more Departments, or by more Faculties upon an agreement between Deans, or even by more higher education institutions upon an agreement between Rectors.

(3) The subjects can have a status of the following:

- a) compulsory subjects - they must be successfully completed in order to complete the degree programme in question or its specified study discipline (hereinafter referred to as “discipline”),
- b) compulsory-optional subjects - a student enrolled in a particular degree programme must obtain a set amount of credits from individual set groups of compulsory-optional subjects,
- c) optional subjects - other subjects mentioned in the degree programme, or possibly subjects mentioned in other degree programmes at the USB or other higher education institutions in the Czech Republic or abroad.

Including a subject in any of the aforesaid groups is determined by the guarantor following an agreement with the Head of the Department and consent of the Accreditation Commission of the Faculty.

(4) A senior lecturer and a Professor working at the USB can offer their lectures within the degree programmes carried out at the USB after presenting the lecture syllabus to the guarantee Department. The status of the lecture within the intention of clause 3 as well as its including or not including in the degree programme and in the scope of the lecturer’s responsibilities shall be decided by the programme guarantor following an agreement with the Head of the guarantee Department and an assenting statement of the Accreditation Commission of the Faculty.

(5) Considering the economic capacity of the Faculty or of the higher education institution, the Dean can determine, as a condition for effecting the teaching of an optional or compulsory-optional subject in individual semesters, an essential minimum amount of students, who will enrol in this subject.

(6) Upon a student's request, the Dean can decide on exempting the student from his/her obligation to meet the conditions for obtaining credits (or possibly a certain amount of credits) from a particular subject for serious reasons, especially health ones. Such an exemption, however, does not constitute an entitlement to obtaining credits for the subject in question or to decreasing the total number of credits necessary for completing the degree programme.

(7) The syllabi of individual subjects are part of the degree programme. They further specify particularly the content of the subject, recommended study literature list, prerequisite subjects, contraindicative subjects, recommended prerequisite subjects, the form of exams and evaluation system, conditions for obtaining a credit and the extent of individual assignments. The syllabus of the subject is presented by the subject guarantor via the degree programme guarantor or discipline guarantor to the Accreditation Commission of the Faculty in a structure corresponding with the form specified for the subject in the database of the "Study Agenda" unified electronic information system (hereinafter referred to as the "IS STAG"). A subject cannot become part of the degree programme without having been approved by the Accreditation Commission of the faculty or the Collegium.

(8) Teaching selected subjects in the degree programmes accredited in Czech can be effectuated as well in English or in another foreign language.

#### **Article 4**

##### **Length of Study**

(1) The standard length of study is determined by the relevant degree programme in compliance with s. 44-47 of the Act.

(2) If the degree programme is divided into phases, their length and way of completing shall be governed by the internal regulation of the Faculty or the higher education institution.

(3) The total maximum length of study in the Bachelor's degree programme or the Master's degree programme that follows in the Bachelor's degree programme (hereinafter referred to as the "follow-up Master's degree programme") is two years longer than the regular length. The total maximum length of study in the five-year Master's degree programme that does not follow in the Bachelor's degree programme (hereinafter referred to as the "Master's degree programme") is three years longer than the regular length. The Dean can permit exceeding these maximum lengths in USBstified cases. Suspension periods are not included in these maximum lengths.

#### **Article 5**

##### **Academic Year**

(1) The academic year begins on 1<sup>st</sup> September and ends on 31<sup>st</sup> August of the following calendar year. The start of teaching in the semesters and the detailed schedule for the academic year are determined by the Dean in compliance with the Rector's decision on the organization of the relevant academic year by 30<sup>th</sup> April for the subsequent academic year.

(2) The academic year is divided into a winter semester, a summer semester and a holiday period. A semester consists of a teaching period and an examination period. The length of these individual periods is determined in the schedule for the academic year, which is specified by the Dean for individual disciplines of the degree programmes.

(3) The total length of the holiday period is a minimum of eight weeks during the academic year. In the holidays, compulsory workshops, practical training and other forms of education can take place in blocks, providing they cannot be organised during the semester. The student's free time during the summer holidays must not be reduced by such activities to a length of fewer than four weeks, with at least three weeks of that being uninterrupted.

## **Article 6**

### **Credit Evaluation of Subjects**

(1) To evaluate the studies, the USB uses the European Credit Transfer System ECTS (hereinafter referred to as "ECTS").

(2) Each subject mentioned in the degree programme is evaluated by a certain amount of credits that are based on the workload students need in order to achieve expected learning outcomes in the particular subject. The total semestral workload of the studies involving the student's participation in organised learning as well as the student's self-study must correspond with 30 credits for an average semester of the regular study period of the relevant degree programme. The same subject has the same credit evaluation for all USB students irrespective of the status of this subject, which can be different for different degree programmes. The credit evaluation of the subjects is proposed by the guarantor and approved by the Accreditation Commission of the Faculty.

(3) The student is allocated credits after completing the requirements for the subject, i.e. regarding subjects completed by a pass (without examination) after it has been passed, and regarding subjects finalised by an examination after this examination has been successfully completed with the assessment being "3" (good) at worse. At the same time, the student must successfully complete the subject by the date specified in the schedule of the respective academic year.

(4) If a student has completed studies within his/her degree programme at a different foreign or Czech higher education institution or a higher vocational school using the ECTS credit system, the Dean shall recognise the credits obtained for successfully completing the subjects of the study to such an extent they were allocated by this other institution, and shall recognise the marking of the other school. Provided that the marking scale does not correspond with Article 12(3) of these Rules, the Dean shall specify the recalculation of the marks. The Dean also determines the necessary recalculation of credits obtained at a different school, if the school does not exercise the ECTS system. When recognising the statuses of subjects (within the intention of Article 3(3)) completed by the student during his/her studies abroad, the Dean shall make sure that the status of the compulsory and compulsory-optional subjects is acknowledged to at least such a proportion of credits obtained abroad equal to the proportion of credit evaluation of these subject categories in the degree programme the student is enrolled in at the USB.

(5) Credits for a particular subject can be allocated only once during the study. This provision does not apply to physical education that is not part of the discipline and possibly to other subjects specified in the degree programme.

(6) The number of credits allocated for completing the subject is used as the weight of the mark awarded for the subject when calculating the weighted study average (Article 13). The Dean shall decide about the way of calculating the weighted study average in order to make a total evaluation of the study or its part regarding the students who have completed a part of the study in a non-credit way or with a credit system not corresponding with the ECTS rules.

(7) The internal regulation of the Faculty determines the procedure for recognising the completed subjects and their credit evaluation in compliance with s. 60(1,2) of the Act in the case of successful graduates from the lifelong learning programmes at the USB who became the USB students within the intention of the Act (s. 61).

## **Article 7**

### **Education and Its Organization**

(1) The main forms of teaching are lectures, practical classes, seminars, tutorials, self-study and individual creative work. Attending lectures is optional, while taking part in practical classes and seminars is compulsory in an extent specified by the teacher.

(2) The Head of the guarantee Department determines the guarantors of individual subjects as well as other teachers of individual subjects in the degree programme.

(3) The way of organising, arranging and carrying out practical training, educational excursions and workshops can be specified by a provision of the Dean or the Head of the Faculty's Department.

(4) During tutorials, the students are guided regarding the content and methods of the study and regarding the methodology of scientific, research, professional, artistic and other activities. The teacher is required upon the student's request to provide tutorials to the extent of at least 20% of the number of classes in the subject within a semester.

(5) A student who could not attend the compulsory classes for a serious reason can be allowed by the teacher an alternative way to meet the study requirements, which will strictly involve the matter of the relevant subject's content, specifically by the date that is not inconsistent with the academic year schedule.

(6) During the first week of teaching, each teacher shall specify and make public the programme of his/her subject in accord with the syllabus particularly in the following areas:

a) timetabling of the schoolwork,

b) requirements the student must meet during the teaching; considering the results of continuous assessments of the student's study in the final evaluation of the subject; conditions for acquiring a subject pass (without examination) and for being admitted to an examination, as well as the form of the examination and the way of evaluating it,

c) a recommended literature list.

## **Article 8**

### **Pedagogical Adviser**

(1) Should the organization of the studies require it, the Dean or the Head of the Department can appoint a pedagogical advisor for individual study groups, study phases, degree programmes or disciplines, selecting from the members of the Faculty's academic staff.

(2) The responsibilities of such pedagogical advisors shall be specified by the official who appointed the pedagogical advisor.

(3) Provided that a pedagogical advisor has not been appointed, this activity shall be provided by the respective guarantee Department if necessary.

**PART THREE**  
**ASSESSMENT AND EVALUATION OF STUDIES**

**Article 9**

**Assessment of Studies**

- (1) The basic forms of the study assessment are a subject pass (without examination) (*“zápočet”*), an examination (*“zkouška”*), a colloquium (*“kolokvium”*) and a state final examination (*“státní zkouška”*).
- (2) During the course of a semester, other forms of study assessment may be employed, especially monitoring queries, written tests, individual assignments and semestral assignments. In compliance with the subject syllabus, the results of these assessments may be accordingly taken into account during the examination.
- (3) Faculties and Departments are required to record in and maintain the IS STAG containing information on the degree programs, the credit system as well as on the results of the subject passes (without examination) and examinations, following the applicable internal regulation of the Faculty the subject is being provided for.
- (4) The documentation related to the study results of students enrolled in the studies at the Faculty is maintained in compliance with s. 57(3) of the Act in the record of a student's studies by means of the IS STAG. At the same time, the documentation of the students' results is kept in the printed record of a student's studies, which has two forms - a student record book (*“index”*) and a catalogue of subject passes (without examination) and examinations. Based on the IS STAG documentation, the Study Department of the Faculty carries out administration related to the admission procedure of applicants, their enrolment, studies and the proper completion of study. Upon the student's request, the Study department of the Faculty can issue a certificate of all completed subjects. Following a successful completion of the state final examination, the students shall obtain a University Diploma for a successful completion of the degree programme along with the certificate of all completed subjects in a form of the Diploma Supplement in Czech and English pursuant to the ECTS standard.

**Article 10**

**Subject Pass**

- (1) A subject pass (without examination) is awarded if the student meets the requirements specified for the particular subject pass in accord with the subject syllabus by the lecturer teaching the subject in question (hereinafter referred to as the “lecturer”) and documenting it instantly in the IS STAG.
- (2) Unless determined otherwise by the Head of the Department on the odd occasion, a subject pass (without examination) is awarded by the lecturer by putting down the word “subject pass” (*“započteno”*) in the printed record of the student's studies, along with the date the subject pass (without examination) was awarded and the lecturer's signature. In the IS STAG record, the word “accomplished” (*“splnil”*) is filled in. If the subject pass (without examination) has not been achieved, nothing is filled in the student record book. Provided that the subject pass (without examination) has not been awarded and the student requires so, the Head of the Department is obliged to review the case before a committee.
- (3) A student who has not achieved the subject pass (without examination) by the required deadline may, in USBstified cases, be permitted by the lecturer to meet the requirements for the subject pass (without examination) at a specified alternative date, however no later than by the deadline stipulated in the schedule for the academic year. Subject passes (without examination) can be obtained during the holidays as well.
- (4) A student who has not obtained a subject pass (without examination) cannot subsequently sit for an exam regarding the subject in question. If the student has not met the requirements for obtaining the subject pass (without examination), and has no chance to meet them due to the schedule deadlines, the lecturer shall record this fact in the IS STAG by entering the word “not accomplished” (*“nesplnil”*).

## Article 11

### Colloquium

(1) A colloquium means completing a subject by discussing the points at issue of the subject in question, or possibly by elaborating a written assignment dealing with partial issues of the subject and subsequently evaluating them orally. In the case a written assignment is a part of the colloquium, each student must get the opportunity to actively participate in the oral part.

(2) The colloquium usually takes place during the examination period specified in the schedule of the relevant academic year. Following an agreement with the examiner, the colloquia can also be carried out during the holidays or the semester, however no later than by the end of the examination period of the relevant semester stipulated in the schedule for the respective academic year.

(3) The colloquium is evaluated by the words "passed" ("*prospěl*") or "not passed" ("*neprospěl*") and in the IS STAG by the words "accomplished" ("*splnil*") or "not accomplished" ("*nesplnil*"). The evaluation "not passed" ("*neprospěl*") is not put down in the record of a student's studies.

(4) Given that the student has not passed the colloquium, he/she is entitled to two resits within the dates provided the examiner.

## Article 12

### Examinations and Resit Examinations

(1) Examinations and resit examinations are usually conducted by the teachers who lectured the subject, rarely also by some other teachers from the Department specified by the Head of the Department. Depending on the circumstances at the Department, the Head of the Department can entrust more teachers with examining the same subject. Subsequently, any possible resits are conducted by the same examiner, unless the Head of the Department specifies otherwise for serious reasons.

(2) Upon a request from the student or the examiner, or if the internal regulation of the Faculty stipulates so, the Dean shall decide on the second resit examination taking place before a committee appointed by him/her. If the Dean is the one to examine the student, he/she shall forward the student's application for 'an exam before a committee' to the Rector of the USB to decide and appoint the committee. Examinations and resit examinations have the same form specified by the subject syllabus. The student is entitled to request permission from the examiner to take the resit examinations in a different form.

(3) The examination result of a student enrolled in the Bachelor's degree programme, Master's degree programme or follow-up Master's degree programme is expressed by the following marks: a) "excellent" ("*výborně*") (1), b) "very good" ("*velmi dobře*") (2), c) "good" ("*dobře*") (3), d) "failed" ("*nevyhově*") (4). The marks "excellent" to "good" correspond with the grades "A" to "E" of the ECTS Grading Table. The mark "failed" ("*nevyhově*") corresponds with the grade "F" of the ECTS Grading Table. The examination result of a student enrolled in a Doctoral degree programme is evaluated by the examiner using the mark "passed" ("*prospěl*") or "failed" ("*neprospěl*"). The final mark of the completed examination expressed in words is put down in the printed record of a student's studies by the examiner, with the examiner's signature and the date appended. The lecturer enters the final mark expressed in a numeral in the IS STAG. If the Faculty uses a student record book ("*index*") as the printed record of a student's studies, the final mark "failed" ("*nevyhově*") is written in this type of record only when this mark cannot be rectified.

(4) The examinations and resit examinations usually take place during the examination period specified in the schedule of the relevant academic year. Upon an agreement with the examiner, the examinations can also be sat for during the holidays or the semester until the end of the examination period of the relevant semester, or possibly later if agreed by the lecturer, however no later than by the deadline stipulated in the Faculty schedule for the respective academic year and the degree programme in question.



(5) The examiner determines and announces a sufficient number of examination dates for individual subjects no later than three weeks before the end of the teaching period in the semester. The dates for resit examinations can be announced even later. The students sign up for the examinations by means of the IS STAG. Any other feasible way of signing up for the exam or cancelling it shall be determined by the Head of the relevant Department or the Dean of the Faculty. A student who cancelled in time shall be treated as if he/she never signed up for the examination.

(6) Students are entitled to cancel no later than 24 hours before the examination is to take place. Provided that a student withdraws from the examination after its beginning, fails to attend the examination without a due excuse or violates the examination rules to a serious extent, he/she shall be marked as "failed" ("*nevyhověl*").  
(4). A student can make an additional excuse for serious reasons, especially health ones, however no later than by the fifth day from the date set for the examination. The examiner shall decide on the reasonableness of the excuse.

(7) Given that the student has failed in the examination, he/she is entitled to a first resit examination. Should he/she fail in the first resit examination as well, he/she is entitled to take a second resit examination within the provided dates.

(8) A student is entitled to refuse the mark his/her examination or first resit examination was evaluated with. In such a case, the examination date shall be considered used up and the examination shall be evaluated "failed" ("*nevyhověl*"), with the mark "4" being entered in the IS STAG.

### **Article 13**

#### **Weighted Study Average**

(1) The weighted study average is used as a criterion for assessing the quality of student's study performance. It is calculated for each student per academic year, or possibly for each semester, a phase of the programme and for the student's entire duration of studies prior to the state final examination.

(2) The weighted study average is calculated by taking the sum of final marks multiplied by the total number of credits allocated to relevant subjects, divided by the total sum of obtainable credits allocated to subjects for which the student was enrolled and which are completed by means of examinations in the evaluated period. The subjects that the students enrolled in but failed to complete at least with the mark "good" ("*dobře*") are also included in the calculation as "failed" ("*nevyhověl*").

(3) Provided that the student completed a part of his/her study in a non-credit system or a different credit system, the weighted study average shall be calculated in accordance with Article 6.

(4) The weighted study average is taken into account when deciding on the award of merit-based or premium scholarships as well as during making miscellaneous decisions in open competitions.

### **Article 14**

#### **Comprehensive Progress Examination**

(1) If a degree programme is divided in phases, a degree programme phase may be completed by a comprehensive progress examination enabling progression to the next phase of the programme. Its form, conditions and way of evaluating are governed by the internal regulation of the Faculty.

**PART FOUR**  
**COURSE OF STUDY IN THE BACHELOR'S, MASTER'S AND FOLLOW-UP MASTER'S DEGREE**  
**PROGRAMMES**

**Article 15**

**Terms of Enrolment for the Academic Year or Semester**

(1) An applicant has the right to enrol for the first academic year or semester if he/she has been admitted to a degree programme implemented by the Faculty.

(2) A student has the right to enrol for a subsequent academic year or semester at the relevant Faculty if he/she is the student of the Faculty as of the enrolment date and has not interrupted his/her studies.

**Article 16**

**Terms of Enrolment for the Subjects**

(1) Under s. 62(1)(b) of the Act, a student is entitled to choose subjects and design his/her curriculum pursuant to the provisions of the degree programme he/she has enrolled in. For the purposes of creating the student's personal curriculum, the subjects forming part of the degree programme are divided into categories as follows:

a) Subjects not conditional upon any other subjects and without any other restrictions. Any student may enrol in these subjects. The subject syllabus may include recommended prerequisite subjects.

b) Subjects conditional upon prerequisite subjects. These subjects cannot be enrolled for before the academic year or semester in which the student enrolls for the prerequisite subject. Furthermore, completing a prerequisite subject successfully and being allocated credits for it (Article 6(2)) constitutes an essential condition for being admitted to the examination and awarded credits for the follow-up subject (conditional upon the prerequisite subject).

c) Contraindicative subjects. If a subject or a group of subjects are listed as contraindicative subjects against a particular subject, students can only be allocated credits for this subject if they have not enrolled or completed any of the contraindicative subjects.

d) Interchangeable subjects (alternative, i.e. bilaterally contraindicative subjects). A student can be allocated credits for only one of the subjects specified as interchangeable. He/she can enrol in another alternative subject or subjects without the right to be allocated credits for their completion (Article 18(2)),

e) Subjects reserved only for a particular specific group of students. This restricted enrolment possibility must be stated in the respective subject syllabus.

(2) A student must enrol in subjects in such a way that he/she adheres to the subject structure of the relevant degree programme curricula in terms of the subjects' statuses and a graduate profile, and meets the conditions of succession and optionality of subjects with respect to their character in compliance with Paragraph 1, and at the same meets the terms of Articles 4 and 17(3, 4) regarding the number of credits allocated.

**Article 17**

**Provisional Enrolment**

(1) A student chooses his/her own personal curriculum for the forthcoming academic year or semester in accord with s. 62(1)(b) of the Act by means of a compulsory provisional enrolment, i.e. enrolling in the subjects in question for the next academic year or semester. The organization of the provisional enrolment including the

rules for using the IS STAG shall be determined by the Vice-Rector for Studies in respect to the schedule of the academic year set out by the Rector's decision in compliance with Article 5(1).

2) Within the provision of Paragraph 1, and upon a proposal by the guarantee Departments, the Dean or another official appointed for this purpose can determine minimum and maximum amounts of students for individual subjects. Provided that these amounts have not been determined, it is understood that the subject shall be open to any number of enrolled students. Should more students be interested than the determined maximum amount, or should fewer students be interested than the determined minimum amount, the Faculty shall release organizational arrangements for such situations within the Dean's provision pursuant to Paragraph 1. Prior to the enrolment date, the Faculty shall make sure that the list of subjects that are not going to be taught due to low interest is made public along with the list of students concerned in the change of the provisional enrolment.

(3) In the provisional enrolment, the student enrolls for subjects within the structure determined according to the degree programme so that he/she could get at least 20 credits for each semester by their completion. The student is allowed to enrol for subjects of a lower total credit value only in the academic year when he/she is able to meet the conditions for the proper completion of his/her study.

(4) Within his/her study in the degree programme effectuated by the Faculty, a student can enrol in subjects to a maximum extent of 90 credits in one academic year, unless the Dean specifies otherwise for the student or a group of students.

(5) If the student fails to effect the provisional enrolment within the set deadline and in the prescribed manner, and fails to produce a reasonable excuse within 5 days, requesting a change of the deadline for the provisional enrolment, or if the student does not suspend his/her study, he/she shall be considered in breach of the requirements arising from the degree programme pursuant to s. 56(1)(b) of the Act.

## **Article 18**

### **Enrolment**

(1) Enrolling for the relevant academic year or semester validates the student's personal curriculum created within the provisional enrolment. By enrolling, the student becomes entitled to acquire respective credits after completing the subjects he has enrolled in. During the enrolment, the student fills all the subjects of his/her curriculum in the record of a student's studies and subsequently the Study Department shall officially verify his/her record.

(2) The student can effect a change in his/her curriculum created during the provisional enrolment within the period set for the enrolment, but only in the following cases:

- a) if the subject in question will not be taught due to low interest,
- b) if the subjects chosen by the student are subject to an insoluble timetable clash,
- c) if the student was unable to obtain credits for some of the prerequisite subjects by the end of the semester prior to the semester he/she provisionally enrolled for,
- d) if the enrolment for the subject was in breach of these Study and Examination Rules,
- e) if the required change was approved by the respective Vice-Dean for serious reasons.

(3) The enrolment takes place in an individual form or a group form on the dates stipulated by the Dean, or possibly during the academic year regarding students who are enrolling after a school transfer or the suspension of studies, however no later than within 5 days from the day the student receives a notification

permitting a school transfer, or from the day the suspension ended. The Dean's provision shall also specify the rules for entering the enrolment information in the IS STAG.

(4) The student's enrolment in a subject can be terminated by the Dean's decision in the following cases:

- a) for serious health reasons preventing the student from studying,
- b) upon a notification from the guarantee Department stating that the teaching of the subject in question cannot be provided for serious reasons in the relevant academic year,
- c) if the number of students enrolled for the subject is lower than the number notified in advance by the guarantee Department,
- d) if the subject has been enrolled in for the summer semester and is subject to an insoluble timetable clash for the summer semester,
- e) if it has been found out that the enrolment for the subject was in breach of the conditions for the enrolment (Article 16),
- f) in the case of the suspension of studies.

The student's enrolment in a subject terminated by the Dean's decision for the reasons specified in the aforementioned cases b) to e) shall be automatically terminated and the Study Department is obligated to inform the student about it.

(5) The student is required to additionally terminate the enrolment for a subject conditional upon a prerequisite subject, if he/she failed to successfully complete this prerequisite subject and gain credits for it by the end of the examination period of the previous semester. The mentioned change must be effected no later than 5 days from the end of the relevant examination period.

(6) Should the termination of the enrolment for some of the subjects pursuant to Paragraph 4 result in the decrease of the acquirable credits in the semester below a total of 20, the student is obliged to enrol for another subject instead, so that this condition is met. If the enrolment for a subject is terminated according to Paragraph 4(b, c, d), the student can additionally enrol for another subject even if the condition to acquire 20 credits in a semester is met anyway.

(7) In the case of enrolling for the whole academic year, the student can specify the enrolment prior to the beginning of the summer semester with respect to Paragraphs 5 and 6, whereas within this specified enrolment he/she can enrol in other subjects beyond the scope of the subjects enrolled in at the beginning of the academic year upon an agreement of the guarantee Department.

(8) During the time specified by the internal regulation of the Faculty, the student can request to have the enrolment of some of the subjects terminated and enrol in a new subject. If the subject newly enrolled in by the student contains practical classes, seminars or educational excursions, the additional enrolment must be agreed upon by the subject's lecturer. The Study Department of the Faculty shall comply with the student's request regarding this change unless the amount of enrolled students decreases below the determined minimum amount due to this change, or unless other technical difficulties arise in the schedule.

(9) If the student fails to enrol within the deadline set in Paragraph 3, and fails to produce a reasonable excuse within 5 days from this deadline, requesting a change of the deadline or notifying of the suspension of his/her studies, he/she shall be considered in breach of the requirements arising from the degree programme pursuant to s. 56(1)(b) of the Act.

(10) The Study Department of the Faculty implementing the degree programme the applicant has enrolled in shall carry out the enrolment of students, inspect the correctness of the enrolled subjects and make possible changes regarding the enrolled subjects.

## **Article 19**

### **Second Enrolment for the Subject**

(1) Should the student fail to comply with the conditions for being allocated credits for a subject (Paragraph 6(2)), he/she can enrol for the subject one more time (i.e. one first enrolment and one second enrolment for the subject). Nonetheless, the new enrolment and successful completion of the subject shall not invalidate the previous result of the assessment.

(2) If a subject is enrolled in for the second time, no subject passes (without examination) achieved during the previous study of this subject shall be accepted.

## **Article 20**

### **Schedule and Students' Allocation in Study Groups**

(1) The Dean guarantees that all schedules including related clear explanations will be made public no later than a week before the specified enrolment date, and that they will remain invariable throughout the semester. Any essential changes in the schedule following its release shall be made only upon the Dean's consent.

(2) The schedule's arrangement must allow completing compulsory and compulsory-optional subjects of the discipline in question successfully if the study is carried out in a standard way.

(3) Allocating students in groups for lectures, seminars, practical classes and other forms of education is governed by the Dean's provision and the instructions of the guarantee Department. These provisions must comply with the rules for making a schedule, and other especially safety regulations.

(4) If it is practical, students are allocated in groups for lectures, practical classes and seminars homogeneously by the Study Department of the Faculty.

(5) If USBstified, the student is entitled to ask the Study Department of the Faculty or the guarantee Department for a change of allocation is a study group. Provided that the same subject is concurrently taught by several lecturers, the student can choose a lecturer within the capacity and schedule limits.

## **Article 21**

### **Initial Semester of Studies**

(1) The following rules apply to the initial semester of the Bachelor's degree programme, Master's degree programme or follow-up Master's degree programme:

a) by the end of the initial semester's examination period, the student must be allocated at least 20 credits from his/her initial semester's curriculum (specific subjects the student must acquire credits or their part for may be specified in the degree programme); the Dean can increase this limit with the consent of the Academic Senate of the Faculty.

b) allocating students in study groups is stipulated by the Study Department of the Faculty.

(2) The student may suspend his/her studies during the initial semester only in exceptional cases for serious reasons, and upon the Dean's approval (Article 25).

## **Article 22**

### **Study Phase Completion**

Provided that the study is divided in phases, the conditions for completing a study phase are governed by the internal regulation of the Faculty or of the higher education institution.

## **Article 23**

### **Completion of Study**

(1) A student completed his/her study in the degree programme implemented by the Faculty, if within the deadline specified in Article 4(3) the total of allocated credits in the structure prescribed by the degree programme of the study discipline was at least sixty times the number of years the study's standard time was, if the student elaborated and defended his/her Master's dissertation, or possibly Bachelor's dissertation if the degree programme prescribes that, and finally if the student passed the state final examination in the relevant discipline.

(2) The graduates from the Master's degree programme, the follow-up Master's degree programme and the Bachelor's degree programme are awarded academic degrees and given documents of proper completion of study in accordance with s. 45, 46, 47a, 55 and 57 of the Act.

(3) The terms and course of the advanced Master's application processing (especially the character of the advanced Master's thesis ("*rigorózní práce*") and the advanced Master's state examination (Examen Rigorosum)("*rigorózní zkouška*") within the intention of s. 46(5) of the Act, are governed by the internal regulation of the Faculty and the Dean's provisions.

## **Article 24**

### **Recognition of Subject Passes, Examinations and Study Phases**

(1) If a student has successfully completed a degree programme effected by some of the Faculties, or if the student previously studied at the USB and has been admitted again, the Dean may recognise some of the student's passed examinations and subject passes (without examination) as well as the corresponding number of credits (following a possible opinion from the relevant Departments), provided that no more than two years have elapsed since the termination of the student's preceding studies.

(2) If a student has successfully completed the first phase or module of a degree programme effected by the Faculty, and failed to complete the subsequent study for any reasons, the Dean may recognise the completion of the first phase or module as a whole, when the student is admitted again, provided that no more than two years have elapsed since the termination of the student's preceding studies.

(3) If a student completes a part of his/her degree programme at a foreign higher education institution during his/her studies and within the degree programme, the Dean shall recognise the subjects successfully completed at the foreign higher education institution including their marking and credit evaluation in the ECTS system pursuant to the certificate issued by the foreign higher education institution. Following the opinion of the guarantee Department, the Vice-Dean for Studies shall determine the status of individual subjects within the intention of Article 3(3)(a-c) and in compliance with Article 6(4).

(4) If a student is concurrently enrolled in another discipline (e.g. a "specialization subject" in teacher training) or the Dean has approved of his/her transfer to another study discipline, the completed equivalent or same subjects shall be recognised for this other study, including the allocated credits.

(5) Based upon conditions specified in advance and pursuant to an agreement entered into by a USB Faculty and a particular higher vocational school within the intention of Article 2(2), the Dean may recognise the subjects a student has successfully completed during previous or concurrent studies in an accredited educational programme effected by this higher vocational school in the Czech Republic or abroad.

(6) Upon a prior opinion of the relevant Department or section, the Dean may recognise the subjects a student has successfully completed at another university in the Czech Republic or abroad as well as their credit evaluation in the ECTS system in the following cases:

- a) the student has been allowed a transfer by the Dean to a degree programme effected by the Faculty, the USB or a higher education institution,
- b) the student has been enrolled in several subjects concurrently at another higher education institution and asks the Dean of his/her Faculty for their recognition,
- c) the student completed studies at another higher education institution and has enrolled in the Faculty, provided that no more than five years have elapsed since these study requirements were met,
- d) the student has successfully completed some of the subjects within his/her degree programme (Article 45) at another higher education institution (Article 45).

Provided that the credit evaluation of the recognised subjects at another higher education institution does not correspond with the ECTS system, the Dean shall specify an adequate amount of credits for these subjects.

(7) In order to decide upon recognising the subjects and corresponding credits pursuant to Paragraphs 5 and 6, the Dean or the Head of the Department may require to be presented with documents confirming the completion of the subject and informing of its extent and content. The student is obliged to request the recognition in writing and produce the aforementioned documents no later than one month from the date the situation requiring the recognition of the subjects pursuant to Paragraphs 1-6 occurred.

8) Article 21(1)(a) does not apply, if the Dean recognises at least 85% of the minimum amount of credits determined by the degree programme allocated to the student in the previous study in accordance with Paragraphs 1 or 4.

(9) The subjects recognised under Paragraphs 1 or 6(a, c) shall be considered completed and the related recognised credits shall be considered allocated within the curriculum of the degree programme the student has enrolled in.

(10) The subjects and related credits recognised under Paragraphs 1 or 6(a, c) shall not be taken into account for meeting the requirements pursuant to Article 21(1)(a, b), and for meeting the requirements for the academic year or a sequence of four consecutive semesters, i.e. obligations specified in Article 27(1)(a-c).

(11) If the students of accredited lifelong learning programmes become students pursuant to the Act (s. 48-50), the Dean may recognise the credits allocated in the lifelong learning programme up to 60% of the credits required for the proper completion of studies (s. 60(2) of the Act).

(12) When recognising the completion of some subjects, a whole module or a first phase of the study, the Dean shall at the same time decide to which extent the student's maximum possible duration of studies will be reduced (Article 4(3)) as well as about his/her inclusion in a study phase.

## **Article 25**

### **Suspension of Studies**

(1) The suspension of studies is governed by s. 54 of the Act.

(2) With the exception of the first semester (Article 21(2)), students may suspend their study without giving any reasons upon a written request submitted to the Study Department of the Faculty, however no later than before the start of classes in the relevant semester. The request shall also state the length of time for which studies are to be suspended. Suspension of studies is only possible for entire semesters and for a maximum of four semesters.

(3) If serious (but no study) reasons occur, the Dean may permit a student to suspend his/her study upon an application including a specific statement of reasons and evidence supporting those reasons, or even upon the Dean's own initiative during the academic year. In such a case, the Dean shall also determine the date on which the suspension of studies begins and is to be terminated, so that the total suspension period is no longer than two years.

(4) The student can suspend the study repeatedly, if he/she complies with the condition of the total suspension period being no longer than two years in the same degree programme.

(5) The student is always entitled to suspend the study in connection with pregnancy, birth or parenthood, namely for the whole recognised period of parenthood.

(6) The length of the suspension of studies is not counted as part of the total length of studies relevant for applying s. 58(3) of the Act.

(7) The length of the suspension of studies during the recognised period of parenthood is not counted as part of the total suspension period or of the maximum length of study.

(8) If the reason for the suspension of study ceases to exist or apply, the Dean may, upon the student's request, terminate the suspension of study prior to the original date set for termination.

(9) Following the termination of the suspension of studies, the student is obliged to enrol in the study. If the student fails to enrol within five days following the termination of the suspension, or if the student does not request a different date for the enrolment, he/she shall be considered to be in breach of the requirements of the degree programme in accordance with s. 56(1)(b) of the Act.

(10) The Dean can allow an exception regarding the repeated enrolment for a subject, the termination of an enrolled subject and its possible replacement by another subject after the termination of the suspension of studies.

(11) The Dean cannot guarantee the invariance of the degree programmes during the suspension period.

(12) The suspension of studies is recorded in the printed record of a student's studies.

#### **Article 25a**

##### **Course of Study during Maternity or Parental Leave**

As far as the childcare is concerned, the student in question (male or female) is entitled to have the deadlines for meeting the study requirements as well as the requirements for progressing to the subsequent semester, year or block arising especially from the Study and Examination Rules extended by the period of time that his/her maternity leave would take otherwise, as long as the student does not suspend his/her studies during this period (s. 54a of the Act). This student's right shall be implemented by means of an individual curriculum. Further conditions for creating an individual curriculum as well as the course of study during the maternity or parental leave are defined by the internal regulation of the University of Faculty.

#### **Article 25b**

##### **Students with Special Educational Needs**

Students with special educational needs are entitled in specific situations approved by the Head of the Special Educational Needs Students Support Centre of the USB to have the deadlines for meeting the study requirements as well as the requirements for progressing to the subsequent phase of study, module, semester or year extended, as long as they do not suspend their studies during this period. This right shall be implemented by means of an individual curriculum. Further conditions for creating an individual curriculum as



well as the course of study regarding students with special educational needs are defined by the internal regulation of the University.

#### **Article 26**

##### **Termination of Studies**

(1) Students intending to terminate their studies shall notify the Dean of this fact in a form of a written notification. They may do it anytime throughout the study.

(2) The student who is terminating his/her study is required to settle all his obligations to the Faculty whose degree programme he/she is enrolled in, to the Academic Library of the USB, and if applicable to the Halls of Residents and Student's Canteen of the USB within 8 days from submitting his/her written notification. Subsequently, the record of the student's studies shall be terminated.

#### **Article 27**

##### **Termination of Studies due to Non-Compliance with the Requirements of the Degree Programme pursuant to the Study and Examination Rules**

(1) The Dean shall rule about the termination of studies due to non-compliance with the requirements of the degree programme in the following cases:

- a) if the student fails to meet the requirements of the Bachelor's, follow-up Master's and Master's degree programmes in the initial semester of the study (Article 21 (1)(a)),
- b) if the student fails to obtain at least 40 credits in the Bachelor's, follow-up Master's and Master's degree programmes during the first two semesters of studies (Article 21 (1)(a)),
- c) if the student fails to obtain at least a total of 80 credits in any four successive semesters (whereas 4 semesters are considered consecutive even if a student suspends his/her study during these semesters),
- d) if the student fails to obtain credits for a compulsory subject even after re-enrolment; the same applies for any compulsory-optional subjects if stipulated by the internal regulation of the Faculty,
- e) if the student no longer has the opportunity to obtain the required number of credits in a particular block of compulsory-optional subjects due to his/her own fault,
- f) if the student fails to meet the requirements of the comprehensive progress examination (regular examination and resit examination), provided that this examination is part of the degree programme in question,
- g) if the relevant degree programme is divided in phases and the student fails to meet the requirements of the first phase within the time limit specified in Article 4,
- h) if the student fails to meet the requirements of the state final examination within the set time limit,
- (i) if the student fails to pass the state final examination or the resit examination or fails to meet the time limit specified in Article 30(3),
- j) if the student fails to meet the conditions for the completion of studies (Article 23(1)) within time limit specified in Article 4(3),
- k) if the student fails to meet the condition specified in Article 17(3) regarding obtaining at least 20 credits per semester even after being notified by the Study Department,

l) if the student fails to meet any essential conditions arising from the degree programme effected by the USB, or conditions arising from these Study and Examination Rules or from the internal regulation of the Faculty.

(2) The date of termination of studies pursuant to Paragraph 1, is the date on which the decision on the study termination comes into force.

(3) If the Dean terminates the student's study in compliance with Paragraph 1, the student is required to personally present the Study Department of the Faculty with a confirmation document regarding the settlement of all his/her obligations to the USB.

#### **Article 28**

##### **Expulsion from Studies**

(1) The terms of expulsion from studies are governed by s. 65 and 67 of the Act.

(2) The provisions of Article 27(2) apply to students expelled from the study.

#### **Article 29**

##### **Transfers**

(1) During the course of studies at the Faculty, the student may ask the Dean for a transfer to a different form of study, a different discipline or a different specialization subject of the same or a different degree programme. He/she may also request a transfer to a degree programme implemented by another Faculty.

(2) By means of a provision, the Dean may stipulate further terms or restrictions regarding the possibility of transferring within the USB, or possibly within the Faculty.

(3) Besides deciding on the transfer, the Dean of the Faculty that the student is transferring to shall in compliance with Article 24 make a decision on the following:

a) recognising a whole phase or module, or recognising some compulsory and compulsory-optional subjects of the newly selected degree programme effectuated by the Faculty, including their credit evaluation,

b) including the student in the relevant study phase,

c) reducing the length of the student's maximum possible duration of a phase, module or studies.

#### **Article 30**

##### **State Final Examination; Bachelor's and Master's Dissertations Defence**

(1) The proper completion of studies in the Bachelor's degree programme, Master's degree programme and follow-up Master's degree programme is governed by s. 45 and 46 of the Act, while the terms of the state final examinations are governed by s. 53 of the Act.

(2) Students may sit for the state final examination as long as the total of allocated credits in the structure of subjects prescribed by the degree programme was at least sixty times the number of years of the study's standard time. The aforementioned sentence applies accordingly to studies with two disciplines or module-structured studies. Students can defend their Bachelor's or Master's dissertations, if they hand them in and make them public in accordance with s. 47b of the Act and with the specifying internal regulation of the University on publishing qualification dissertations.

(3) The student who has complied with all the conditions for sitting for the state final examination in the relevant academic year must take this examination in the next academic year at the latest. In cases particularly worthy of consideration, the Dean may extend the deadline for taking the state final examination upon the student's request. Failing to meet this condition is the reason for the termination of studies due to non-compliance with the requirements of the degree programme pursuant to s. 56(1)(b) of the Act.

(4) The state final examination and its parts are marked on a four point scale: "excellent" ("*výborně*"), "very good" ("*velmi dobře*"), "good" ("*dobře*"), "failed" ("*nevyhovělo*").

(5) The state final examination is marked "excellent", if the arithmetic mean of the marks for individual parts is lower than 1.5 and at the same time none of the marks is worse than "good". The state final examination is marked "very good", if the arithmetic mean of the marks for individual parts is lower than 2.5 and at the same time no more than two of the parts are marked "good" and none of the parts is marked "failed". The state final examination is marked "good", if the arithmetic mean of the marks for individual parts is higher than or equal to 2.5 and at the same time none of the parts is marked "failed". Provided that any part of the state final examination is marked "failed", the total evaluation of the state final examination shall be "failed".

(6) In the case of a failure, the state final examination, or possibly its part can be retaken once under the conditions specified in Paragraph 3.

(7) The specification of the content, form and conditions of the state final examination including the defence of the Bachelor's or Master's dissertations, the organizational arrangements as well as assigning the Master's or Bachelor's dissertations and their evaluation shall be governed by the internal regulation of the Faculty.

(8) The following applies to the defence and recognition of the qualification theses:

a) one (same) qualification dissertation cannot be recognised as Bachelor's dissertation and at the same time as Master's dissertation in order to be awarded the Bachelor's and Master's degrees,

b) in the case of a concurrent one-discipline study or another one-discipline study, one dissertation cannot be recognised in order to be awarded the Bachelor's and Master's degrees in two or more different degree programme or disciplines.

### **Article 31**

#### **Total Evaluation of Study in the Bachelor's, Master's and Follow-up Master's Degree Programmes**

(1) The total evaluation of his/her study reflects the student's degree of success during the course of the entire length of studies in the degree programme implemented by the Faculty. The marking is expressed on a three-point scale:

"passed with honours" ("*absolvoval s vyznamenáním*"), "passed" ("*absolvoval*"), "failed" ("*neabsolvoval*").

2) If the student achieves a weighted study average of no more than 1.5 during the entire course of study and the total mark of the state final examination is "excellent", he/she completes the study with honours.

(3) If the student fails to pass the state final examination within the deadline specified in Article 4(3) or Article 30(3), he/she is evaluated with the mark "failed".

## **PART FIVE**

### **COURSE OF STUDY IN THE DOCTORAL DEGREE PROGRAMMES**

#### **Article 32**

##### **Doctoral Degree Programme Study**

(1) The doctoral degree programme focuses on scientific research and independent creative activities in the area of research and development, or on independent theoretical and creative activities in the field of art. The study in the doctoral degree programme takes place under the guidance of a supervisor according to the student's individual curriculum in a form of a full-time study or a combined study.

(2) Part Four of these Study and Examination Rules applies accordingly to the course of study in the doctoral degree programme. The internal regulations of the Faculties contain more detailed provisions. With respect to the wording of Paragraph 1, the internal regulation of the Faculty shall also determine whether the doctoral degree programme studies are to be evaluated by means of credits or not (Article 43(f)).

(3) The study in the doctoral degree programme is effectuated at specified workplaces of the Faculties, as well as at workplaces of legal entities involved in educational, scientific, research, development, innovation, artistic and other creative activities (hereinafter referred to as the "institutions"), accredited by the USB or its Faculty and subsequently, upon the opinion of the Accreditation Commission, by the Ministry of Education, Youth and Sports to effect the doctoral degree programme in question.

#### **Article 33**

##### **Doctoral Board**

(1) The professional guarantee of the course and quality of studies in doctoral degree programmes are provided by the Doctoral Board appointed for each effected doctoral degree programme, or for its individual disciplines as well.

(2) The Doctoral Board members for the relevant doctoral degree programme implemented by the Faculty are appointed (and removed) by the Dean after the approval of the Scientific Board of the Faculty for no longer than the duration of the validity of the accreditation regarding the relevant doctoral degree programmes. The Doctoral Board consists of at least five members ranking from Professors and Associate Professors or eminent experts in the field with a scientific degree or an academic degree (Ph.D., Th.D., Dr., CSc., D.Sc. or DrSc.) approved by the relevant Scientific Board, whereas at least two of the members must not be the employees of the Faculty or of other institutions involved in implementing the doctoral degree programme in question. Institutions with a doctoral degree programme accreditation have their representatives in the relevant Doctoral Board. The activities of the Doctoral Board are administered by a Chairman, who is elected from all the members by a majority vote of the members. The Doctoral Board Chairman usually suggests any essential changes or supplements to the composition of the Doctoral Board during its term of office to the Dean.

(3) The Doctoral Board monitors and evaluates the level of study in the doctoral degree programme and regularly reports to the Dean at the end of the academic year.

(4) The Doctoral Board in particular:

a) prepares the admissions procedure for the doctoral degree programme and nominates the composition of the admission committees,

b) initiates and coordinates the programme of lectures, seminars and other forms of study,

c) approves the lecturers and examiners for the compulsory part of the individual curriculum, if this part is determined,

d) determines the requirements for the students' individual curricula as well as the requirements for doctoral theses in the relevant field of study in compliance with the internal regulation of the Faculty,

- e) nominates the supervisor and subsequently the advisors at the supervisor's suggestion,
- f) approves the individual curricula of students,
- g) deals with the annual evaluation of the student's study and monitors how the individual curriculum is being met,
- h) approves the doctoral thesis topics,
- i) determines the requirements for the doctoral state examinations,
- j) nominates the composition of the doctoral state examination committee and the doctoral thesis defence committee.

(5) In the case of a supervisor nominated for the first time, the Doctoral Board shall consider his/her previous scientific, teaching and publishing activities.

(6) The Dean accounts for the administrative arrangement of the Doctoral Board's work by the Faculty or its part.

#### **Article 34**

##### **Admission to Studies**

(1) The admission to the doctoral degree programme is effectuated through the admissions procedure. The Dean publishes the terms and dates of the procedure for each academic year in compliance with the Act.

(2) The admissions procedure takes place in a form of an entrance examination before a committee appointed by the Dean upon the Doctoral Board's proposal. The committee must at least consist of three members and at least three of its members must be present throughout the examination. The chairperson of the committee is usually the Doctoral Board Chairman. The anticipated supervisor takes part in the committee's consideration without a right to vote.

(3) The admissions procedure particularly consists of a professional discussion, which should provide a chance to evaluate the doctoral degree candidate's previous own creative activities, his/her professional qualifications for independent scientific and research activities, his/her plan for the doctoral thesis project including a prior consultation with the anticipated supervisor, and finally his/her knowledge of the field in question. The examination also includes checking the candidate's knowledge of world languages.

(4) The committee records the result of the entrance examination and votes by means of simple majority of votes. If an equality of votes occurs, the vote of the Chairman is the decisive one. Provided that the number of candidates is higher than it ought to be under the published terms of the admissions procedure, the committee shall determine the order of admitted candidates, as well as giving its opinion on the form of study in the doctoral degree programme, candidate is applying for.

(5) The Dean shall make a decision on the admission upon the committee's proposal and upon an opinion from the head of the workplace where the study in the doctoral degree programme is supposed to take place.

#### **Article 35**

##### **Supervisor**

(1) Upon the Doctoral Board's proposal the Dean appoints the supervisor from among the Professors, Associate Professors and Doctors of Science of the USB or other higher education institutions, and eminent experts in the relevant field with a scientific degree or an academic degree (Ph.D., Th.D., Dr., CSc., D.Sc. or DrSc.). In the case of experts without habilitation or the scientific degree of Doctor of Science, the Doctoral Board is obliged to

present the Dean with a written justification of its proposal for this particular supervisor; however, the Dean may not accept the proposal.

(2) Upon the supervisor's proposal, the student's annual evaluation or the student's request, the Doctoral Board may suggest a change of the supervisor to the Dean.

(3) The supervisor in particular:

a) participates in the admissions procedure of the student and along with the student prepares his/her individual curriculum,

b) proposes advisors and the doctoral thesis topic,

c) monitors the student's course of study and scientific activities, providing him/her with consultations,

d) is responsible for the student's involvement in scientific activities as well as for adequate material and financial support for his research work,

e) regularly evaluates how the student's individual curriculum is being met and inform the Doctoral Board of this evaluation.

(4) Should any serious reasons occur, the supervisor may resign his/her office. The Dean subsequently appoints a new supervisor in compliance with Paragraph 1.

#### **Article 36**

##### **Supervisor**

(1) Students admitted to study become the students of the doctoral degree programme on the enrolment day at the Faculty, where they receive the record of the student's studies documenting the student's study, its progress and outcomes. The enrolment dates for the doctoral degree programme shall be stipulated by the academic year schedule of the relevant Faculty.

(2) The provisions of Articles 15 and 18 apply accordingly to the students of the doctoral degree programme.

(3) Studies in the doctoral degree programme may be suspended in compliance with s. 54 of the Act. Article 24 applies accordingly to the suspension of studies. After the suspension period has elapsed, the student is required to re-enrol in the study. Failing to do so, his/her study shall be terminated under s. 56(1)(b) of the Act.

(4) During the study in the doctoral degree programme the student may request a change in the form of study in the doctoral degree programme. The request shall be decided upon by the Dean following an opinion of the Doctoral Board. Similarly, the Dean decides on the student's request for a transfer to a different doctoral degree programme as well as on the conditions of such a transfer.

#### **Article 37**

##### **Individual Curriculum**

(1) The study in the doctoral degree programme follows an individual curriculum created by the student together with his/her supervisor no later than within three months after the beginning of the study.

(2) The individual curriculum particularly consists of a framework programme of the student's own systematic creative scientific activities regarding the topic of his/her doctoral thesis, including the outline of the methodology employed in dealing with the topic. Furthermore, it contains a list of subjects and other forms of learning the student is supposed to complete, the type and scope of further language education for a doctoral degree programme student, the student's attendance plan for the seminars of the supervising workplace or other institutions as well as the plan of the student's performances at these seminars, the focus of the literary summary prepared for elaborating the doctoral thesis, the plan of the student's research placements at

different workplaces including abroad, and finally his/her plan of participating in teaching at the relevant workplace.

(3) The student of the doctoral degree programme is required in particular:

- a) to present an elaborated methodical plan of his/her work on the doctoral thesis topic during a seminar at the workplace during his/her first year of study,
- b) to systematically and regularly pursue his/her independent scientific activities, whose success is confirmed by a pass (without examination) awarded by the supervisor after each semester,
- c) to submit an elaborated literary summary within the determined deadline,
- d) to complete the specified further language education within the determined deadline,
- e) to carry out teaching practice within the specified extent, usually when running practical classes of the students enrolled in the Bachelor's, Master's and follow-up Master's degree programmes,
- f) to regularly present a report regarding the advancement of his/her activities during the seminars at the supervising workplace at least once a year,
- g) to meet other responsibilities specified in the individual curriculum and to publish the completed outcomes of his/her scientific and research work to the extent possible.

(4) All details as to the form and content of the individual curriculum are stipulated by the internal regulation of the Faculty.

(5) The Doctoral Board shall specify the range of requirements and specialization of the state doctoral examination no later than at the beginning of the last year of the standard length of the doctoral degree programme.

#### **Article 38**

##### **Partial Examinations and Assessment of Studies in the Doctoral Degree Programme**

(1) Throughout the study in the doctoral degree programme, students sit for examinations from subjects specified in their individual curricula. These examinations are evaluated using the mark "passed" ("*prospěl*") or "failed" ("*neprospěl*") (Article 12(3)). The number of subjects and their selection are determined by the internal regulation of the Faculty and the student's individual curriculum.

(2) In each semester the supervisor evaluates the progress of the student's activities, and upon this evaluation the student is subsequently awarded a subject pass (without examination) for the subject called "postgraduate practice".

#### **Article 39**

##### **Completion of Study in the Doctoral Degree Programme**

(1) Studies in the doctoral degree programme are properly completed by a state doctoral examination and the defence of the doctoral thesis.

(2) The doctoral degree programme graduates are awarded relevant academic degrees and provided with documents of proper completion of study in accordance with s. 47, 47a, 55 and 57 of the Act.

(3) The study in the doctoral degree programme may also come to an end in the ways indicated in s. 56(1) of the Act.

(4) The date of the study termination pursuant to s. 56(1)(b) of the Act shall be considered the day when the

decision on the study termination due to the breach of the requirements of the individual curriculum became effective. The date of the study termination in other ways specified in s. 56 of the Act is determined by this Act.

#### **Article 40**

##### **Members of State Doctoral Examination Committees**

(1) The chairperson and members of the state doctoral examination committees as well as the committees for the doctoral theses defence are appointed by the Dean upon the Doctoral Board's proposal, with the exception of persons specified in s. 53(3) of the Act. As far as these individuals are concerned, the same criteria apply to them as for the supervisors.

(2) The state doctoral examination committee consists of at least five members, but not more than nine members including the chairperson. At least two members of the committee must not be from the Faculty involved in effecting the doctoral degree programme.

#### **Article 41**

##### **State Doctoral Examination**

(1) The state doctoral examination represents a comprehensive assessment of the doctoral degree programme student's knowledge, his/her ability to acquire a deep command of the relevant field he/she has been engaged in, as well as its broader context, and finally his/her ability to evaluate information and employ it in a creative way.

(2) The student of the doctoral degree programme applies for the state doctoral examination after meeting all his/her study requirements. He/she is obliged to pass the examination no later than one year after the standard length of the doctoral degree programme has elapsed. The date of the examination shall be set by the Dean.

(3) The course of the doctoral examination and the presentation of the outcome are open to the public. The state doctoral examination is evaluated using the mark "passed" ("*prospěl*") or "failed" ("*neprospěl*"). Should the mark be "failed", the examination can be sat for one more time, however no earlier than in two months and no later than within one year from failing it.

(4) The state doctoral examination committee discusses the outcomes of the state doctoral examination in private. The committee decides in a ballot by means of majority votes of the members present. The number of attending members must not be lower than five. If an equality of votes occurs, the vote of the chairperson is the decisive one.

(5) Further details with regard to the organization of the state doctoral examination shall be determined by the internal regulation of the Faculty.

#### **Article 42**

##### **Doctoral Thesis and its Defence**

(1) The doctoral thesis demonstrates the ability of the doctoral degree programme student to carry out independent scientific and research activities. It has a form of a collection of the student's publications either already published or accepted for publishing supplied with a commentary, or a form of a manuscript. Further details as regards the form and style of the doctoral thesis for the doctoral degree programme in question shall be determined by the internal regulation of the Faculty, which shall also specify the possible language of the thesis, the number of copies and other (electronic) forms of the submitted doctoral thesis, along with the form, language, content and number of copies regarding the submitted summary of the thesis and other requirements essential for the acceptance of the doctoral thesis.

(2) Provided that other co-authors are involved in the publications that are part of the doctoral thesis (if applicable), an affirmation of the co-authors regarding the scope of the student's participation shall be appended to the doctoral thesis.



(3) The chairperson and members of the doctoral thesis defence committee are appointed upon the Doctoral Board's proposal by the Dean along with the state doctoral examination committee, which is usually identical at least with regard to the Chairman and some members of the committee. The committee ought to include at least two members of the Doctoral Board and at least three members of the committee must not be from the USB.

(4) The doctoral thesis defence committee shall appoint two or three opponents, who will elaborate an opponent's report of the doctoral thesis. The exact number of the opponents shall be determined by the internal regulation of the Faculty, which shall also specify the deadlines and other required details. The opponents may be but need not be the members of the committee.

(5) The supervisor and the advisors cannot be the members of the doctoral thesis defence committee or the opponents of the thesis. The same applies to any possible co-authors of the publications included in the doctoral thesis.

(6) Provided that the doctoral thesis defence committee ascertains during the preparation phase or from the opponent reports that the doctoral thesis fails to meet the requirements imposed on it due to eliminable imperfections, the committee may defy the student to eliminate these deficiencies within a specified deadline.

(7) The doctoral thesis defence is open to the public and takes place in Czech, English or possibly in another language taking into account any potential foreign opponents and the student's language skills, if agreed by the Doctoral Board. The doctoral thesis defence committee shall hear and assess the student's interpretation, the standpoints of the opponents as well as the discourse between the student and the opponents, and the student and other participants in the discussion.

(8) The doctoral thesis defence committee discusses the outcome of the defence in a private session and decides in a ballot by means of majority votes of the members present. The number of attending members must not be lower than five. If an equality of votes occurs, the vote of the chairperson is the decisive one.

(9) The outcome of the defence is announced publicly by the chairperson of the doctoral thesis defence committee. The defence of the doctoral thesis is evaluated using the mark "passed" ("*prospěl*") or "failed" ("*neprospěl*"). Should the mark be "failed", the defence can be repeated one more time, however no earlier than in six months, whereas the doctoral thesis defence committee determines whether and how the thesis should be revised or supplemented.

### **Article 43**

#### **General Provisions for the Study in the Doctoral Degree Programme**

Questions concerning:

- a) the organization of examinations throughout the study,
- b) the number of possible resits and the length of validity of the examinations,
- c) the student's active participation in scientific conferences and seminars,
- d) the student's publishing activities,
- e) the organization of the academic year,
- f) other terms of study in the doctoral degree programme

shall be defined by the internal regulation of the Faculty.

## **PART SIX**

### **COURSE OF STUDY IN NON-STANDARD FORMS**

#### **Article 44**

##### **Concurrent Study of another Discipline**

(1) Upon a request from a student already enrolled in a degree programme or discipline effectuated by the USB (hereinafter referred to as the “primary programme”), the Dean may possibly permit the student to enrol in the concurrent study of another discipline or specialization subject (hereinafter referred to as “another discipline”) during his/her studies in a degree programme implemented by the Faculty after the opinion of relevant Departments of sections. The terms of permitting this study and its course may be governed by the internal regulation of the Faculty.

(2) The student enrolled in another discipline under Paragraph 1 enrolls for subjects in accord with the relevant degree programme so that he/she could meet all the study requirements like other students of this discipline, including the final state examination. If some subjects in the student’s curriculum of the primary programme are alternative or identical with the subjects in the curriculum of the discipline enrolled in compliance with Paragraph 1, they shall not be enrolled for again, notwithstanding the credits allocated for their completion and the final evaluation of the subject (subject pass, examination outcome) shall be counted in both disciplines.

(3) These Study and Examination Rules, including the provision regarding the maximum length of study (Article 4) apply to the student enrolled in compliance with Paragraph 1. The provisions of Article 17(3) must be met by the student enrolled under Paragraph 1 at least in one of the concurrently studied disciplines. The provisions of Article 21(1)(a) do not apply to the study in the initial semester of another concurrently studied discipline.

(4) Failing to meet the study requirements in another discipline results in the termination of studies in this discipline under Paragraph 1, however it does not cause the termination of studies for failing to meet the study requirements of the study programme in accordance with the Study and Examination Rules in the primary programme. Furthermore, the student may notify of the termination of studies in the other discipline under Paragraph 1 throughout the study, usually during the enrolment.

#### **Article 45**

##### **Studies at a different Higher Education Institution**

(1) Students may study a subject or subjects at another higher education institution in the Czech Republic or abroad as part of their studies in the degree programme carried out by the USB.

(2) Following an opinion by the guarantee Department, the Dean shall decide on recognising a subject in compliance with Paragraph 1 as a compulsory or compulsory-optional constituent of the student’s degree programme.

#### **Article 46**

##### **Distance and Combined Studies**

(1) The distance and combined forms of study of the degree programme are primarily based on independent study, consultations, completing individual assignments and passing examinations. The extent of the full-time part of the study and the list of study literature, or possibly consultations and individual assignments, replacing in particular practical classes and seminars, are specified by the guarantee Department always before the beginning of the semester.

(2) The Dean shall determine the number of credits allocated to students of the combined form of study for subjects that they cannot complete (particularly physical education that is not part of the discipline), namely no more than 10% of the total number of credits in the study.

## **Article 47**

### **Study in Degree Programmes Accredited for Different Languages and the Study of Foreigners**

(1) The provisions of these Study and Examination Rules apply accordingly to foreign students or citizens of the Czech Republic enrolled in degree programmes accredited to studies in a foreign language. Further details of the study shall be determined by the internal regulation of the Faculty.

(2) These Study and Examination Rules apply accordingly to the course of study accredited contractually in cooperation with another higher education institution or other institutions in the Czech Republic (so-called "consortium accreditation"), or in cooperation with a foreign higher education institution ("joint degree"), whether in Czech or a foreign language, and to the students enrolled in such studies, whether foreigners or the citizens of the Czech Republic. The details regarding their study that are not governed by these Study and Examination Rules shall be determined by the internal regulation of the Faculty. Any potential contradictions of the study regulations of higher education institutions and other institutions contractually involved in the study accredited in the aforementioned way shall be covered in their study agreement, or subsequently also in the internal regulations of their Faculties or of other constituents involved in the implementation of such studies.

(3) Foreigners enrolled in degree programmes accredited to studies in Czech are included in study groups along with students who are the citizens of the Czech Republic, and have no special organization of teaching. They study in a system for students who are the citizens of the Czech Republic and the provisions of these Study and Examination Rules apply to them.

## **PART SEVEN**

### **FINAL PROVISIONS**

#### **Article 48**

##### **Decisions on the Rights and Responsibilities of Students**

(1) Decisions on the rights and responsibilities of students in compliance with these Study and Examination Rules are governed by s. 62 - 69 of the Act.

(2) Students may request a review of a decision even regarding matters not specified in s.68(3) of the Act by the Dean if the decision has been made by a different authority of the Faculty, or by the Rector if the decision has been made by the Dean. The Dean or Rector shall change or annul a decision issued in contradiction to the Act or to the internal regulation of the USB or its constituent. The Rector's decision is final and can only be changed by the court's ruling.

#### **Article 49**

##### **Final Provisions**

(1) The Study and Examination Rules of the University of South Bohemia in České Budějovice registered by the Ministry of Education, Youth and Sports on 17<sup>th</sup> USBly 2007 under reference No. 17 806/2007-30, as amended, are hereby annulled.

(2) These Study and Examination Rules were discussed and approved in compliance s. 9(1)(b) of the Act by the Academic Senate of the USB on 15<sup>th</sup> April 2014.

(3) These Study and Examination Rules come into force in accord with s. 36(4) of the Act on the day of their registration by the Ministry of Education, Youth and Sports.

(4) These Study and Examination Rules come into effect as of the beginning of the 2014/2015 academic year.

prof. RNDr. Libor Grubhoffer, CSc., in his own hand  
Rector