

On 20 December 2016, the Ministry of Education, Youth and Sports registered under Section 36(2) of Act No.111/1998 Sb., on Higher Education Institutions and Amendments to Other Acts (Higher Education Act) under No. MSMT-38440/2016, the Study and Examination Regulations of the University of Pardubice.

Amendments to the Study and Examination Regulations of the University of Pardubice were registered by the Ministry of Education, Youth and Sports pursuant to Section 36 (2) and (5) of the Act on Higher Education Institutions and on Amendments to Other Acts (Higher Education Act) on 18 June 2019 under No. MSMT-21144/2019-1, on 7 December 2020 under No. MSMT-44805/2020-3, on 24 June 2021 under No. MSMT-17820/2021-2 and on 11 July 2023 under No. MSMT-18909/2023.

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Head of Higher Education

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FULL TEXT OF
STUDY AND EXAMINATION REGULATIONS
OF THE UNIVERSITY OF PARDUBICE
OF 1 SEPTEMBER 2023

Part One
Introductory Provisions

Article 1
General Provisions

(1) The Study and Examination Regulations of the University of Pardubice ("Study Regulations") are internal regulations of the University of Pardubice ("University") under Section 17(1)(g) of Act No. 111/1998 Sb., on Higher Education Institutions and Amendments and Supplements to Other Acts (Higher Education Act), as amended ("Act").

(2) The Study Regulations apply to students enrolled in study programmes, to academic staff of the University teaching in these study programmes and to other professionals involved in teaching.

(3) The principles and rules of support and equalisation of conditions for the study of students with specific needs are regulated by the Rector's Directive.

(4) The study takes place in accredited study programmes implemented by the faculties.

(5) Studies in undergraduate, postgraduate, or doctoral programmes may be conducted in cooperation with a foreign university that implements a similar study programme. The terms and conditions of the study shall be regulated by the agreement of the participating universities. The Rector concludes the agreement on behalf of the University.

(6) Information related to studies is recorded in the University's information system ("IS STAG") and published via its web interface.

(7) In cases where the law or the Statutes of the University ("Statutes") so provide, the information shall be made public:

- a) on the University's official notice board,
- b) or in the public Section of the University's website.

Article 2
Deciding on the Rights and Obligations of Students

- (1) The rights of students are defined in Section 62 of the Act; the duties of students are defined in Section 63 of the Act.
- (2) Decisions on the rights and obligations of students are regulated by Sections 68 and 69 of the Act.
- (3) A decision in matters referred to in Section 68(1)(d) granting a student's request may be served through the University's electronic information system.
- (4) The Rector is the administrative appellate authority in matters under Section 68 of the Act, and appeals are made to the Dean.

Article 3
Organisation of the Academic Year

- (1) The academic year typically runs from 1 September to 31 August of the following year. It is divided into winter and summer terms. The term is divided into the teaching period, the examination period, and the vacation period. During the summer vacation period, work experience and courses may be organised, but students' free time must not be less than four consecutive weeks.
- (2) The exact timing of the academic year is determined by the University schedule and faculty schedules. The University schedule is announced annually by the Rector in agreement with the Deans. The University schedule shall include:
 - a) the beginning and end of the teaching period of each term,
 - b) the beginning and end of the examination period of each term,
 - c) the beginning and end of the vacations of each term.

A faculty schedule includes other activities, in particular:

- a) dates of enrolment and study checks for individual types and forms of study,
 - b) the organisation of the last term of studies with regard to state examination dates,
 - c) dates of state final exams.
- (3) The Dean of the Faculty may decide to extend the examination period. If the examination period is extended, the dates of the study checks and assessments referred to in Article 7(1) must be adjusted accordingly.

Article 4
Study Programme, Study Plan, Personal and Individual Study Plan

- (1) Education is obtained by studying in an accredited study programme. The study programme and its components are defined in Sections 44 to 47 of the Act. The list of study programmes, including the type, form, and standard duration of study, is published in the public part of the University's website.
- (2) An accredited study programme is also considered to be a study programme carried out within the field or fields of education for which the University has institutional accreditation.
- (3) The basic content unit of the study programme is the study courses ("course"). Courses may have the following status:
 - a) compulsory, which the student must complete as part of the enrolled study plan of the study programme ("study plan"),
 - b) compulsory elective that the student must complete in the prescribed number or a range that corresponds to the prescribed number of credits that the student is to earn for the compulsory electives according to the study plan,
 - c) elective, which the student may enrol at his/her discretion.
- (4) For each course, the unit providing teaching of the course shall publish the following data in the Czech and English versions through IS STAG:
 - a) the scope of teaching,

- b) the method of completion and credit assessment of the course,
- c) the aim and learning outcomes of the course, or the competencies that the student will acquire by completing the course,
- d) specific requirements for the student, or the obligation to participate in particular teaching methods,
- e) an overview of the subject matter discussed,
- f) basic and recommended literature,
- g) the conditions for possible restrictions on the enrolment of courses,
- h) the course supervisor,
- i) the teacher of the course.

(5) The curriculum of a study programme represents the recommended time and content sequence of courses leading to the achievement of a higher education degree in a given study programme. It also contains the necessary information on all courses, the form of study, the method of verification of learning outcomes and the rules for the development of a personal study plan. The curriculum is published electronically or in a printed publication.

(6) The study plan shall include in particular:

- a) a list of all courses in accredited study programmes, distinguishing compulsory, compulsory elective, and elective courses, including the courses of the final state examination,
- b) the range of hours of lectures, seminars and exercises, the method of completion of courses and their credit value,
- c) the unit guaranteeing the teaching of the course,
- d) the recommended sequence of courses for each programme of study, or the conditions and rules for enrolment of courses.

(7) The Dean may modify the curriculum in a doctoral study programme and its publication differently from those specified in Paragraphs (5) and (6).

(8) A student of an undergraduate or postgraduate programme shall draw up a personal study plan for each academic year in accordance with the study plan. A student may enrol in and take courses from other study programmes at the same level of study, i.e. a student in an undergraduate programme may choose courses from other undergraduate programmes, and a student in a postgraduate programme may choose courses from other postgraduate programmes. These courses have the status of electives in the personal study plan. The courses of the personal study plan are recorded by the student in the IS STAG and, where applicable, in the study report. A student of a doctoral programme draws up an individual study plan. The conditions for drawing up an individual study plan in a doctoral programme are laid down in Part Three.

(9) The rules, procedures, and conditions for the registration of courses, including the use of the study report, are dealt with in the faculty's directive.

(10) When creating a personal study plan, the student must respect the requirements of these Study Regulations, the study plan of his/her study programme, the rules of course continuity, the method and rules of registration of compulsory electives and elective courses according to the study plan and the principles of the credit system.

(11) If the minimum capacity of a compulsory elective or elective course is not met, the Dean of the relevant faculty may decide by the end of the first week of the relevant teaching period that the teaching of this course will not be implemented in the given term. The student will be informed of this fact by a notification from the study office of the faculty concerned in the student's e-mail. The student may then replace the course that will not be taught with another course in his/her personal study plan for that teaching period.

(12) By enrolling in courses, the personal study plan becomes binding on the student in terms of its implementation. The student may modify his/her personal study plan, however, no later than the end of the second week of the respective teaching period.

Article 5 Credit System

(1) The credit system is used to demonstrate the fulfilment of study requirements. The credit system is always implemented in undergraduate and postgraduate programmes; in doctoral degree programmes, it is determined by their accreditation.

(2) Each course is assigned a credit value in the study plan. A course has a credit value regardless of the status of the course.

(3) The standard annual curriculum is assessed by 60 credits.

(4) The total amount of credits earned is determined by the sum of credits achieved and credits recognised.

- a) The credits achieved by the student are obtained by completing the course in the manner prescribed by the curriculum.
- b) Recognised credits will be awarded to the student based on the Dean's decision to recognise courses previously taken in accordance with Article 19.

(5) A student may not re-enrol in a completed course except for elective physical education courses. However, a student may only enrol in one course per term from the elective physical education courses.

(6) A student who has not earned at least 15 credits in the first term of the first year of study in an undergraduate programme shall have his or her studies terminated under Section 56(1)(b) of the Act.

A student who has not obtained at least 10 credits in the first term of the first year of study in a follow-up postgraduate programme shall have his or her studies terminated under Section 56(1)(b) of the Act. In addition to the credits earned, credits recognised from short-term trips of more than 30 days shall be included in the credits achieved. Other credits awarded shall not count towards the total of 10 credits.

The credit limit of 15 credits in an undergraduate programme or 10 credits in a follow-up postgraduate programme shall be reduced by half of the sum of credits from courses which the student could not complete for objective external reasons and which were cancelled in accordance with Paragraph 7 of this Article.

A student who has not earned at least 40 credits in the year under review shall have his/her studies terminated pursuant to Section 56(1)(b) of the Act. The credit limit of 40 credits shall be reduced by two-thirds of the sum of the credits of the courses which the student could not complete for objective external reasons and which were cancelled in accordance with Paragraph 7 of this Article.¹ Section 68 of the Act applies to the decision-making procedure in this matter. This rule shall not apply to:

- a) the final year of study, provided that the student fulfils all the requirements of the entire study plan. If a course has been cancelled in the final year of study in accordance with Paragraph 7 of this Article, the student shall have the right to continue his/her studies in the following academic year, in which he/she shall be required to enrol in and complete the cancelled courses.
- b) follow-up postgraduate study if the student fulfils all the requirements of the study plan for the fulfilment of the courses except for a compulsory course which is assessed with more than 20 credits.
- c) doctoral study, even if the accreditation system is credit-based, if the student has already successfully passed the state doctoral examination.

In justified cases related to limitations on the operation of the faculty, the Dean may, upon written request of the student, grant the student an exception to the provisions of this paragraph.

(7) If a student does not complete a course in the prescribed manner, he or she may re-enrol in it during the course of his or her studies. A student may enrol in a course a maximum of three times during the course of his/her studies. If a student fails to complete a course in the prescribed manner for the third time, his/her studies shall be terminated by Section 56(1)(b) of the Act. Enrolments in courses which the student could not complete for objective external reasons shall be cancelled. The list of courses that students could not complete for objective external reasons will be determined by an internal standard of the faculty in relation to the reasons limiting the operation of the faculty.

(8) If a student is unable to complete an enrolled course in the prescribed manner due to failure to meet the condition of continuity with another course, the faculty's study office shall cancel the enrolment of the failed follow-up course.

¹ If the credit limit calculated after cancellation of courses according to the rules in Article 5(6) is not a whole number, the new credit limit will be the whole of the calculated value.

Part Two

Undergraduate and Postgraduate Study Programmes

Article 6

Organisation of Studies

- (1) The basic method of teaching courses in the full-time form of study is lectures, seminars, and exercises.
- (2) The basic method of teaching in the distance form of study is independent study with the use of distance learning support handbooks, usually supplemented by group consultations.
- (3) The study programme may also require the completion of field trips and internships.

Article 7

Checks and Assessment of Studies

- (1) The checks and assessment of studies shall take the following forms:
 - a) course assessments,
 - b) checking the degree of fulfilment of the personal study plan after the first term of the first year of study,
 - c) checking the degree of fulfilment of the annual personal study plan,
 - d) checking the learning outcomes of the entire study programme and its assessment.
- (2) The assessment of courses shall take one of the following forms or a combination thereof:
 - a) by credit, credit before the exam,
 - b) by exam.
- (3) At least one week before the start of the relevant examination period, the examiner of the course in question shall enter at least three examination dates into IS STAG, spread over the entire examination period. The capacity of the announced dates must at least correspond to the number of students enrolled in the course in IS STAG. The examiner may announce additional examination dates as the need arises during the examination period. Problems arising are resolved by the head of the department or institute or the vice-Dean of the relevant faculty.
- (4) Students have the option of using three dates for each form of course completion. An examination/credit date is not considered to be one from which the student excuses him/herself in writing to the examiner within five working days of the deadline for serious reasons.
- (5) If a course has both a credit and an examination in the study plan, the student cannot take the examination without having previously obtained the credit. The student is required to present his/her student ID card at the beginning of the examination or credit. Failure to present a student ID card may result in the examiner refusing to examine the student.
- (6) The assessment of courses by credit is classified as "passed" / "failed".
- (7) The assessment of courses by examination is classified according to a table:

Classification	Numerical Value
A	1.0
B	1.5
C	2.0
D	2.5
E	3.0
F*	4.0

F* = failed

- (8) Course grades are entered by the student examiner into the IS STAG and, where appropriate, the student's study report. The examiner is responsible for the accuracy of the entry. The methodology for the recording of course assessments is set out in the University's directive. A "failed" classification or F is recorded only in IS STAG, it is not recorded in the study report.

(9) The student has the right to ask the examiner for consultation on the reasons for failure in the previous credit or examination, to ask the head of the department or institute to change the examiner at the possible second or third examination/credit date, or to ask for an examination before a committee at the possible third date.

(10) To assess the annual personal study plan, a weighted average (VP_r) is used, calculated according to the relationship:

$$VP_r = \frac{\sum (\text{credits earned} \times \text{numerical classification value})}{\sum \text{credits earned for courses with a numerical classification value}}$$

The weighted average (VP_c) is used to assess the result of the whole study, which is calculated from the relation:

$$VP_c = \frac{\sum (\text{credits} \times \text{numerical classification value})}{\sum \text{credits for courses with numerical classification value}}$$

Only credits earned count towards the annual personal study plan assessment. All credits earned are included in the assessment of the overall study result.

(11) Records of students' study results, results of study checks, enrolments in studies and individual academic years and interruptions of studies are kept by the study offices of the faculties.

(12) According to the instructions of the designated faculty employee, the student either attends the study office to check the study results for the previous year of study in person or designates a representative who presents a power of attorney at the check, or the student checks the study results according to the instructions of the designated faculty employee electronically via IS STAG. If the student does not carry out the check of the study results within the specified time limit or does not excuse himself/herself in writing for serious reasons within five working days of the specified check date, his/her studies shall be terminated by Section 56(1)(b) of the Act.

Article 8

Final State Examination

(1) The final state examination ("FSE") is held before the FSE Committee ("Examination Committee") and is open to the public. It usually includes the defence of the bachelor's thesis in undergraduate study programmes and the defence of the master's thesis in postgraduate study programmes. The layout of bachelor's and master's theses is governed by the University's directive.

(2) The members of the Examination Committee and its chair are appointed by the Dean. Section 53 of the Act applies to the composition of the Examination Committee. The Examination Committee in undergraduate study programmes shall consist of at least three members, and in postgraduate programmes of at least five members. The work of the Examination Committee is directed by its chair or, in his/her absence, by a member of the Examination Committee authorised by him/her. The Examination Committee shall have the capacity to act if at least three-fifths of its appointed members are present.

(3) Only a student who has fulfilled all the requirements of the study plan may take the FSE.

(4) The FSE must be taken no later than two years after the end of the academic year in which the student became eligible to take it under Paragraph (3). If the student fails to take the FSE in accordance with the first sentence, the student's studies shall be terminated by Section 56(1)(b) of the Act.

(5) Each subject of the FSE and the defence of a master's thesis or bachelor's thesis shall be assessed separately in accordance with Article 7(7). Immediately after the meeting of the Examination Committee, the chair of the Examination Committee shall publicly announce the result of the examination to the student.

(6) If a student receives an "F" grade in a subject or in the defence of a master's thesis or bachelor's thesis, the overall grade of the FSE is "F" (failed). If the student fails to defend a master's thesis or bachelor's thesis, the FSE Committee will decide whether the student will redo the thesis or be assigned a new thesis.

(7) The FSE may be resit no more than twice within two years of the end of the academic year in which the student became eligible to take it. If the student resits the FSE, he/she shall be examined on the part of the FSE in which the grade was "F" (failed). If the student scores an "F" grade on the second retake of the FSE, the student's studies shall be terminated by Section 56(1)(b) of the Act.

(8) The overall result of the study is assessed with the grades "passed with distinction", "passed very well" or "passed".

(9) The grade "passed with distinction" is awarded to a student who has fulfilled the following conditions:

- a) he/she has not been classified with an "E" grade in compulsory and compulsory elective courses during his/her studies in the study programme; if he/she has been classified with an "E" grade in no more than two courses, he/she may correct his/her grade in these courses during the last academic year of study,
 - b) the overall assessment of the FSE was classified with grade "A",
 - c) the weighted average of the compulsory and compulsory elective courses over the entire period of study was no more than 1.50.
- (10) The grade "passed very well" is awarded to a student who has fulfilled the following conditions:
- a) during the course of study in the study programme, the student has been classified in compulsory and compulsory elective courses with the lowest grade "E" in no more than two courses. If he/she has been classified with an "E" grade in more than two compulsory or compulsory elective courses, he/she may correct the grade in one or more of these courses during the last academic year of study,
 - b) the overall assessment of the FSE was classified with grade "A" or "B",
 - c) the weighted average of the compulsory and compulsory elective courses over the entire period of study was no more than 2.0.
- (11) If a student fails to appear for the final examination, the student is graded with an "F" grade. If the student apologises to the Dean for his/her absence in writing within five working days of his/her failure to appear for the FSE and the Dean accepts the apology as valid, an alternate date for the FSE will be set by Paragraph 7 of this Article.

Article 9 State Rigorous Examination

- (1) Graduates of postgraduate programmes who have been awarded the academic master's degree may take the state rigorous examination in the same field of study if this option is accredited for the given programme of study.
- (2) The rules of the rigorous procedure and the course of the state rigorous examination held in the field of the postgraduate programme implemented by the faculty shall be laid down in an internal regulation of the faculty.
- (3) The layout of rigorous theses is governed by the University's directive.

Part Three Doctoral Study Programmes

Article 10 Organisation of Studies

- (1) In accordance with Section 47 of the Act, doctoral study programmes shall focus on scientific exploration and independent scientific and research, development and innovation, artistic or other creative activities ("creative activities") in the field of research or development or on independent theoretical and creative activities in the field of art.
- (2) Studies are carried out at the supervising centres of doctoral study programmes, which are departments and institutes of faculties, and at the centres of legal entities engaged in educational and creative activities with which the University has concluded an agreement on cooperation in the implementation of a doctoral study programme. The agreement is concluded by the Rector on behalf of the University on the proposal of the Dean.
- (3) A doctoral study programme may be implemented as a joint doctoral study programme based on a contract between the participating legal entities in accordance with the accreditation decision. The contract shall be concluded by the Rector on behalf of the University on the proposal of the Dean. The detailed conditions for the implementation of a joint doctoral study programme shall be laid down in a directive issued by the faculty.
- (4) The study of a student in a doctoral study programme ("doctoral student") is conducted under the supervision of a doctoral supervisor ("supervisor") according to an individual study plan.
- (5) The individual study plan and any modifications and changes to it are prepared jointly with the doctoral student by the supervisor, who submits it to the subject advisory board for approval. The individual study plan shall also provide in particular:
 - a) the topic of the dissertation, which can be refined during the course of the study,

- b) scientific research activities of the doctoral student,
- c) teaching activities of the doctoral student,
- d) plan of study stays in the Czech Republic and abroad,
- e) the timing of the study,
- f) courses chosen.

(6) The recommended teaching methods are lectures, seminars, colloquia, individual consultations, and guided independent study with consultations.

(7) The maximum total duration of studies in a single doctoral study programme, regardless of the form of study, may not exceed 7 years. The total duration of studies shall include interrupted periods of study. Recognised periods of parenthood as defined in Section 21(1)(f) of the Act and periods of disrupted study shall not be counted towards the total period of study.² If a doctoral student does not complete his/her studies with a successful defence within the total period of study, his/her studies shall be terminated in accordance with Section 56(1)(b) of the Act. Based on reasons worthy of special consideration, the Dean may, at the written request of the student, grant an exemption from the provisions of this paragraph.

Article 11 **Study Review and Assessment of the Doctoral Student**

(1) The study of a course is properly completed by an examination, which is a summative assessment of the knowledge of the course.

(2) The form of the examination and the requirements for the doctoral student are published in the IS STAG.

(3) The examination shall be graded "passed" or "failed".

(4) A doctoral student may use a maximum of three terms to complete the course. An examination date is not considered to be one from which the doctoral student excuses himself/herself in writing to the examiner within five working days for serious reasons.

(5) A doctoral student may request the chair of the subject advisory board to examine him or her before the committee on the third examination date.

(6) The annual assessment of the fulfilment of the individual study plan, which the doctoral student prepares before the end of the academic year and submits to the supervisor by the deadline set by the faculty, is part of the study review for the academic year. In the case where a credit system is introduced by accreditation, the annual assessment of the fulfilment of the individual study plan shall include information on the number of credits obtained in the given academic year.

(7) If a doctoral student fails to submit an annual assessment of the fulfilment of the individual study plan to the supervisor within the time limit specified by the supervisor or fails to justify the failure in writing for serious reasons and fails to do so even within five working days, his or her studies shall be terminated under Section 56(1)(b) of the Act.

(8) After the end of the academic year, the supervisor conducts a review of the doctoral student's course of study and prepares an annual assessment report, which he or she submits to the Dean with the opinion of the head of the supervising unit or the opinion of the subject advisory board. The doctoral student has the right to comment on the annual assessment report of the supervisor and the opinion of the head of the supervising unit.

(9) In the event of an unsatisfactory assessment of a doctoral student, the supervisor shall submit a proposal for termination of the doctoral student's studies to the subject advisory board under Section 56(1)(b) of the Act. The proposal for termination of studies may also be initiated by the head of the supervising unit or the subject advisory board. Section 68 of the Act applies to the decision-making procedure in this matter.

(10) The annual assessment of the fulfilment of the individual study plan and the annual assessment report of the supervisor are filed at the faculty.

(11) Further methods of assessment and review of studies are set out in Articles 14 and 16.

² Section 2(1)(b) of Act No. 188/2020 Sb., on special rules for education and decision-making at higher education institutions in 2020 and on the assessment of study periods for the purposes of other acts.

Article 12
Supervisor

- (1) Supervisors are appointed and dismissed by the Dean after approval by the subject advisory board.
- (2) The supervisor may be an adjunct professor, professor, associate professor or, after approval by the faculty's scientific board, a distinguished expert in the given field.
- (3) The duty of the supervisor is in particular to:
 - a) propose a dissertation topic and its modification,
 - b) draw up an individual study plan and submit it for approval to the subject advisory board,
 - c) assess the implementation of the individual study plan in the form of an assessment report,
 - d) together with the head of the supervising unit, provide adequate material and financial support for the doctoral student's research activities.
- (4) In justified cases, the Dean may, on the proposal of the supervisor and after approval by the subject advisory board, delegate a staff member, who assists the supervisor with the supervision of a doctoral student, to act as a specialist supervisor.
- (5) The chair of the subject advisory board may propose a change of supervisor to the Dean based on the supervisor's proposal following an assessment of the doctoral student's studies or based on a request by the doctoral student. The Dean shall decide on any change of supervisor with the prior approval of the subject advisory board.

Article 13
Subject Advisory Board

- (1) The professional guarantee of the course and quality of studies in a doctoral study programme is monitored and assessed by a subject advisory board established for each doctoral study programme being implemented.
- (2) Members of the subject advisory board are appointed for a period of five years by the Dean after approval by the scientific board or the arts board of the faculty. If the doctoral study programme is implemented in cooperation with another university or another legal entity, the Dean appoints the members of the subject advisory board in accordance with the agreement on cooperation in the implementation of the doctoral study programme.
- (3) In particular, the subject advisory board:
 - a) approves the topics of dissertation theses, discusses, and approves changes thereto,
 - b) proposes for approval to the scientific board or the arts board of the faculty a supervisor from among eminent experts in the field, and for each supervisor proposed for the first time, assesses the documentation of his/her scientific, pedagogical and publication activities,
 - c) approves the individual study plans of doctoral students,
 - d) monitors and assesses the level of study,
 - e) discusses proposals of the supervisors according to Article 11(9) and submits its opinion to the Dean,
 - f) determines the requirements for the state doctoral examinations,
 - g) proposes to the Dean candidates for appointment as members of the examination committee for state doctoral examinations and members of the examination committee for dissertation defences.
- (4) The chair of the subject advisory board, or a member authorised by the chair, convenes the subject advisory board at least once per academic year, directs its proceedings and negotiates externally with the Dean on its behalf.

Article 14
State Doctoral Examination

- (1) In the state doctoral examination, the doctoral student must demonstrate the ability and readiness to independently master the theory and acquisition of the required knowledge in the field of study, including knowledge of the basic methods of scientific work, evaluation, critical assessment, and creative use of new findings of scientific research. The content of the state doctoral examination is based mainly on the focus of the doctoral study programme and the doctoral student's individual study plan.
- (2) The courses that are part of the state doctoral examination are determined by the Dean on the proposal of the supervisor and after discussion in the subject advisory board.

- (3) A doctoral student may submit an application for the state doctoral examination only after having duly fulfilled all the requirements set out in the individual study plan that precedes the state doctoral examination. It shall be submitted with the written recommendation of the supervisor to the Dean.
- (4) With the application for the state doctoral examination, the doctoral student is obliged to submit, in accordance with the internal standard of the faculty, a written and electronic thesis in PDF format in the minimum scope specified by the faculty, which may be a literature search of the subject of his/her dissertation.
- (5) The Dean shall set the date of the state doctoral examination so that it is held within three months of the receipt of the application.
- (6) The members of the state doctoral examination committee and its chair are appointed by the Dean on the proposal of the subject advisory board in accordance with the provisions of Section 53 of the Act so that it has at least 5 members. At least three-fifths of the members of the state doctoral examination committee must be present at the state doctoral examination.
- (7) The deliberations of the state doctoral examination committee and the announcement of the result of the state doctoral examination are public. The course of the state doctoral examination shall include a scientific debate with the doctoral student on the subjects specified as part of the state doctoral examination, to the extent specified in Paragraph 1.
- (8) Hearings before the state doctoral examination committee may be held in Czech, Slovak or English. Exceptionally, the Dean may, at the request of the doctoral student, permit the hearing to be conducted in another language specified in the application for the state doctoral examination.
- (9) The state doctoral examination committee shall deliberate on the assessment of the result of the state doctoral examination at a closed meeting and shall decide on the classification by a majority vote of the members present. The result of the state doctoral examination shall be assessed by the classification grades "passed" or "failed".
- (10) If a doctoral student fails to appear for the state doctoral examination without giving a written excuse for serious reasons within five working days at the latest, he or she is assessed with the classification "failed".
- (11) In the event of classification as "failed", the doctoral student has the right to repeat the state doctoral examination once, but not earlier than six months later, and not later than one year from the date of the unsuccessful state doctoral examination.
- (12) A record is kept of the state doctoral examination and its result. Immediately after the meeting of the state doctoral examination committee, its chair shall publicly announce the result of the state doctoral examination to the doctoral student.
- (13) After the successful completion of the state doctoral examination, the faculty shall issue the doctoral student with a report on the state doctoral examination signed by the Dean.

Article 15 **Dissertation**

- (1) A dissertation is the result of a specific scientific task and must contain original and published results or results accepted for publication.
- (2) The content and form of the dissertation shall be governed by the customary practices in publishing the results of scientific research in the field. It may take the form of a larger thesis or a set of thematically unified publications, accompanied by an introduction and a conclusion. Any additional requirements for dissertations may be laid down by an internal standard of the faculty concerned. The layout of theses is governed by the University's directive.
- (3) The dissertation, or the introduction and conclusion of a set of thematically unified publications, must be arranged so as to include:
 - a) the current state of the issue that is the subject of the dissertation,
 - b) the aim of the scientific task,
 - c) the chosen method of investigation,
 - d) results with an emphasis on new findings.

The dissertation must accurately and specifically state the literature and other sources used in the dissertation.

(4) The dissertation may be submitted in Czech, Slovak, English or, with the approval of the subject advisory board, in another world language. It shall include a summary of 1 to 2 pages in English. If the thesis is not written in Czech or Slovak, the summary is written in Czech or Slovak.

(5) The dissertation includes an intent paper prepared by the doctoral student with an overview of the doctoral student's publications related to the topic of the dissertation. The intent paper is written in English and contains in a concise form the basic ideas, methods, results, and conclusions of the dissertation in the scope of 20 standard A5 pages.

Article 16 Dissertation Defence

(1) A doctoral student may apply to defend his or her doctoral thesis after successfully passing the state doctoral examination.

(2) Along with the written application for the dissertation defence, the following must be submitted:

- a) dissertation thesis and dissertation intent paper prepared in the number and form specified by the internal standard of the faculty,
- b) the supervisor's recommendation to conduct the dissertation defence,
- c) the opinion of the head of the supervising unit on the current activities at the unit and on the dissertation,
- d) an overview of the professional activities carried out in the course of studies in the doctoral study programme, including a list of original and published results of the works or works accepted for publication, with evidence of their acceptance for publication or a list of other works produced and any professional responses to the results of these works.

(3) The application for the defence of the dissertation is submitted by the doctoral student to the Dean. The submission of the application initiates the defence procedure.

(4) If the application does not have all the required requirements and the doctoral student fails to remove the defects within a reasonable period of time upon request, the Dean shall terminate the dissertation defence procedure.

(5) If the dissertation defence procedure is not discontinued under Paragraph (4), the Dean shall appoint an examination committee for the defence of the dissertation ("examination committee"), which shall consist of at least five members. The chair and members of the examination committee shall be appointed by the Dean on the proposal of the relevant subject advisory board from among its members, experts from universities and research institutes. At least three-fifths of the members of the committee must be university professors or associate professors. At least two-fifths of the members of the committee shall be persons other than members of the academic community of the University.

(6) The chair of the examination committee appoints, in consultation with the members of the examination committee, at least two dissertation reviewers ("reviewer") from among experts in the field. At least one of the reviewers must be a university professor or associate professor. At most one of the reviewers may be a member of the academic community of the University. The supervisor, the head of the supervising unit, the chair of the examination committee and an academic who has been involved in any way in the preparation of the dissertation cannot be appointed as a reviewer.

(7) One copy of the dissertation is sent to the reviewers together with their appointment, no later than one month after the commencement of the dissertation defence.

(8) The reviewer is obliged to submit to the chair of the examination committee a written reviewer's report of the dissertation within one month after receiving the dissertation for assessment or to refuse the appointment in writing without undue delay. If the reviewer refuses the appointment or fails to submit the reviewer's report within the specified time limit, the chair of the examination committee shall appoint a new reviewer after consultation with the committee members.

(9) The reviewer's report must contain, in particular, an objective and critical analysis of the dissertation in terms of substance, form and language. The reviewer shall assess the dissertation according to the level of the discipline in the world at the time of its submission for defence. Each reviewer is required to state clearly whether or not he/she recommends the acceptance of the dissertation for defence.

(10) The chair of the examination committee shall inform the doctoral student and his/her supervisor of the content of the reports of the individual reviewers. In the event of a negative assessment of the dissertation by two reviewers, the Dean shall set a new deadline for the submission of the revised dissertation upon the proposal of the chair of the examination committee.

(11) The chair of the examination committee shall determine the time and place of the dissertation defence. This information is published in the public section of the website and is also communicated in writing to the members of the examination committee, the reviewers, the supervisor, and the doctoral student. The dissertation shall be made available for public inspection at the relevant faculty at least five working days before the defence and possible opinions may be submitted in written, non-anonymous form no later than three days before the defence or orally during the expert discussion during the defence.

(12) The dissertation defence is public. The course of the defence is conducted by the chair of the examination committee or, in his/her absence, by a member of the examination committee authorised by the chair.

(13) During the dissertation defence, the participation of the reviewers is mandatory. If any of the reviewers cannot attend the defence of the dissertation, the defence may take place provided that the absent reviewer has given a positive assessment of the dissertation and that an absolute majority of the members of the examination committee present agree with the defence. At least one reviewer must attend the defence.

(14) As a rule, the defence of the dissertation follows this course:

- a) the chair will open the dissertation defence, introduce the doctoral student, announce the topic of the dissertation, and acquaint the members of the examination committee with an overview of the doctoral student's published scientific results or works produced by the doctoral student and all written submissions related to the dissertation,
- b) the doctoral student will explain the essential content and main results of his/her dissertation,
- c) the reviewers will present the substantive content of their reports, the chair will read out the full text of the report on behalf of the reviewers who are not present,
- d) the doctoral student expresses his/her opinion on the presented materials, in particular, takes a position on the reviewers' reports, objections, comments and questions and has the opportunity to add further information on his/her current scientific activities,
- e) the chair will then open the discussion, which is open to all present.

(15) A doctoral student may withdraw his/her application for the defence of his/her dissertation until the start of the closed session of the examination committee. In such a case, the chair of the examination committee shall return all submitted documents to the doctoral student and propose to the Dean to stop the defence proceedings.

(16) The content and quality of the dissertation, the comments made by the reviewers in the reviewers' reports and the professional level of the doctoral student's comments on the reviewers' reports and the comments made during the dissertation defence are assessed at a closed meeting of the examination committee, which may also be attended by the reviewers. The committee decides on the outcome of the dissertation defence by secret ballot. The result of the defence shall be assessed by the classification grades "passed" or "failed". The examination committee has the capacity to decide if two-thirds of all members of the examination committee are present. The dissertation is defended if a majority of the members of the examination committee present vote in favour of the result of the dissertation defence with the classification grade "passed".

(17) Immediately after the closed session of the examination committee, the chair shall announce the result of the dissertation defence to the doctoral student in public. A written copy of the decision on the result of the dissertation defence must be delivered to the doctoral student in his/her own hands within 30 days at the latest. If this delivery is not possible, the notification of the decision on the result of the dissertation defence on the University's official notice board shall be an alternative delivery.

(18) If the doctoral student fails to attend the dissertation defence and does not justify his/her absence in writing within five working days, he/she is assessed with the classification "failed".

(19) If the result of the dissertation defence has been assessed as "failed", the doctoral student has the right to submit a new application for the dissertation defence in six months at the earliest, within one year at the latest. The dissertation defence may be repeated only once.

(20) A record of the dissertation defence is kept, which includes the reviewers' reports and the result of the defence.

(21) The chair of the examination committee shall inform the subject advisory board and the Dean about the result of the dissertation defence.

Part Four Common Provisions

Article 17 Admission to Study

(1) The principles for admission to a study programme and the principles of the admission procedure are laid down in Sections 48 to 50 of the Act and Article 6 of the Statutes. The rules for admission examinations are laid down in Article 7 of the Statutes.

(2) The rules for the admission procedure and the conditions for admission to study in study programmes shall be laid down for each academic year in an internal standard issued by the faculty, which generally defines the conditions and forms of admission examinations for individual study programmes. The content of this internal standard is laid down in Article 6(2) of the Statutes.

Article 18 Enrolment in Studies

(1) On the date of enrolment in studies, which shall be entered in the register of students in accordance with Section 88(3)(a) of the Act, the applicant shall become a student at the University.

(2) On the date of enrolment in studies, the student shall become a member of the academic community of the University and the relevant faculty at which he or she is enrolled in studies, with all the rights and obligations provided for in Sections 62 to 63 of the Act, until the date of termination or interruption of studies.

(3) A student in the first year of full-time study of an undergraduate programme who is enrolled for the first time at the faculty implementing the degree programme shall, as a rule, take the matriculation oath.

Article 19 Recognition of Previously Completed Courses

(1) A student enrolled in a study programme may, at his or her written request, be granted recognition by the Dean of courses previously taken, after prior approval by the course supervisor:

- a) in previous studies or current studies in a study programme carried out by the faculty,
- b) previous or concurrent studies at a university in the Czech Republic or abroad,
- c) in the framework of lifelong learning in accordance with Section 60(2) of the Act.

(2) The criteria for the recognition of courses are in particular:

- a) the degree of content congruence of the courses taken with the courses of the study programme in which the student is enrolled,
- b) the credit value of completed courses,
- c) the manner of completion of the course,
- d) the specifications of the criteria for the recognition of courses within individual study programmes are laid down in the internal standard of the faculty.

(3) A group of courses may be recognised as a recognised course if their aggregate content meets the requirements for the degree of content congruence with a course enrolled.

(4) A student shall be obliged to submit an application under Paragraphs (1)(b) and (c) with original documents, or an officially certified copy thereof, of successful completion of the course, including the classification, the number of credits, and the course syllabus certified by the university.

(5) Recognition of a course may be conditional on meeting additional requirements relating to certain knowledge or passing an examination. The conditions for meeting the additional requirements or the examination shall be set by the Dean.

(6) The procedure for the recognition of courses taken at a foreign university as part of short-term study stays is regulated by a directive issued by the faculty.

Article 20
Interruption and Termination of Studies

- (1) The Dean decides on the permission to interrupt studies at the written request of the student. The decision shall specify the beginning and end of the period of interruption of studies.
- (2) During the period of study in one study programme, it is possible to interrupt studies for a total period of no more than two years. The interruption of studies shall be recorded by the faculty's study office in the IS STAG and, if applicable, in the study report.
- (3) Throughout the period of interruption of studies or after the expiry of the period of interruption of studies, a person has the right to re-enrol in studies. The person shall be obliged to re-enrol no later than five working days after the expiry of the interruption period. If he/she fails to do so, his/her studies shall be terminated in accordance with Section 56(1)(b) of the Act.
- (4) After interruption and resumption of studies, the student shall follow the study plan valid for the academic year. This shall also apply to participation in the FSE.

Article 21
Publication of Theses

- (1) Final theses include bachelor's theses, master's theses, dissertations, and rigorous theses.
- (2) Final theses submitted by the student for defence are published for public viewing at least five working days before the defence at the university unit where the defence of the final thesis will take place.
- (3) The final theses that have been defended, including the reviewers' reports and the record of the course and the result of the defence, are published in the University's thesis database.
- (4) The publication of the thesis may be postponed in accordance with Section 47b of the Act.
- (5) The accessibility and archiving of the theses, including the management of their database, is stipulated by a university directive.

Part Five
Transitional and Final Provisions

Article 22
Transitional Provisions

A programme of study shall also be deemed to include a field of study if it is a field of study that was granted accreditation before 1 September 2016.

Article 23
Final Provisions

- (1) The Study and Examination Regulations of the University of Pardubice, approved by the Academic Senate of the University of Pardubice on 11 April 2006 and registered by the Ministry of Education, Youth and Sports on 25 April 2006 under No.11 274/2006-30, as amended, are hereby repealed.
- (2) These Study and Examination Regulations were approved pursuant to Section 9(1)(b)(3) of Act No. 111/1998 Sb., on Higher Education Institutions and Amendments to Other Acts (Higher Education Act), as amended by the Academic Senate of the University of Pardubice on 29 November 2016.
- (3) These Study and Examination Regulations shall enter into force pursuant to Section 36(4) of the Act on the date of registration by the Ministry of Education, Youth and Sports.
- (4) These Study and Examination Regulations shall take effect on 1 September 2017.

Amendments to the Study and Examination Regulations of the University of Pardubice were approved by the Academic Senate of the University of Pardubice on 21 May 2019, 10 November 2020, 25 May 2021, and 27 June 2023 pursuant to Section 9(1)(b) of Act No.111/1998 Sb., on Higher Education Institutions and Amendments to Other Acts (Higher Education Act), as amended.

Amendments to the Study and Examination Regulations of the University of Pardubice shall enter into force pursuant to Section 36(4) of the Higher Education Act on the date of registration by the Ministry of Education, Youth and Sports.

Amendments to the Study and Examination Regulations of the University of Pardubice registered by the Ministry of Education, Youth and Sports on 18 June 2019 under No. MSMT-21144/2019-1 shall take effect on 1 September 2019 (Amendments No. 1), Amendments registered on 7 December 2020 under No. MSMT-44805/2020-3 (Amendments No. 2) shall take effect on the date of registration, the amendments registered on 24 June 2021 under No. MSMT-17820/2021-2 (Amendments No. 3) shall take effect on the date of registration and the amendments registered on 11 July 2023 under No. MSMT-18909/2023 (Amendments No. 4) shall take effect on 1 September 2023.

prof. Ing. Jiří Málek, DrSc., m.p.

Rector