



Dean's Measure D140

on the Rules and Procedures for Online Examinations and Thesis Defences at the Faculty of Science, University of South Bohemia in České Budějovice

Version 1.0 as issued on the 13th of October 2026

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Article 1

Introductory Provisions

1. This measure regulates the rules and procedures for examinations and defences of bachelor's, master's, and doctoral theses (hereinafter referred to as "proceedings") conducted online or in a hybrid format via videoconferencing tools in cases where such forms are permitted by the Study and Examination Regulations of the University of South Bohemia.
2. Online or hybrid proceedings represent an exceptional mode. They may be permitted only in specially justified cases, particularly due to a long-term stay abroad, serious health reasons, or other circumstances deserving special consideration.
3. Permission for an online or hybrid proceedings is granted by the Dean of the Faculty on the basis of a justified request submitted by the student or the chair of the committee.
4. Matters not regulated by these rules shall be governed, as appropriate, by the legal regulations of the Czech Republic, the internal regulations of the University of South Bohemia in České Budějovice, and the internal rules of the Faculty of Science.

Article 2

Technical Requirements

1. The student, committee members, and other participants in the proceedings are required to ensure that they have functional technical



equipment enabling audio and video transmission and a stable internet connection.

2. The student and committee members shall join the videoconference at least 10 minutes before the scheduled start of the proceedings.
3. Before the proceedings begins, the chair of the committee or an authorized person shall verify the functionality of the connection of all committee members and the student.
4. The student is required to have all presentation materials prepared in electronic form.

Article 3

Organization of the Proceedings

1. Responsibility for the organizational and technical arrangements of an online or hybrid proceedings are, by agreement, on the department of the student's supervisor or the chair of the relevant doctoral board, unless the Dean decides otherwise.
2. The designated unit shall in particular:
 - a) arrange the creation of a videoconference meeting in a university-supported system,
 - b) send the student, committee members, and, where applicable, other authorized participants the information necessary for joining,
 - c) ensure that access details are made available to the public,
 - d) provide assistance to the chair of the committee in resolving technical problems related to the proceedings,
 - e) ensure the creation and storage of an audiovisual recording of the proceedings if one is to be made.
3. The chair of the committee is responsible for the procedural correctness of the proceedings, especially for:
 - a) verifying the identity of the student,
 - b) informing participants about the rules of the online proceedings,
 - c) granting the floor to individual speakers,
 - d) deciding on the interruption of the proceedings in the event of technical problems,
 - e) ensuring a closed committee session,
 - f) announcing the results.
4. The student is required to attend the online proceedings on time, ensure appropriate technical equipment, and immediately inform the chair of the



committee or the head of the designated unit of any technical problems that arise.

5. The recording of the proceedings shall be stored in a repository designated by the Faculty. Responsibility for its archiving and making it available to authorized persons rests with the unit designated by the Dean.

Article 4

Commencement of the Proceedings

1. The proceedings is chaired by the chair of the committee.
2. The chair shall open the session, verify the presence of committee members and the student, and inform participants about the rules governing the online proceedings.
3. Before the proceedings begins, the student shall, at the request of the chair, prove their identity by presenting an identity document or student card.
4. Throughout the proceedings, the student and committee members are required to keep their cameras on, unless otherwise decided by the chair in justified cases.

Article 5

Conduct of the Proceedings

1. The chair of the committee is responsible for the proper conduct of the online or hybrid proceedings.
2. The chair grants the floor to individual speakers.
3. In case of thesis defence, students present results of their work within the scope specified by the relevant study programme.
4. Following the presentation, the reports of the supervisor and reviewer(s), or their essential parts, shall be presented.
5. This is followed by a discussion during which the student responds to comments and questions.
6. Committee members request the floor through the videoconferencing system's discussion function, chat, or another method designated by the chair.



7. Questions from other participants may be asked only with the consent of the chair and after being granted the floor.
8. The chair is authorized to direct the course of the discussion, determine the order of speakers, and decide procedural matters related to the conduct of the proceedings.

Article 6

Ensuring the Independent Nature of the Proceedings

1. The student is required to conduct the proceedings independently and without assistance from other persons throughout its duration.
2. The student is required to keep their camera on throughout the proceedings so that their identity and continuous presence can be verified.
3. At the request of the chair, the student must use the camera to show their workspace or the room in which they are located.
4. During the proceedings, the student may not use assistance from third parties or any means enabling the acquisition of answers or other unauthorized support, except for materials whose use is normally permitted during a relevant proceeding.
5. Communication by the student with other persons through electronic communication tools during the proceedings is not permitted.
6. If there is reasonable suspicion that the obligations set out in this Article have been violated, the chair may interrupt the proceedings in order to investigate the situation. The request for verification and its outcome shall be recorded in the report or its relevant part.
7. If the committee determines that the obligations set out in this Article have been violated, it shall record this fact in the proceedings report and proceed in accordance with the applicable legal regulations and internal regulations of the University.

Article 7

Loss of Connection and Technical Problems

1. If, during the proceedings, the connection of either the student, the chair of the committee, or a majority of committee members is lost, the proceedings are interrupted.



2. In the case of the student, interruption of connection also includes interruption of the visual connection.
3. The proceedings shall continue only after the connection has been restored and it has been verified that all committee members can follow the proceedings.
4. If the connection cannot be restored within a reasonable period, the chair, after consultation with the committee, shall decide on further action, in particular postponement of the proceedings to an alternative date.
5. Any part of the proceedings that was not properly accessible to all committee members due to technical problems must be repeated after the connection has been restored.
6. Any interruption of the proceedings and its reasons shall be recorded in the report.

Article 8

Closed Committee Session

1. After the public part of the proceedings has been completed, the chair shall ensure that the student and other participants are disconnected or moved to a separate virtual room.
2. Only committee members and other persons whose participation is permitted under the relevant regulations may attend the closed committee session.
3. The committee shall discuss the result of the proceedings and conduct voting in a manner determined by the chair.
4. After the session is concluded, the chair shall restore the connection with the student and announce the results.

Article 9

Recording

1. An audiovisual recording of an online or hybrid proceedings may be made. The decision to make an audiovisual recording shall be taken by the chair of the committee, who shall inform the student and the committee.



2. The recording is part of the organization of the proceedings and serves to document its course, verify the proper conduct of the proceedings and resolve any doubts concerning the conduct of the proceedings.
3. The recording is not intended for public disclosure or for purposes other than those specified in paragraph 2.
4. Access to the recording is granted only to persons authorized under legal regulations and the internal regulations of the University of South Bohemia in České Budějovice.
5. The recording shall be retained for the period specified by the records management and disposal rules of the University of South Bohemia in České Budějovice.
6. No recording shall be made of the closed session referred to in Article 8 of this measure.

Article 10

Final Provisions

1. In matters not regulated by these rules, the chair of the committee shall decide in accordance with legal regulations and the internal regulations of the University of South Bohemia in České Budějovice.
2. The English translation of this measure was generated using Microsoft Copilot.
3. In case of any divergence or contradiction between the Czech and English texts of this document, the Czech text shall take precedence and be considered the legally binding version.
4. This measure shall enter into force on the date of its issuance.

In České Budějovice



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