

*In accordance with Article 36, subsection 2 of the Act No. 111/1998 Coll. on Higher Education Institutions and on Modification and Amendment of other Acts (the Higher Education Act), on 17th August, 2007, The Ministry of Education, Youth and Sports registered The Study and Examination Rules of the University of South Bohemia in České Budějovice under reference No.17 806/2007-30.*

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**The Study and Examination Rules  
of the University of South Bohemia in České Budějovice  
issued on 17th August, 2007**

**PART ONE  
FUNDAMENTAL PROVISIONS**

**Article 1**

**The 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”) are applicable to all members of the academic staff and students of the University of South Bohemia in České Budějovice (hereinafter referred to as “USB”), unless otherwise stated.

(2) At individual faculties of USB which have an accredited study programme, or at higher education institutes of USB which participate in the realization of study programmes accredited at USB, details, which must be in accordance with the Study and Examination Rules, may be stipulated by an internal regulation of the faculty or higher education institute.

**PART TWO  
STUDY IN STUDY PROGRAMMES**

**Article 2**

**The Student at USB**

(1) Admission for study is stipulated by Articles 48 to 50 of the Act No. 111/1998 Coll. on Higher Education Institutions and on Modification and Amendment of other Acts (Higher Education Act, hereinafter referred to as "the Act").

(2) Internal regulations of faculties or higher education institutes will stipulate, according to Article 49, subsection 3 of the Act, possible different conditions for admission of applicants who have completed or are still studying an accredited study programme or its part at a higher education institution in the Czech Republic or abroad, or an accredited study programme implemented by a higher professional school, with which the faculty or higher education institute has concluded an agreement for this purpose.

(3) A student is a student of the faculty or higher education institute at which he/she is enrolled and of the study programme which he/she studies.

(4) A student may simultaneously study more than one study programme at the same faculty or higher education institute, at more than one faculty, or at a higher education institute of USB or at USB and another higher education institution.

### **Article 3**

#### **Study Programmes and Curricula**

(1) The definition and requisites of a study programme are stipulated by Article 44 of the Act. The proposal for a study programme is prepared by the relevant department or in a doctoral study programme by the Specialist Board (hereinafter referred to as "responsible department") and, after the Accreditation Board and the Academic Senate of the faculty have given their opinion, it is approved by the Scientific Board of the faculty; in programmes implemented by USB in collaboration with higher education institutes they are approved by the Scientific Board of USB after the committee of the director of the higher education institute has given its opinion. On the basis of this approval, on the recommendation of the Dean or the director of the higher education institute, and after the USB Accreditation Commission's deliberation, the Rector submits the study programme to the Accreditation Commission of the Czech Republic.

(2) Study programmes and their curricula consist of subjects of study (hereinafter referred to as "courses"), the characterization and documentation of which is prepared by an authorized teacher (or a group of teachers) of the responsible department. For courses guaranteed by other departments, the teacher is to request the characterization from the heads of the relevant departments.

(3) Courses may have the status of:

a) compulsory courses – its completion is the condition of completion of the given study programme or its given discipline;

b) optional courses – the student studying specific study programme must gain a given number of credits from individual groups of optional courses;

c) selective courses – other courses listed in the study programme, or courses listed in other study programmes at USB, possibly at other higher education institutions in the Czech Republic or abroad.

Inclusion of a course into one of the groups is decided by the head of the responsible department with the approval of the Accreditation Commission of the faculty; in study programmes implemented by USB in collaboration with a higher education institute after the committee of the director of the higher education institute has given its opinion.

(4) Senior lecturers and professors employed at USB may open their lectures for enrolment in the sphere of study programmes implemented at USB after the submission of a syllabus of the lecture to the responsible department. The decision on the status of the lecture in the sense of Paragraph 3, the inclusion or non-inclusion in the study programme, and the extend of duties of the lecturer will be made by the head of the responsible department after the Accreditation Commission of the faculty has given its opinion, or in study programmes implemented by both USB and a higher education institute, after the committee of the director of the higher education institute has given its opinion.

(5) With respect to the financial situation of the faculty or the higher education institute, the Dean or the director of the higher education institute may in individual semesters set the necessary minimum number of students to be enrolled in the course.

(6) The Dean or the director of the higher education institute may, at the request of a student, and on significant, mainly health, grounds decide on an exemption for the student from the duty to meet the conditions for the acquisition of credits (or a number of credits) in a given course. Such exemption does not entitle the student to the acquisition of credits for the relevant course nor to the reduction of the total number of credits necessary for the completion of the study programme.

(7) Study programmes include syllabi of individual courses which further specify the contents of the course, the reading list, prerequisites, contraindication (conflicting courses), recommended preceding courses, form of examination and system of evaluation, conditions on acquisition of a course unit credit ("zápočet"), and the extent of individual work. The syllabus of the course is submitted by the lecturer to the Accreditation Commission of the faculty, or the committee of the director of higher education institute, in the form corresponding to the form of the course in the database of the unified electronic system the Study Agenda (hereinafter referred to as "STAG"). The course may not be part of the study programme without prior approval of the Accreditation Commission of the faculty or the committee of the director of higher education institute.

#### **Article 4 Duration of Study**

- (1) The standard duration of study is stipulated by the relevant study programme in accordance with Articles 44 to 47 of the Act.
- (2) If the study programme is divided into stages, its duration and manner of completion is to be stipulated by an internal regulation of the faculty or higher education institute.
- (3) The total maximum duration of study in a bachelor or master's study programme which continues a bachelor study programme (hereinafter referred to as "subsequent master's study programme") is 2 years longer than the standard duration of study. The total maximum duration of study in a five-year master's study programme which does not continue a bachelor study programme (hereinafter referred to as "master's study programme") is 3 years longer than the standard duration of study. The Dean or the director of higher education institute may in legitimate cases permit the prolongation of these total maximum durations of study. The period of the interruption of study is not to be included in the total durations of study.

#### **Article 5 Organisation of the Academic Year**

- (1) The academic year commences on 1<sup>st</sup> September and ends on 31<sup>st</sup> August of the following calendar year. The commencement of teaching in semesters and the detailed schedule of the following academic year is stipulated by the Dean or the director of higher education institute in accordance with the Rector's decision on the organisation of the academic year at USB on 31<sup>st</sup> May at the latest.
- (2) The academic year is divided into the winter semester, the summer semester and vacation. A semester consists of a teaching period and an examination period. The length of individual periods is set by the schedule of the academic year which is to be stipulated by the Dean or the director of the higher education institute for individual fields of study programmes.
- (3) The total duration of vacation in the academic year is no less than eight weeks. During the vacation compulsory workshops, professional practical training and other forms of pedagogic activity may take place in the form of time blocks. The free time of students may not be shortened by these activities to a period shorter than four weeks, out of which students must have three weeks of continuous vacation.

#### **Article 6 Credit Evaluation of Courses**

- (1) For the evaluation of the completed study, USB uses the European Credit Transfer System (hereinafter referred to as "ECTS").
- (2) Every course listed in the study programme is assigned a certain number of credits, reflecting the workload of the student. The total workload in the semester including both the attendance at organised lectures and the independent work of the student is to correspond to the sum of 30 credits in an average semester of the standard time of study of the given study programme. The same course is to have the same credit evaluation for all students of USB without reference to the status of the course, which need not be the same for different study programmes. The credit evaluation of the course is to be proposed by the lecturer of the course and approved by the Accreditation Commission of the faculty or the committee of the director of the higher education institute.
- (3) The student gains his/her credits by completing a course; with courses completed by a course unit credit by getting a course unit credit; with courses completed by an examination or both a course unit credit and an examination by passing the examination with a grade no worse than "good". The student must complete the course by the date set by the schedule of the given academic year.
- (4) A student who within his/her study programme completed his/her study at another higher education institution or higher professional school at home or abroad using the ECTS credit system is awarded credits and grades gained by a successful completion of courses to the extent allocated by the other institution by the Dean or the director of the higher education institute. In the event of the grades not being awarded according to Article 12 Paragraph 3, the manner of conversion of the grades and the number of credits gained at the other institution

not using the ECTS system will be stipulated by the Dean or the director of the higher education institute. When recognizing the status of courses (in the sense of Article 3 Paragraph 3) completed during the student's study abroad, the Dean or the director of the higher education institute ensures that the student is awarded credits for compulsory and optional courses at minimum in the same ratio as the credit value of the categories of courses in the study programme in which the student is enrolled at USB.

(5) In the course of studies a student may be awarded credits in the same course only once. This rule does not apply in the case of a non-specialist physical education course or other courses stipulated by the study programme.

(6) The number of credits gained after the completion of a course is used as the weight of the grade in the calculation of the weighted study average (Article 13). The manner of calculation of the weighted study average for the evaluation of study or its part in students who completed part of their study in a system other than a credit system or in a credit system not compatible with ECTS will be determined by the Dean or the director of the higher education institute.

(7) The method of recognition of completed courses and their credit value (according to Article 60 Paragraphs 1 and 2 of the Act) for graduates of continuing education at USB who became students of USB in the sense of Article 61 of the Act will be stipulated by an internal regulation of the faculty or the higher education institute.

## **Article 7**

### **Teaching Activities and their Organisation**

(1) The following basic forms of teaching are recognised: lecture, tutorial, consultation, individual self-study and individual creative work. Attendance at lectures is optional, attendance at tutorials and seminars is compulsory to the extent set by the lecturer.

(2) The lecturers in individual subjects are chosen by the head of the responsible department from professors or associate professors. The head of the responsible department may appoint a lecturer or a renowned expert from outside USB to lead the lectures.

(3) The tutorials and seminars may be led by members of the responsible department, experts from outside of USB, members of other departments, students of doctoral study programmes and other selected students.

(4) The form of organization, arrangement and performance of professional practical training, excursions and workshops are stipulated by a regulation of the Dean, the head of department, the director of the higher education institute or the head of the higher education institute department.

(5) During consultations, students are guided regarding the contents and methods of study, scientific, research and artistic methods, and other activities. By request, the lecturer is obligated to give students consultation to the extent of at least 20% of his/her teaching load per semester.

(6) A student who cannot for justifiable reasons attend the obligatory part of teaching can be assigned an alternative way of meeting the missed study duties by the lecturer at dates which are not in contradiction with the schedule of the academic year.

(7) Every lecturer must specify and release the course programme in accord with the syllabus, above all in the following areas:

- a) time distribution of the curriculum
- b) the demands on the student during the semester, the weight of partial tests in the overall evaluation, the conditions for granting credit and admission to examination, the form of examination, and the form of evaluation of examination.
- c) a reading list

## **Article 8**

### **Teaching Consultant**

(1) If the organisation of study requires it, a member of the academic staff of the faculty or the higher education institute may be named consultant for individual study groups, stages or fields of study by the Dean or the director of the higher education institute.

(2) The tasks of teaching consultants are to be stipulated by an internal regulation of the faculty or higher education institute.

(3) In the event of no teaching consultant being named, such activities, if need be, are to be carried out by the relevant responsible department.

## **PART THREE**

### **TESTING AND EVALUATION OF STUDENT PROGRESS IN STUDIES**

#### **Article 9**

#### **Testing Student Progress in Studies**

(1) The basic forms of testing the student's progress in his/her studies are: course unit credit, colloquium, examination, and the state examination.

(2) During the semester the teacher may test the student's knowledge in different ways, e.g. through comprehension questions, written assignments (tests), setting tasks to be completed single-handedly, or projects. In accordance with the course programme the results of these may influence the student's assessment at the examination.

(3) Faculties or higher education institutes and their departments (hereinafter referred to as "departments") are obligated to respect the STAG information system containing data on study programmes, the credit system and results of course unit credits and examinations and to act according to the valid internal regulation of the faculty or higher education institute for which the course is implemented.

(4) Records of the results of students enrolled at the faculty or the higher education institute are administered and monitored by the study department of the respective faculty or the higher education institute by means of the STAG electronic system. The study department issues at the request of a student a record of completed courses. After passing the state examination, students are to receive a Diploma Supplement, a certificate of completed courses both in the Czech and English languages according to ECTS standard, together with their diploma.

#### **Article 10**

#### **Course Unit Credit**

(1) A course unit credit is given to a student for meeting the demands set by the lecturer in accordance with the syllabus of the course.

(2) A course unit credit is given by the teacher who teaches the course, unless in exceptional circumstances the head of department decides otherwise. In the student's book it is entered as the word "granted" (in Czech "započteno"), followed by the date and the teacher's signature. Failures are not noted down in the student's book. In case of failure, the head of department is obligated at the student's request to have the case reviewed by a commission.

(3) A student who fails to gain a course credit unit on schedule may, under certain circumstances, be allowed to fulfil the demands for its granting by the teacher of the course within a time limit not exceeding the deadline stipulated by the schedule of the academic year.

(4) A student who fails to gain a course credit unit may not sit an examination in the particular course.

## **Article 11 Colloquium**

(1) A colloquium is defined as the completion of a course by a discussion on the issues covered by the course, or by elaboration of a paper dealing with some parts of the course and evaluated orally in a subsequent discussion. If a paper is part of the colloquium, every student must have an opportunity to participate actively in the discussion.

(2) A colloquium usually takes place in the examination period set by the schedule of the relevant academic year. By prior arrangement with the examiner, colloquia may also take place during the vacation or during the semester but no later than the end of the examination period of the given semester set by the schedule of the relevant academic year.

(3) A colloquium is evaluated by the word “passed” (in Czech “prospěl(a)”) or “failed” (in Czech “neprospěl(a)”). The word “failed” is not recorded in the student’s book.

(4) If a student fails in a colloquium, he/she has the right to be offered two alternative dates within the dates announced by the examiner.

## **Article 12 Examinations and Retakes**

(1) Examinations and retakes are usually taken with the teachers who have taught the course, or exceptionally with other teachers of the department as appointed by the head of the department. Depending on the situation in the department the head may assign more than one teacher to examine a given course. In the event of failure, a student sits the retakes with the same teacher, unless in exceptional circumstances the head of department decides otherwise.

(2) At the request of a student or an examiner or if stipulated by an internal regulation of the faculty or a higher education institute, the Dean or the director of the higher education institute demands that the second retake is held in front of a board appointed by the Dean himself or by the head of the responsible department. Both the examinations and retakes have the same form set by the syllabus of the course. A student may ask permission from the examiner to sit the retake in a different form.

(3) The results of examinations of students in a bachelor’s, master’s or subsequent master’s study programme are assessed by the examiner with one of the following grades: “excellent” (1), “excellent minus” (1.5), “very good” (2), “very good minus” (2.5), “good” (3), and “failed” (4). The grades “excellent” to “good” correspond to grades “A” to “E” of the ECTS scale, respectively. The grade “failed” corresponds to the grade “F” (= “Failed”) of the ECTS scale. The results of the examination of a student in a doctoral study programme are assessed by the examiner with the grades “passed” or “failed”. The final grade of the examination is written into the student’s book by the examiner along with the date and the signature. The final grade “failed” is written when it is no longer possible to improve it.

(4) Examinations and retakes are usually held during the examination period set by the schedule for the individual academic year. Upon agreement with the examiner a student may sit for the examination during holiday time or during the semester, but no later than the end of the examination period of the semester, or with the approval of the lecturer even later, but by the date set by the schedule for the individual academic year of the faculty or the higher education programme for the relevant study programme.

(5) The examiner announces an appropriate number of dates for the examination in individual subjects no later than 3 weeks before the end of the teaching period of the semester. The rules for signing up for or being excused from the examination are set by the head of the relevant department, the Dean of the faculty, or the director of the higher education institute. A student who withdraws from the examination in time is viewed in the same way as if he/she had not signed up at all.

(6) The student has the right to withdraw from the examination no later than 24 hours before its beginning. A student who withdraws after the examination has started or who does not come to the examination without duly excusing him/herself, or a student who violates the examination rules in a serious way, is marked “failed”. On the grounds of serious problems (i.e. health reasons) the student may excuse him/herself subsequently, no later

than five days after the date of the examination. The relevance of the student's excuse will be judged by the examiner.

(7) If the student fails the examination, he/she is entitled to a first retake. If the student fails again, he/she has the right to sit for a second retake on officially-announced dates.

### **Article 13** **Weighted Study Average**

(1) The weighted study average serves as a criterion for the assessment of the quality of a student's study result, which is tailor-made for every student and academic year, or every semester, stage of study, as well as for the entire study before the student sits for the state examination.

(2) The weighted study average is calculated as a quotient of the sum of grades multiplied by the credit value of relevant courses and the total sum of available credits in the enrolled courses concluded by an examination during the assessment period. In courses entered by the student and not completed with at least a grade of "good", the grade "failed" is included in the weighted study average.

(3) In the event of a student completing a part of study with no or different credit system, the weighted study average is calculated according to Article 6.

(4) The weighted study average is taken into consideration during decision making on granting merit or bonus scholarships, or during decision making regarding interviews for employment.

### **Article 14** **Comprehensive Advancement Examination**

If the study programme is divided into stages, a comprehensive advancement examination may be required for the completion of a stage of the study programme. Its form, conditions, and manner of assessment are stipulated by an internal regulation of the faculty or the higher education institute.

## **PART FOUR** **COURSE OF STUDY IN BACHELOR'S, MASTER'S, AND SUBSEQUENT MASTER'S STUDY** **PROGRAMMES**

### **Article 15** **Requirements for Academic Year or Semester Enrolment**

(1) The applicant is entitled to enrol in his/her first semester or academic year if the applicant has been accepted in an academic programme taught by the faculty, or by USB and a higher education institute.

(2) The applicant is entitled to enrol into the following semester or academic year at the appropriate faculty or higher education institute, providing he/she is, at the time of enrolment, a faculty or higher education institute student and has not interrupted his/her studies.

### **Article 16** **Requirements for Course Enrolment**

(1) The courses in student's personal study plan divide into:

- a) courses with no sequential relationship with other courses, or any other limitations – any student may enrol in these courses. Suggested prerequisites may be mentioned in the course syllabus;
- b) courses with required prerequisites (courses that the student must have taken) – the student may enrol in these only in the semester or academic year in which the student has enrolled in the prerequisite course. The successful completion and gaining of credits (Article 6, Paragraph 2) for the prerequisite course are mandatory in order for the student to be allowed to take the final examination and gain credits in this follow-on course;

- c) courses which are excluding (contraindicating) – if a course indicates another course or a group of courses as excluding student may gain credits for this course only if he/she has not enrolled or completed any of the excluding courses;
- d) courses which are mutually interchangeable (alternatives, i.e. mutually contraindicating) – the student may gain credits only from one of the pair of courses indicated as mutually interchangeable. The student may enrol in the other mutually interchangeable course but will not receive any credits for passing this course (Article 18, Paragraph 4);
- e) courses reserved for a particular group of student – this restriction to enrolment has to be specified in the course syllabus.

(2) The student has to enrol in courses so as to follow the structure of his/her study programme according to their status, so as to follow the rules of prerequisites and electivity as per Paragraph 1, and he/she needs to fulfil the requirements of Article 4 and Article 17, Paragraph 3 and 4 regarding the number of credits for the courses in which he/she is enrolled.

### **Article 17 Preliminary Enrolment**

- (1) The student selects his/her personal study plan for the following academic year or semester by participating in a required preliminary enrolment. In this way he/she is applying for the study of the given courses for the following academic year or semester. The organisation of the preliminary enrolment including the rules for the use of the STAG electronic system is stipulated by the Dean, or the director of the higher education institute, or their appointee in accordance with the Rector's provision concerning the principles of the USB credit system and the schedule of the academic year.
- (2) According to the provisions detailed in Paragraph 1, the Dean, or the director of the higher education institute or their appointee may, on the basis of the responsible departments, determine the minimum and maximum number of students for whom individual courses will be open for enrolment. If these numbers are not stated, it is assumed that the course will be open to any student who enrolls in it. The faculty, in accordance with the provisions of the Dean or director of the higher education institute, per Paragraph 1, publishes organisational rules for courses in which there are more, or less, students enrolling than the maximum or minimum number of students, respectively. Before the date of enrolment the faculty or the higher education institute publishes the courses which will not be offered due to low participation as well as a list of students who will be affected by this.
- (3) The student during preliminary enrolment follows the stipulated structure of the study programme and selects courses so as to gain at least 20 credits per each semester by passing all of his/her courses. The student is allowed to enrol in courses totalling less than 20 credits only if it is in his/her final year in which he/she will meet all the requirements for graduation.
- (4) The student is allowed to enrol in maximum of 90 credits for courses taught by the faculty or the higher education institute in one academic year. The Dean or the director of the higher education institute may dictate different values for the student or a group of students.
- (5) If the student, who is required to complete the preliminary enrolment by the prescribed date and in the prescribed manner, does not do so and does not request a change of preliminary enrolment date within 5 days, nor requests a study programme postponement (interruption) is deemed not to have fulfilled the requirements per Article 56, Subsection 1, letter b) of the Act.
- (6) Preliminary enrolment at a different faculty or higher education institute must be carried out in accordance with the provision announced by the vice-deans for student affairs or members of the academic staff responsible for teaching activities at a higher education institute after an agreement reached by both faculties

or higher education institutes to that purpose. By request a student is issued the necessary instructions at the Department of Student Affairs of the faculty or higher education institute at which he/she is enrolled.

### **Article 18 Enrolment**

- (1) By enrolling for a particular academic year or a semester the student's personal study plan created during preliminary enrolment is confirmed. By completing this enrolment the student gains the right to gain the specified number of credits once he/she passes the courses. The student writes down all of his/her courses into his/her student's record book. The Department of Student Affairs of the faculty or the higher education institute will officially confirm this book.
- (2) A student may carry out a change in the study plan formulated during preliminary enrolment during the enrolment period in the following cases:
  - a) the particular course not being held due to lack of interest,
  - b) an irresolvable scheduling conflict due to the courses the student has selected,
  - c) the student being unable to gain credits for one of his/her prerequisite courses during the previous semester,
  - d) the enrolment of a course being in conflict with this study and examinations rules.
  - e) the vice-dean or a member of academic staff responsible for teaching activities at a higher education institute confirming a change for justifiable reasons.
- (3) The enrolment takes place either individually or in a group at dates set by the provision of the Dean or the director of the higher education institute, or for students who are enrolling during the academic year due to transferring or after interrupting their studies, within 5 days of receiving acceptance of their transfer or the end of their postponement period. The provision of the Dean or the director of the higher education institute also sets the rules for enrolment via the STAG system.
- (4) The enrolled courses may be cancelled by the Dean or director of the higher education institute if:
  - a) the student has severe health problems affecting his/her studies;
  - b) the responsible department cannot, because of serious reasons, provide the class;
  - c) fewer students than the number required by the responsible department have enrolled;
  - d) the student has an irresolvable schedule conflict for the summer semester;
  - e) the student enrolled in the course in a manner contrary to the requirements for course enrolment (Article 16);
  - f) the student interrupts his/her studies.

Student's enrolment in a course cancelled by the Dean or director of the higher education institute for reasons stated in letters b) to e) is automatically cancelled and the Department of Student Affairs of the faculty or higher education institute is required to notify the student about these changes.

- (5) The student is required to cancel the enrolment of a course the enrolment of which was dependent upon a prerequisite course, which he/she failed to complete and gain credits for. The change must be carried out within 5 days after the end of the relevant examination period.
- (6) If, as a result of cancellation of enrolment of some courses according to paragraph 4, the total number of student's credits falls under 20, the student is required to enrol in additional courses to fulfil the credit requirement. If enrolment for a course is cancelled according to paragraph 4, letters b), c), and d) the student

may additionally enrol in another course, even if he/she would otherwise have fulfilled the total credit requirement of 20 credits per semester.

- (7) In the event of the student enrolling for the whole year, the student may, in addition, before the commencement of the summer semester make additional changes as long as they comply with subsection 5 and 6 of this article. At this time the student, with the approval of the responsible department, may also enrol in additional classes.
- (8) The student may in the period determined by the internal regulations of the faculty or the higher education institute request the withdrawal from a course and to enrol in a different course. The teacher's consent is required if the course comprises of tutorial, seminars, or fieldtrips. The Department of Student Affairs of the faculty or the higher education institute will approve this request as long as the number of students for the semester does not fall below that required and there is no other technical schedule impediment.
- (9) If the student, in the given enrolment period according to Paragraph 3, fails to enrol or does not excuse him/herself and requests a change of preliminary enrolment date within 5 days, nor requests an interruption of study is deemed not to have fulfilled the requirements of the study programme according to Article 56, subsection 1, letter b) of the Act.
- (10) The verification of enrolment onto courses and any changes in the courses enrolled for is carried out by the Department of Student Affairs of the faculty or higher education institute which provide the study programme the applicant has enrolled for.

#### **Article 19** **Repeated Enrolment onto Courses**

- (1) If the student does not meet the requirements for gaining credits for a course (Article 6, Paragraph 2), he/she may enrol onto this course one more time. The new enrolment and the completion of the course do not, however, annul previous grades.
- (2) In repeated course enrolment the course unit credit gained in the previous study of this course.

#### **Article 20** **Timetable and Grouping of Students**

- (1) The Dean or the director of the higher education institute guarantee the posting of the timetable including unambiguous notes a minimum of one week prior to the posted enrolment date. These timetables are final and any necessary changes may only be made with the approval of the Dean or the director of the higher education institute.
- (2) The timetable must be set in such a way that it enables students studying in the standard manner to complete the compulsory and optional courses of the given study programme.
- (3) The grouping of students into lectures, seminars, tutorials, and other forms of education groups is set by a provision the Dean or director of the higher education institute and the instructions of the responsible department. This provision must conform to scheduling and other, mainly safety, rules.
- (4) If appropriate, students are grouped for lectures, tutorials, and seminars in a uniform manner by the Department of Student Affairs of the faculty or the higher education institute.
- (5) The student, in justifiable cases, has the right to request the Department of Student Affairs of the faculty or the higher education institute to place him/her into a different group. If the course is provided by more than one teacher, the student may choose his/her teacher if the choice complies with capacity and scheduling possibilities.

**Article 21**  
**First Semester of Study**

- (1) The following rules apply for the first semester of bachelor's or master's study programme with the exception of a subsequent master's programme:
  - a) the student is required to gain at least 20 credits out of the total set by his/her study plan for the first semester by the end of the first semester testing period (specific courses from which he/she must gain the credits may be set in the study programme). This limit may be raised by the Dean with the approval of the Academic Senate of the faculty, or the director of the higher education institute with the approval of the Academic Senate of USB.
  - b) the grouping is set by the Department of Student Affairs of the faculty or the higher education institute.
- (2) The interruption of study during the first semester is only allowed under exceptional circumstances only and must have the approval of the Dean or director of the higher education institute.

**Article 22**  
**The Completion of Stages of Study**

If the study is divided into stages, the conditions for the completion of stages of study are set by the internal provisions of the faculty or higher education institute.

**Article 23**  
**Completion of Study**

- (1) The student completes study in the study programme provided by the faculty or USB and a higher education institute, if in the time period stated by Article 4, Paragraph 3 he/she gained, in his/her set of courses determined by his/her study programme of the field of study, at least a number of credits equal to 60 times the number of years of the standard duration of study, completed and defended his/her thesis if his/her study programme requires it, and successfully passed the state final examination in the given field.
- (2) Graduates of bachelor's, master's and subsequent master's study programmes are given official academic titles and diplomas according to Articles 45 and 46, 47a, 55, and 57 of the Act.
- (3) The conditions and the course of the rigorous proceedings (especially the character of the submitted rigorous work) and the rigorous examinations concerning those who are entitled to undergo the rigorous proceedings in the sense of Article 46, Subsection 5 of the Act, are set by internal regulations of the faculty or higher education institute and the provisions of its Dean or director respectively.

**Article 24**  
**Recognition of Course Unit Credits, Examinations and Study Stages**

- (1) For a student who duly completes study in a study programme provided by a faculty or USB and a higher education institute or who previously studied and is accepted for study again, the Dean or the director of the higher education institute (after an opinion given by relevant departments) may recognize some completed examinations or course unit credits and corresponding number of credits, as long as the termination of his/her study was less than 2 years before.
- (2) For a student who completed the first stage of study in a study programme provided by the faculty or USB and a higher education institute and terminated his/her study for any reason, the Dean or the director of higher education institute, during the repeated acceptance, may recognize the completion of the first stage of study as a whole, as long as the termination of his/her study was less than 2 years before.
- (3) If the student completes part of his/her study programme at a university abroad, the Dean or the director of the higher education institute recognizes the courses completed including their classification and credit count according to ECTS system based on a validation by the foreign university. The vice-dean for student affairs or a member of the academic staff responsible for teaching activities at a higher education institute

after opinion given by the responsible department determines the status of individual courses in the sense of Article 3, Paragraph 3, letters a) through c) and according to Article 6, subsection 4.

- (4) If the student simultaneously studies another field of study, or if Dean or the director of the higher education institute permits a change of field of study, the student's completed equivalent courses, as well as credits, will be recognized.
- (5) The Dean or the director of the higher education institute may, on the basis of previously agreed conditions and on the basis of an agreement reached the faculty of USB and a higher professional school (foreign or domestic) according to Article 2 Paragraph 2, recognize accredited courses completed previously or concurrently by the student at this higher professional school.
- (6) The Dean or the director of the higher education institute may, after an opinion given by the appropriate department, recognize courses and their corresponding credits in the ECTS system completed at another university foreign or domestic:
  - a) for the student who was allowed to transfer to a study programme for which faculty or USB and a higher education institute is responsible;
  - b) for the student taking courses concurrently at another higher education institution and asked the Dean or director of the higher education institute where he/she is studying to be credited with these courses;
  - c) for the student who completes his/her studies at another higher education institution, and is then enrolled at the faculty or at the higher education institute, if it concerns study obligation met no earlier than five years previously.
  - d) for the student who successfully completed a course which is part of his study programme (Article 45) at another university (Article 45).

If another university's credit system for completed courses does not follow the ECTS system, the Dean or the director of the higher education institute establishes a corresponding number of credits for these courses.

- (7) The Dean, the director of the higher education institute, or the head the department may, in order to make a decision regarding the recognition of the courses and corresponding credits according to Paragraphs 5 and 6, require the student to provide evidence regarding the completion of the course and information regarding the course's breadth and contents. The student must submit his/her request in writing and submit all required documentation no later than one month from when the necessity of recognition of courses according to Paragraphs 1 to 6 arose.
- (8) If the Dean or the director of the higher education institute recognizes in accordance with Paragraphs 1 or 4, at least 30 credits, the student is exempt from Article 21, Paragraph 1, letter a).
- (9) The courses and their corresponding credits recognized according to Paragraphs 1 or 6, letters a) and c) are credited to the student as being completed in the previous academic year.
- (10) If the Dean or the director of the higher education institute recognizes some courses or the first stage of the study programme, they also make a decision regarding the extend to which the length of the students maximum duration of study is to be shortened, as well as his/her placement into a new study stage of study.

## **Article 25**

### **Interruption of Study**

- (1) The interruption of study is stipulated by Article 54 of the Act.
- (2) The student may, with the exception of the first semester (Article 21, Paragraph 2), interrupt his/her studies without a specific reason by submitting a written request at Department of Student Affairs of the faculty or

the higher education institute prior to the start of the semester. The written request also states the length of his/her interruption. Such interruption may be for whole semesters only, up to a maximum of four semesters.

- (3) For serious, but other than study, reasons, the Dean or the director of the higher education institute may issue an interruption on the basis of a well-grounded and justified request or on his/her own initiative, at any time during the academic year. The Dean or the director of the higher education institute state the start and end the interruption with 2 years being the maximum interval.
- (4) The student may interrupt his/her studies repeatedly as long as the total amount of time during the interruptions in the same study programme is less than 2 years.
- (5) The time of interruption of study is not considered to be part of the time of study as regards the fulfilment of Article 58, Subsection 3 of the Act.
- (6) If the reason for the interruption of study is no longer grounded, the Dean or the director of the higher education institute may, at the student's request, cancel the interruption before the specified end.
- (7) The student is required to enrol in his/her study programme at the end of the interruption. The student is required to do so within 5 days or to request an alternate time of enrolment, otherwise he/she is deemed not to have fulfilled the requirements of the study programme according to Article 56, Subsection 1, letter b) of the Act.
- (8) The Dean or the director of the higher education institute may grant an exemption regarding a repeated course enrolment, the withdrawal from a course in which the student is already enrolled, or substitution of a course after the end of interruption of study.
- (9) The Dean or the director of the higher education institute does not guarantee that during the student's interruption the study programmes will not change.
- (10) The interruption of study is not recorded in the student's record book.

#### **Article 26 Withdrawal from Study**

- (1) A student who intends to withdraw from his/her study states his/her intension to do so by submitting a written request addressed to the Dean or the director of the higher education institute at any time during his/her study.
- (2) A student who withdraws from his/her study must within 8 days after submitting his/her written request report to the Department of Student Affairs of the faculty or the higher education institute, where he/she provides verification that all of his/her obligations toward USB are met. Only afterwards is his/her study record to be closed.

#### **Article 27 Termination of Study for Failure to Meet the Requirements of the Study Programme according to the Study and Examination Rules**

- (1) The Dean, or the Rector at the request of director of the higher education institute, will make a decision regarding the termination of study for failure to meet the requirements of the study programme, if the student:
  - a) does not fulfil the requirements of the first semester of his/her bachelor's or master's study programme, subsequent master's programme (Article 21, Paragraph 1, letter a) being an exception;
  - b) does not gain the minimum of 40 credits during the first year of his/her bachelor's or master's study programme. This requirement is waived for bachelor's degree graduates in the subsequent master's study programme;
  - c) does not gain in any four consecutive semesters at least a total of 80 credits (four semesters interrupted by an interruption of study are considered to be consecutive);

- d) does not gain credits even after the second enrolment on a compulsory course;
  - e) cannot, due to his/her own negligence, receive the required number of credits in a block of optional courses;
  - f) does not fulfil the requirements of a comprehensive advancement examination neither on the regular nor on the retake date if this examination is part of his/her study programme;
  - g) does not fulfil within the given time set in Article 4 the requirements for passing the first stage of the study programme if his/her study programme is divided into stages;
  - h) does not fulfil within the specified time the requirements for being accepted for the state final examinations;
  - i) does not pass the state final examination, even on the retake date or within the time set by Article 30, Paragraph 3;
  - j) does not fulfil, within the specified time set by Article 4, Paragraph 3, the requirements for the completion of study (Article 23, Paragraph 1);
  - k) does not fulfil the requirement set in Article 17, Paragraph 3 to enrol for at least 20 credits, even after receiving a warning from the Department of Student Affairs of the faculty or the higher education institute;
  - l) does not fulfil one of the basic requirements implicit in the study programme provided by USB, or a requirement set by these study and examination rules, or an internal rule of the faculty or higher education institute;
- (2) The day of termination of study, according to Paragraph 1, is the day the decision concerning the termination of study comes into legal effect.
- (3) The student, whose study was terminated by the Dean or the Rector on the proposal of the director of the higher education institute must, within 8 days after the termination coming into legal effect, report to the Department of Student Affairs of the faculty or higher education institute, where he/she will provide verification that all of his/her obligations toward USB have been met.

### **Article 28 Expulsion from Study**

- (1) Conditions for expulsion from study are stipulated Articles 64 and 67 of the Act.
- (2) A student expelled from his/her study falls under the provision of Article 27, Paragraph 2.

### **Article 29 Transfers**

- (1) A student who attends the faculty or higher education institute may request, in the case of a study programme accredited at USB and its higher education institute, a transfer into a different form of study, or to a different field of study, or to a subject of the same or different study programme. The student may also request a transfer into a study programme which is provided by a different faculty or USB in conjunction with another higher education institute.
- (2) The Dean or the Rector, on the basis of an opinion given by the head of the higher education institute, may stipulate by a provision other conditions or restrictions for transfer within USB or the faculty or the higher education institute.

- (3) The Dean or the Rector, on the basis of an opinion given by the head of the higher education institute to which the student is transferring, while deciding upon the transfer also decide, according to Article 24, on:
  - a) the recognition of the whole stage of study, or some compulsory or optional courses of the newly chosen study programme provided by the faculty or by USB and a higher education institute including the number of credits;
  - b) placing the student into an appropriate stage of study;
  - c) shortening the time limit of the maximum duration of the stage of study or the entire study.

### **Article 30**

#### **Final State Examination, Defence of Bachelor's and Master's Theses**

- (1) The completion of study on bachelor's, master's, and subsequent master's study programmes are stipulated by Articles 45 and 46 of the Act. The conditions for administrating the state examinations are stipulated by Article 53 of the Act.
- (2) A student is allowed to take the final state examination if he/she gains, in his/her set of courses determined by his/her study programme of the field of study, at least a number of credits equal to 60 times the number of years of the standard duration of study, completes and by the given date submits his/her thesis, if this was part of the requirements.
- (3) A student who meets all the requirements allowing him/her to take the final state examination must take the examination in the next academic year at the latest. In exceptionally justifiable cases, at the request of the student, the Dean or the head of higher education institute may extend the time period within which the examination must be taken. Failure to meet this requirement is cause for the termination of study for the non-fulfilment of criteria arising from the study programme according to Article 56, Subsection 1, letter b) of the Act.
- (4) The state final examination and its parts are graded as "excellent", "very good", "good", and "failed"
- (5) If the defence of the master's or bachelor's thesis was graded as "failed", the rest of the final state examination is postponed until the student passes the defence of his/her master's or bachelor's thesis.
- (6) The state final examination is graded as "excellent", if the arithmetic average of the grades from individual parts is less than 1.5, and at the same time no single grade is worse than "very good". The state final examination is graded as "very good", if the arithmetic average of the grades from individual parts is less than 2.5, and at the same time a maximum of two parts were graded as "good", and no part was graded as "failed". The state final examination is graded as "good", if the arithmetic average of the grades from individual parts is equal to or greater than 2.5, and at the same time no single part was graded "failed". If any part of the state final examination is graded as "failed", then the overall grade of the examination is to be "failed".
- (7) The state final examination or its parts may, in the event of failure, be repeated once provided the conditions detailed in Paragraph 3 are fulfilled.
- (8) The contents, form, and conditions for the administration of the state final examination, and its organisation including the assignment and assessment of master's or bachelor's thesis is stipulated by an internal regulation of the faculty or higher education institute.

### **Article 31**

#### **Overall Evaluation of Study on Bachelor's, Master's, and Subsequent Master's Study Programmes**

- (1) The overall evaluation of study reflects on the student's success during his/her entire study in the study programme provided by the faculty or higher educational institute, and is graded as:  
"graduated with honours", "graduated", "failed".

- (2) A student graduates with honours if his/her weighted study average during his/her entire study is not worse than 1.50, and passes the state final examination with an overall grade “excellent”.
- (3) A student is graded as “failed”, if he/she, in the time period determined by Article 4 Paragraph 3, or Article 30 Paragraph 3, does not pass the state final examination.

## **PART FIVE STUDY ON THE DOCTORAL STUDY PROGRAMME**

### **Article 32 Study on the Doctoral study programme**

- (1) The doctoral study programme is focused on scientific endeavours and independent activities in the field of research and development or on independent theoretical and creative activities in the field of arts. Study in the doctoral study programme takes place under the guidance of a supervisor according to an individual study plan in the full-time or combined form.
- (2) The course of study on the doctoral study programme falls under, where applicable, the fourth part of these study and examination rules. More detailed regulations are included in the internal regulations of the faculty or the higher education institute.
- (3) Study on the doctoral study programme takes place at determined workplaces of the faculty or USB, at higher education institutes of USB, and at the workplaces of legal entities which are engaged in educational and scientific research, development, artistic or other creative activities (hereinafter referred to as “institutes”), and to which accreditation of the USB or its faculty to provide the given doctoral study programme has been extended by the Ministry of Education, Youth and Sport of the Czech Republic following a decision made by the Accreditation Commission.

### **Article 33 Specialist Board**

- (1) Expert overview of the course and quality of study on the doctoral study programme are guaranteed by a specialist board, which is appointed for every doctoral study programme, occasionally for their individual fields of study.
- (2) Members of the Specialist Board for the doctoral study programme provided by the faculty are appointed and withdrawn by the Dean after approval by the Scientific Board of the faculty; members of the Specialist Board of the doctoral study programme provided by USB or a higher education institute are appointed and withdrawn by the Rector after approval by the Scientific Board of USB, and at longest for the set time of accreditation of the given doctoral study programme. The Specialist Board has at least five members, who may be professors and associate professors, or significant experts in the given field of study, with a scientific or academic title of (Ph.D., Th.D., Dr., CSc., D.Sc., or DrSc.) approved by the appropriate Scientific Board, and of which at least two must be from institutes other than the faculty, institutes of higher education or other institutes taking part in the provision of the given doctoral study programme. Institutes to which accreditation for the doctoral study programme has been extended have a representative in the appropriate Specialist Board. The activities of the specialist are directed by a chairperson who is voted in, by absolute majority, by the members of the Specialist Board from their own ranks. The chairperson of the Specialist Board proposes to the Dean any necessary changes in the makeup of the Specialist Board within its tenure.
- (3) The Specialist Board monitors and assesses the quality of study on the doctoral study programme and submits a report to the Dean at the end of every year, or to the Rector via the director of the higher education institute.
- (4) The Specialist Board is responsible for the following:
  - (a) preparing entrance examinations for study on the doctoral study programme, and proposing the makeup of the entrance examination board.

- (b) initiating and coordinating the lecture and seminar programme, and other forms of study.
  - (c) approving lecturers and examiners for the compulsory part of the individual study plan if that part is set.
  - (d) setting requirements for the students' individual study plans and requirements for their dissertation in the given field of study in accordance with the internal regulations of the faculty or higher education institute.
  - (e) proposing supervisors, and upon their proposal, tutors.
  - (f) approving the student's individual study plan.
  - (g) arranging the yearly assessment of the students study and monitoring the fulfilment of their individual study plans.
  - (h) approving the theme of the dissertation.
  - (i) setting the requirements for the state doctoral examinations.
  - (j) proposing the makeup of the board for the state doctoral examinations and dissertation defences.
- (5) The Specialist Board judges the previous scientific, pedagogical and publishing activities of every newly proposed supervisor.
- (6) The Dean is responsible for the administrative arrangement of the work of the specialist boards of the faculty or its parts, the Rector is responsible for that of the specialist boards for doctoral study programmes provided by USB and a higher education institute.

#### **Article 34** **Acceptance for Study**

- (1) Acceptance for study on the doctoral study programme takes place through an entrance examination process, the conditions and dates of which are announced, in accordance with the Act, for every academic year, by the Dean, or by the Rector, in a provision.
- (2) The entrance procedure is carried out in the form of an examination before a board, which is appointed by the Dean at the proposal of the Specialist Board, or in the case of a doctoral study programme provided by USB and a higher education institute, by the director of the institute. The board must be made up of at least three members and least three members must be present at the examinations. The chairperson of the board is as a rule the chairperson of the Specialist Board. The potential supervisor takes part in the examination procedure but without voting rights.
- (3) Part of the entrance examination is an expert discussion, the purpose of which is to aid judgement of the previous independent creative work of the candidate, their proposed focus for independent scientific and research activities, their proposed doctoral dissertation, including previous discussion of it with their potential supervisor, and their knowledge in the field of study. Part of the examination is also a test of the candidate's knowledge of a world language.
- (4) The board keeps a record of the result of the examination. For acceptance an absolute majority vote is required. In the event of the votes being equal the chairperson's vote is decisive. In the event of acceptable candidates exceeding the amount to be accepted the board sets an order of acceptance. The board also comments on the form of study on the doctoral study programme which the candidate has chosen.
- (5) Acceptance is made on the decision of the Dean, for programmes provided by USB and higher education institutes, of the Dean on the basis of the board's proposal, and after a response by the head of the workplace where the study on the doctoral study programme is to take place.

### **Article 35 Supervisor**

(1) A supervisor is appointed, by the Dean or the director of the higher education institute, on the recommendation of the Specialist Board, from among the professors, associate professors and doctors of science at USB and other higher education institutes, and from the ranks of significant experts in the given field of study with a scientific or academic title ( Ph.D., Th.D., Dr., CSc., D.Sc., or DrSc.). In the case of an expert without habilitation or without the title of doctor of science the specialist board is required to submit in writing its reasoning for the proposal of appointment as supervisor to the Dean or director of the higher education institute. The Dean or director of the higher education institute is not obliged to accept this proposal.

(2) At the proposal of the supervisor, on the basis of the student's annual assessment, or at the request of the student, the Specialist Board may propose to the Dean or the director of the higher education institute a change of supervisor.

(3) The supervisor is responsible for:

(a) participating in the student's entrance examination and together with the student preparing the student's individual study plan.

(b) proposing tutors and the topic of the dissertation

(c) monitoring the course of the study and the scientific work of the student, and providing the student with consultation.

(d) engaging the student in research work and appropriate material and financial support for this research work.

(e) regularly assessing the fulfilment of the student's individual study plan and informing the Specialist Board of this assessment.

(4) The supervisor may for justifiable reasons give up their role. The Dean, or the director of the higher education institute, then appoints a new supervisor in accordance with Paragraph 1.

### **Article 36 Enrolment for Study, Course and Interruption of Study**

(1) A candidate accepted for study becomes a student of the doctoral study programme on the day they enrol at the faculty or the higher education institute. During enrolment the student is issued with a student's record book as a document of study, its progress and results. The dates for enrolment for study on the doctoral study programme are set by the schedule of the faculty or higher education institute.

(2) Students on the doctoral study programme fall under, where appropriate, Articles 15 and 18.

(3) It is possible to interrupt study on the doctoral study programme in accordance with Article 54 of the Act. Interruption of study falls under, where appropriate, Article 25 of these rules. After the leave of absence the student must enrol again for study, otherwise the student's study is terminated in accordance with Article 56, Subsection 1, letter b), of the Act.

(4) In the course of study on the doctoral study programme the student may request a change in the form of study. After an opinion given by the Specialist Board, the Dean, or the director of the higher education institute, decides upon this request. Similarly the Dean, or the director of the higher education institute, decides upon a request for transfer to a different doctoral study programme, and on the conditions of such a transfer.

### **Article 37 Individual Study Plan**

(1) Study on doctoral study programme progresses according to the individual study plan, which the student devises together with their supervisor no later than three months after the initiation of study.

(2) The individual study plan contains in particular a framework for the students own creative work on the topic of their dissertation, including outlined methods for the pursuit of this topic. Further it contains in particular a list of courses and other forms of education in which the student is to attend, the type and range of further language education, a plan for participation by the student in seminars at the supervisor's workplace or other institutes, a plan for the student's participation in these seminars, the focus of the student's review prepared for the elaboration of the dissertation, a plan for the student's study trips to other workplaces including those abroad, and a plan for the student's participation in the work of such workplaces.

(3) The student has the following responsibilities in particular:

(a) in the course of the first year of study to submit an outline of methods for their work on their dissertation.

(b) to systematically and regularly continue with their independent scientific work, the success of which the supervisor confirms every semester by awarding a course unit credit.

(c) by a set date to submit their review.

(d) by the set date to have completed the set language education.

(e) to perform pedagogical practice to an agreed extent, that usual for leading the training of students on the bachelor's, master's and subsequent master's study programmes.

(f) regularly, at least once a year, to report on the progress in their work at a seminar at their supervisor's workplace.

(g) to fulfil other responsibilities set by the individual study plan, in particular, when possible, to publish the completed results of their scientific and research work.

(4) The details of the contents and form of the individual study plan are set by the internal regulations of the faculty or higher education institute.

(5) By the beginning of their last year of standard period of study on the doctoral study programme the Specialist Board sets the student the range of requirements and the focus for their state doctoral examinations.

### **Article 38**

#### **Examinations and Monitoring of Study on the Doctoral Study Programme**

(1) During study on the doctoral study programme the student takes examinations in the subjects set by their supervisor. These examinations are graded with the classifications "pass" or "fail" (Article 12, Subsection 3). The number of subjects and their selection is set by the internal regulations of the faculty or the higher education institute.

(2) Every semester the supervisor evaluates the progress of the work of the student on a doctoral study programme and on the basis of this evaluation awards the student a course unit credit for the course "doctoral practical work".

### **Article 39**

#### **Completion of Study on the Doctoral Study Programme**

(1) Study on the doctoral study programme is completed by the state doctoral examination, and a defence of the student's dissertation.

(2) Graduates of study on the doctoral study programme gain an academic title and are issued with a certificate demonstrating the completion of study in accordance with Articles 47, 47a, 55 and 57 of the Act.

(3) Study on the doctoral study programme is further completed by means detailed in Article 1 of the Act.

(4) The day of the termination of study, according to Article 56, Subsection 1, letter b), is the day when the decision to terminate study for non-fulfilment of requirements set by the student's individual study plan comes into legal effect. The day of completion of study by the remaining means framed by Article 56 of the Act is determined by the Act.

#### **Article 40**

##### **Members of Boards for the State Doctoral Examinations**

(1) The chairperson and the members of the board for the state doctoral examination and the board for the defence of the dissertations, except the persons detailed in Article 53, Subsection 3 of the Act, are appointed by the Dean or the director of the higher education institution the basis of a proposal by the Specialist Board. The same criteria apply to these appointments as to the appointment of supervisors.

(2) The board for the state doctoral examinations has at least five and at most ten members including the chair. At least two members of the board must be from institutes other than the faculty or the higher education institution taking part in the provision of the doctoral study programme, and at least one member of the board must be from an institute other than USB or the higher education institution taking part in the provision of the doctoral study programme.

#### **Article 41**

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

(1) The state doctoral examination is an overall test of the student's knowledge, his/her ability to reach a deep understanding of the set of themes they are engaged with, the wider implications of those themes, and the student's ability to evaluate such information and make use of it in a creative manner.

(2) A student of the doctoral study programme enrolls for the examination after fulfilling all of their study responsibilities, but at a date which enables them to have taken the examination by, at the latest, one year after completing study on the doctoral study programme. The date of the examination is set by the Dean, or the director of the higher education institute.

(3) The course of the state doctoral examination and announcement of the results are public. The state doctoral examination is classified as "pass" or "fail". In the event of a failure only one retake of the examination is permitted, such an examination is to take place no sooner than two months after, and no later than one year, after the original examination.

(4) The deliberations of the board for the state doctoral examination regarding the result of the examination are private. The decision of the board is reached by majority in a secret ballot of the members present. The number of members must not be less than five. In the event of an equal vote the chairperson's vote is decisive.

(4) Further organizational details concerning the state doctoral examinations are stipulated by the internal regulations of the faculty or higher education institute.

#### **Article 42**

##### **The Dissertation and its Defence**

(1) The dissertation shows the student's ability to carry out independent scientific and research activities. It takes the form of a set of papers already published by the student, accepted for publication and accompanied by editorial comments, or other completed, but yet unpublished papers. The details concerning the form and performance of the dissertation are stipulated for given doctoral study programmes by the internal regulations of the faculty or higher education institute, which also determine the language permitted in the writing of the dissertation, the number of copies and other permitted (electronic) forms for the submission of the dissertation, the form of language to be used, contents, and number of copies of the summary of work (to be submitted at the same time as the dissertation, and other items necessary for the acceptance of the dissertation).

(2) In the event of the dissertation containing material which is the joint work of other co-authors, the dissertation must be accompanied by a pronouncement by the co-author's stating the extent of the student's contribution.

(3) The chairperson and members of the dissertation defence board are appointed on the proposal of the Specialist Board, by the Dean, or the director of the higher education institute, as a rule being the same as the board for the state doctoral examinations, at least as regards the chairman and a number of the board members. In the board there must be at least two members of the Specialist Board for the doctoral study programme. At least three of the board members must be from an institute other than USB or the higher education institution taking part in the provision of the doctoral study programme.

(4) The dissertation defence board appoints two or three opponents, who prepare an opposing judgement upon the dissertation; the exact number is stipulated by the internal regulations of the faculty or higher education institute, which also stipulate deadline and other necessary details. The opponents may be, but do not have to be, board members.

(5) Neither the supervisor, nor the tutor, nor the opponents may be members of the dissertation defence board. The same applies to co-authors of publications included in the dissertation.

(6) If the dissertation defence board ascertains, in the course of its process or from the judgments of the opponents, that the dissertation does not fulfil the requirements placed upon it for removable insufficiencies it may demand that the student removes these insufficiencies within a time period set by the board.

(7) The defence of the dissertation is public, and is conducted in Czech or English, and may, with a view to the presence of a foreign opponent or the language abilities of the student, and after consultation with the Specialist Board, be conducted in other languages. The dissertation defence board hears and judges the student's performance, the view of the opponents and the discourse between the student, the opponents and other participants in the discussion.

(8) The dissertation defence board deliberate on the result of the defence in an open session and reach a decision by majority through a secret ballot of the members present, of which at least five must be present. In the event of an equal vote the chairperson's vote is decisive.

(9) The result of the defence is announced publicly by the chairperson of the dissertation defence board. In the event of failure the dissertation may be defended once, and only once, more, at the soonest six months after the failed defence. The board decides at the same time whether, and to what extent, the dissertation should be reworked or supplemented.

### **Article 43**

#### **Fundamental Provisions for Study on the Doctoral Study Programme**

As regards:

(a) the organization of examinations in the course of study,

(b) the possible number of retakes and the expiry date of examinations,

(c) the active participation of students in scientific conferences and seminars,

(d) the publishing activities of the student,

(e) the organization of the academic year,

(f) other conditions for study on the doctoral study programme stipulated by the internal regulations of the faculty or higher education institute.

**PART SIX**  
**EXTRAORDINARY FORMS OF STUDY**

**Article 44**  
**Simultaneous Study of Another Field of Study**

(1) The Dean, or the director of the higher education institute may at the request of a student already enrolled for the study of a field of study in some study programmes provided by USB, (hereinafter referred to as “basic programme”), after the possible response of the appropriate department, allow parallel study of another study field or specialist subject (hereinafter referred to as “another study field”) in the study programme provided by the faculty or USB and higher education institute. Conditions for the allowance and course of this study may be stipulated by an internal regulation of the faculty or higher education institute.

(2) A student studying another field of study according to Paragraph 1 enrolls on the courses according to the appropriate study programme in such a way that he/she fulfils the same study responsibilities as other students of that field of study (approbation), including the state final examination. If some subjects in the student’s basic study programme and in the study programme of field of study studied according to Paragraph 1 are parallel or interchangeable they are not newly enrolled upon. The credits received from such courses and the final assessment of the subject (course unit credit, examination results) are, however, counted for both fields of study.

(3) A student studying according to Paragraph 1 falls under these study and examination rules, including the stipulation of the maximum study period (Article 4). A student studying according to Paragraph 1 must fulfil the stipulation detailed in Article 17, Subsection 3, in at least one of their study fields. Stipulation of Article 21, Subsection 1, letter a) does not apply to study in the first semester of the other (simultaneous) study field.

(4) The non-fulfilment of conditions of study in the other study field results in the termination of study in that other study field according to Paragraph 1. It does not, however, result in the termination of study, due to the non-fulfilment of requirements set in the study programme according to the study and examination rules, in the basic programme. The student may also, in the course of study, usually during enrolment, announce the termination of his/her study in the other study field according to Paragraph 1.

**Article 45**  
**Study at Other Higher Education Institutions**

(1) The student may, as part of his/her study on a study programme provided by USB, study a subject, or subjects at other higher education institutions in the Czech Republic or abroad.

(2) Recognition of the subject, in accordance with Paragraph 1, as a non-compulsory or compulsory part of the study programme of the given student is decided upon by the Dean, or the director of the higher education institute after an opinion given by the responsible department.

**Article 46**  
**Distant Study and Combined Study**

(1) Study on a distant or combined form of study programme is based above all on independent study, tutoring, elaboration of individual tasks and the taking of examinations. The extent of lectures and the reading list, or consultation and individual tasks replacing above all tutoring and seminars, is set by the responsible department at the beginning of the semester.

(2) A student engaged in a combined study is obliged to enrol at all appropriate departments and request the details of their study in the sense of Paragraph 1 of this article.

(3) The Dean, or the director of the higher education institute, sets the amount of credits which the student of a combined form of study is to gain from each course that they are unable to attend (in particular non-specialist Physical Education). Such credits may be no more than 10% of the total amount of credits from the study.

**Article 47**  
**Study on Study Programmes Accredited for Study in Foreign Languages and Study by Foreign Citizens**

(1) Students whether foreign or citizens of the Czech Republic, who study on study programmes accredited to be taught in foreign languages, or on study programmes accredited to be taught in foreign languages in cooperation with higher education institutions abroad, fall, where applicable, under the stipulations of these Study and Examination Rules. Further details of their study are stipulated by the internal regulations of the faculty or higher education institute.

(2) Foreign students, who study on a study programme accredited for study in the Czech language, are placed in study groups together with students who are citizens of the Czech Republic and no special teaching is organized for them. Such students study under the same regime as students who are the citizens of the Czech Republic and fall under the stipulations of these Study and Examination Rules.

## **PART SEVEN FINAL PROVISIONS**

### **Article 48 Decisions Concerning the Rights and Responsibilities of Students**

(1) Decisions concerning the rights and responsibilities of students according to these Study and Examination Rules are stipulated by Articles 62 to 69 of the Act.

(2) A student may submit a request for a revue of the decision, even in cases of items not detailed in Article 68, Subsection 3 of the Act, to the Dean, or the director of the higher education institute, if the decision was made by another entity of the faculty, or the Rector if the decision was made by the Dean, or the director of the higher education institute. The Dean, or the Rector, changes or annuls any decision contravening the Act or an internal regulation of USB or its parts. The decision of the Rector is final and subject to change by a court decision alone.

### **Article 49 Final Provisions**

(1) The Study and Examination Rules of USB in České Budějovice registered by the The Ministry of Education, Youth and Sports on 19<sup>th</sup> April 2004 under reference No. 19 047/2004-30 are hereby repealed.

(2) ) These Study and Examination Rules were deliberated upon and approved according to Article 9, Subsection 1, letter b) of the Act, by the Academic Senate of USB on 29<sup>th</sup> June 2007.

(3) These Study and Examination Rules come into effect according to Article 36, Subsection 4 of the Act on the day of their registration with the Ministry of Education, Youth and Sports.

(4) These Study and Examination Rules come into force from the start of the academic year 2007/2008.

Dr. Ing. Alois Křišťan, Th.D.,  
*signed in his own hand*  
Chairman of the Academic Senate of USB

prof. PhDr. Václav Bůžek, CSc.,  
*signed in his own hand*  
Rector