

The Ministry of Education, Youth and Sports registered, pursuant to Section 36(2) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (the Higher Education Act), under Ref. No. Study and Examination Regulations of the University of West Bohemia in Pilsen on the date of signing the registration.

*Mgr. Vojtěch Tomášek
Director of the Higher Education Department*

STUDY AND EXAMINATION REGULATIONS OF THE UNIVERSITY OF WEST BOHEMIA IN PILSEN

PART ONE

SUBJECT-MATTER OF THE REGULATION AND ITS BASIC PRINCIPLES

Article 1

Subject-matter of the regulation

- (1) The Study and Examination Regulations of the University of West Bohemia in Pilsen (hereinafter also referred to as the "Regulations") set out:
 - a) the rules for studying in Bachelor's, Master's, and Doctoral study programs (hereinafter also referred to as "study") implemented at the University of West Bohemia in Pilsen (hereinafter also referred to as "UWB") and at its faculties and university institutes,
 - b) the procedure for decision-making regarding students' rights and obligations.
- (2) The study environment at UWB is standardized and organized in such a way that every course taught at UWB is valid university-wide, and when compiling study plans, faculties use the courses offered by all departments; the inclusion of a specific course in the database of courses taught at UWB is subject to accreditation, which is granted by the UWB Accreditation Commission, which also determines the department responsible for ensuring the course in all respects (in particular quality, personnel, and technical support), regardless of its organizational affiliation (hereinafter referred to as the "department responsible"). A more detailed description of the study environment, the development of study plans, and the accreditation of courses is set out in an internal standard of UWB.
- (3) The provisions of these Regulations concerning the faculty or Dean shall apply *mutatis mutandis* to the university institute participating in the implementation of study programs and to its director. The provisions concerning the department or its head shall apply *mutatis mutandis* to the university institute and other organizational units for educational and creative activities.
- (4) When these Regulations refer to the scientific council of a faculty, it also means the artistic council of a faculty.
- (5) Individual faculties may specify these Regulations in more detail in internal regulations or internal standards only in cases expressly stipulated therein. Such internal regulations or internal standards may not impose greater obligations or restrictions on students than these Regulations.

Article 2

Academic year organization principles

- (1) The academic year lasts twelve calendar months; its start date is set by the Rector.
- (2) The academic year is divided into a winter semester and a summer semester. Each semester is divided into a teaching period, an examination period, and a break period. The start of teaching and the length of each period are determined by an internal standard.
- (3) The total length of breaks during the academic year is at least five weeks. During breaks, specialized courses, internships, and field trips may be held. Students' free time during summer semester breaks may not be reduced to less than three weeks by these activities.

Article 3

Exclusion from student assessment

Anyone who can reasonably be expected to have an interest in the outcome of a student's assessment who could cast doubt on their impartiality due to their relationship with the student is excluded from supervision and assessment (i.e., in particular, examinations, participation in examination boards, and the preparation of assessments). The Dean decides on exclusion from student assessment; in the case of the Dean, the Rector makes the decision.

PART TWO

STUDY IN BACHELOR'S AND MASTER'S STUDY PROGRAMS

Title I

Study programs, forms of study, and duration of study

Article 4

- (1) Higher education is obtained by studying in a study program according to a study plan in a specified form of study.
- (2) The longest possible duration of studies is for:
 - a) a Bachelor's degree program - two years longer than the standard length of studies specified by the relevant study program,
 - b) a Master's degree program that is a follow-up to a Bachelor's degree program - always two years longer than the standard length of studies set by the relevant study program,
 - c) a Master's degree program - three years longer than the standard length of studies specified by the relevant study program.
- (3) The standard or maximum possible duration of studies does not include any periods of interruption.
- (4) The form of study indicates whether the study is full-time, distance learning, or combined (a combination of full-time and distance learning).
- (5) The study program is conducted in accordance with the principles of the European Credit Transfer and Accumulation System (hereinafter also referred to as "ECTS").

Title II

Study plans and courses

Article 5

Course and its credit value

- (1) The basic unit of study is a course (hereinafter also referred to as "course").
- (2) Each course is characterized by its syllabus. The syllabus specifies the course objectives, learning outcomes, course content, teaching and assessment methods, conditions for completing the course, recommended study literature, mutually exclusive courses, recommended prior knowledge, skills, and courses.
- (3) Each course is assigned a certain number of credits. The credit value of a course expresses the amount of time required to complete the course and is determined in accordance with ECTS. A course has the same credit value regardless of its position in different study programs.
- (4) A student may complete a course only once during their studies in a single study program. This does not apply to non-major physical education and elective courses whose syllabus stipulates the possibility of repeating the course and also stipulates the maximum number of times it may be completed.

Article 6

Course outline

- (1) The course guarantor, appointed by the head of the department responsible, shall publish the course outline in the electronic information system of UWB (hereinafter also referred to as "IS/STAG") no later than the start of the semester. In accordance with the course syllabus, the course outline shall include, in particular:
 - a) a brief overview of the material with a rough timetable,
 - b) the requirements for students during the semester and the conditions, or framework conditions and characteristics of the examination, if the course is completed with an examination; the conditions for awarding credits are set so that they can be fulfilled on an ongoing basis, primarily during the period the course is taught.
- (2) The conditions for awarding credits and conducting examinations published in accordance with paragraph 1(b) may not be changed during the semester, except for extraordinary changes approved by the Dean.

Article 7

Study plan

- (1) A study plan sets out the structure of a study program, in particular the sequence of courses in terms of time and content, the form of study, and the method of assessing study results.
- (2) The study plan contains courses arranged by year and semester, the approximate time frame for teaching, course credits, and the method of successful completion of the course.

Article 8

Course status

- (1) Courses included in the study plan are classified as compulsory, compulsory elective, and elective courses.

- (2) A compulsory course is a course that must be completed in order to graduate from a study program. A compulsory elective course is a course that is part of a set of courses from which a minimum number of credits or a minimum number of courses must be completed. Other courses are elective in relation to the study program.
- (3) Study plans for all study programs must include at least five percent of the total number of credits required to complete the study program in the form of elective courses. For elective courses, students have the right to enroll in any course taught at UWB, provided that it does not conflict with the nature of the course as defined in Article 12, paragraph 1.
- (4) The course may have a different status for different study programs.

Article 9

Changes to the study plan

- (1) The composition of the study plan and the requirements for its completion valid in the academic year in which the student was enrolled in the relevant study program will not change for the student during the standard period of study, unless the student has interrupted their studies. The prohibition on changes does not apply to elective courses.
- (2) The Dean may, for serious reasons, decide to cancel a compulsory or compulsory elective course from the study plan in a given academic year; at the same time, he or she shall determine which course will replace it as an equivalent. This decision cannot be made for a course that is part of the state final examination. The Dean's decision is final.
- (3) At the student's request, for serious reasons, particularly health reasons, and with the consent of the course guarantor, the Dean may decide to exempt the student from the obligation to complete a specific course included in the study plan. Exemption does not entitle the student to credits for the course in question. Students cannot be exempted from the obligation to complete the state final examination or any part thereof. The Dean's decision is final.

Article 10

Personal study plan

By enrolment in courses, while complying with the given interconnections and structure of courses in the study plan, students create their own personal study plan for the relevant academic year.

Article 11

Individual study plan

- (1) The Dean may, at the student's request, allow an individual study plan for the entire duration of the study program or part thereof. The Dean shall also determine the conditions of the individual study plan. The Dean shall not allow an individual study plan for a student for whom there are reasons to terminate their studies. The Dean's decision is binding for lecturers, seminar leaders, practical training leaders, and other forms of educational activity (hereinafter also referred to as "teachers"). If the Dean approves the request, he or she shall notify the department responsible by sending it the individual study plan.
- (2) The Dean will always allow an individual study plan for a student who requests an individual study plan in connection with caring for:
 - a) a child for the recognized period of parenthood,

- b) a dependent person within the meaning of Act No. 108/2006 Coll., on social services, as amended.
- (3) An individual study plan consists of adjusting the deadlines for fulfilling study obligations or adjusting the limits for obtaining credits, but not adjusting the obligation to complete the courses specified in the study plan. The Dean is not authorized to extend the maximum possible duration of study or the maximum possible duration of interruption of study within the framework of an individual study plan.

Article 12

Conditions for enrolling in courses

- (1) From the perspective of creating a student's personal study plan, the courses listed in the study program are divided according to their nature into:
 - a) open elective courses, without any mandatory prerequisites or other restrictions. Any student may enroll in these courses. The course syllabus may list recommended prerequisite courses.
 - b) excluded courses for which another course or group of courses is listed in the syllabus as a mutually exclusive course. This course can only be enrolled in if the student has not enrolled in or completed any of the exclusive courses.
 - c) interchangeable courses, of which the student may complete only one. The list of courses with which the course is interchangeable must be specified in the course syllabus.
 - d) courses reserved for students belonging to the group of students for whom the course is intended. This restriction must be stated in the course syllabus.
- (2) Enrollment in a course that is part of the state final examination or practical training may be conditional upon the completion of prerequisite courses in accordance with the study program. These courses may be enrolled in no earlier than the academic year in which the prerequisite course is enrolled.

Article 13

Organization of educational activities

- (1) The head of the department responsible determines the teachers for individual courses after consultation with the course guarantor.
- (2) Student participation in organized forms of educational activities listed in the course syllabus is mandatory to the extent specified by the decision of the Dean of the faculty where the department responsible is included.
- (3) A student who, for serious reasons, particularly health reasons, was unable to participate in the compulsory educational activities specified in paragraph 2 to the required extent, shall be assigned an alternative method of fulfilling their study obligations by the teacher.
- (4) The teacher will determine an alternative method of fulfilling study obligations even if the educational activity cannot be carried out using distance communication tools.
- (5) If, in exceptional cases, it is not possible to fulfill study obligations even by alternative means, the Dean will cancel the registration for the course even without the student's request.

Title III

Enrollment in the first and subsequent year of study

Article 14

- (1) The form and deadlines for enrollment in the first and subsequent years of study are determined by the Dean. For students returning after an interruption in their studies, enrollment takes place during the academic year, no later than five working days after the end of the interruption.
- (2) The faculty's Student Office is responsible for enrolling students, checking the formal correctness of the courses they have enrolled in, and making any changes to the enrolled courses. Students are responsible for the selection of courses they enroll in.

Article 15

- (1) If preliminary enrollment (Article 18) takes place before enrollment in the first or subsequent year of study, students are required to adhere to their personal study plan selected during preliminary enrollment when enrolling in courses.
- (2) If a student fails to complete the proper enrollment within the specified deadline, he or she may request the Dean, within five working days after the deadline or after the obstacle preventing the proper enrollment has been removed, to waive the deadline for enrollment; the Dean shall consider the seriousness of the reason and, if he or she grants the request, shall determine the date and form of extraordinary enrollment for the student.

Article 16

First semester of study

- (1) In the first semester of their studies, students choose and enroll in the courses prescribed for the first semester of their study program by the study plan, unless the Dean stipulates otherwise.
- (2) Students must earn at least twenty credits by the deadline set in the schedule for the relevant academic year for the first semester of study, unless the Dean, with the consent of the Faculty Academic Senate, decides otherwise before the start of the academic year. This provision does not apply to students who have been awarded at least thirty credits from previous studies by the Dean.

Article 17

Credit limit for course enrollment

- (1) When enrolling, students choose courses so that by completing them during the academic year, they can obtain
 - a) at least forty credits in the first year of study,
 - b) at least eighty credits in four consecutive full semesters in subsequent years (i.e., in semesters during which the student did not interrupt their studies).
- (2) Credits earned for recognized courses are not included in the number of credits specified in paragraph 1, unless these Regulations stipulate otherwise.
- (3) A student may enroll in courses worth a maximum of 75 credits in a single academic year as part of their study program, unless otherwise specified by the Dean.

Article 18

Preliminary enrollment

- (1) Students make a preliminary selection of their personal study plan for the following academic year in the form of preliminary enrollment, i.e., by enrolling in specific courses for the following academic year. Student participation in preliminary enrollment is mandatory. The specific organization of preliminary enrollment is determined by internal standards in accordance with the academic calendar of UWB.
- (2) The head of the department responsible shall determine the minimum number of students for whom individual compulsory elective and elective courses will be open and shall publish this information in IS/STAG within the deadline specified in the academic year schedule of UWB.
- (3) If a student fails to complete preliminary enrollment within the specified deadline, they may request the Dean, within three working days after the deadline or after the obstacle preventing the preliminary enrollment has been removed, to waive the deadline for preliminary enrollment. The Dean shall consider the seriousness of the reason and, if the request is granted, shall determine the date and form of extraordinary preliminary enrollment for the student.

Article 19

Cancellation of preliminary course enrollment

The Dean may cancel, at the student's request, the preliminary enrollment in a course after the deadline for preliminary enrollment in the course, if there is a serious reason for doing so.

Article 20

Cancellation of course enrollment

At the student's request, the Dean may cancel the enrollment in a course if there is a serious reason for doing so.

Article 21

Later enrollment in a course

The Dean may allow a student to enroll in a course after the deadline if there is a compelling reason for doing so.

Article 22

Specified enrollment in a course before the summer semester

Before the start of the summer semester, students may specify their course enrolment in accordance with Article 20 or Article 23. As part of this specified enrolment, students may also enroll in additional courses, provided that there are sufficient places available in the relevant course schedule.

Article 23

Repeated enrollment in a course

- (1) If a student fails a course (Article 33, paragraph 3), they may enroll in it one more time during their studies (unless it is an enrollment under Article 5, paragraph 4). If the course is taught in both the winter and summer semesters, a student who fails the course in the winter semester may enroll in it in the summer semester of the same academic year. The

results from both the winter and summer semesters are included in the weighted grade point average for the relevant academic year.

- (2) Students are also required to repeatedly enroll in any compulsory elective courses and elective courses that they have not completed.
- (3) A student is required to re-enroll in an uncompleted course no later than in the immediately following academic year of their studies, unless the procedure under Article 24(3) applies. When re-enrolling in a course completed with a credit and an exam, the credit obtained during previous studies is considered fulfilled, unless the course guarantor specifies otherwise in the course syllabus.

Article 24

Enrollment waiver

- (1) An enrollment waiver allows a student to be exempt from the obligation to re-enroll in a compulsory elective or elective course.
- (2) At the beginning of their studies, each student has the same number of enrollment waivers as the number of years of the standard duration of their study program, unless the Dean specifies a higher number. The Dean may, at the student's request, grant additional enrollment waivers during the course of study in justified cases. The Dean shall grant an enrollment waiver at the student's request if the student's preliminary enrollment in a course is repeatedly canceled pursuant to Article 19 or enrollment in a course is canceled pursuant to Article 20.
- (3) Students are not required to re-enroll in compulsory elective courses and elective courses that they have not completed.
 - a) if they use an enrollment waiver, or
 - b) if, in the academic year in which the student first enrolled in the course, he or she fulfilled the conditions for taking the state final examination or its final course.

Title IV

Course recognition

Article 25

General rules for course recognition

- (1) Upon the student's request, the Dean may recognize a course completed during studies at UWB, at another university in the Czech Republic or abroad, or at a higher vocational school. In the event of recognition, the Dean will also decide whether the student will receive the corresponding number of credits for the recognized course.
- (2) The grade for the course is recognized at the same time as the course itself. If the completed course is not graded according to the criteria used in these Regulations, the Dean shall determine the grade for the recognized course.
- (3) A course that is part of the state final examination or comprehensive examination cannot be recognized.

Article 26

- (1) A course may be recognized if no more than five years have elapsed since its completion, unless the Dean exceptionally recognizes a course completed more than five years previously.
- (2) If the Dean recognizes more courses for a student, he or she shall also decide by how much the student's maximum period of study and maximum period of interruption of study shall be shortened, and by how much the number of enrollment waivers shall be reduced.

Article 27

- (1) When applying for recognition of a course, students shall submit documents confirming completion of the course and providing information about its scope and content. This is not necessary if the course was completed as part of a study program implemented by the faculty whose Dean decides on recognition.
- (2) If the Dean decides on the recognition of a course completed during studies in a study program offered by a different faculty of UWB than the one of which he or she is the Dean, he or she may request a written statement from the guarantor of the course for which the course completed by the student is to be recognized.
- (3) When deciding on the recognition of a course completed at another university or higher vocational school, the Dean shall request a written statement from the course guarantor.

Article 28

The student shall submit an application for recognition of a course no later than thirty days from the date when the situation allowing for recognition of the course arose (for example, from the date of enrollment in the study program or from the date of completion of the course).

Article 29

The grade for the recognized course, or credits for the recognized course, shall be included in the total number of credits earned during the course of study and in the overall weighted grade point average, but not for the given academic year, unless these Regulations stipulate otherwise.

Article 30

Special cases of course recognition

The Dean may recognize completed courses and their credit values in accordance with Section 60(1) and (2) of the Higher Education Act for successful graduates of lifelong learning programs who have become UWB students within the meaning of Sections 48 to 50 of the Higher Education Act.

Article 31

When recognizing completed courses pursuant to Article 30, the Dean shall proceed similarly pursuant to Articles 25 to 29, subject to the restrictions set forth in Section 60 of the Higher Education Act.

Article 32

Transfer of courses completed under mobility programs

- (1) The faculty shall ensure the transfer of credits earned by students under a study agreement or other agreement as part of their study program at another higher education institution in the Czech Republic or abroad.
- (2) If the course referred to in paragraph 1 was completed at a higher education institution using ECTS, the credits shall be counted to the extent that they were awarded by that institution. If it was completed at an HEI that does not use ECTS, the number of credits earned shall be determined by the Dean with the approval of the guarantor of the study program. The courses, their credits, and grades shall be counted toward the student's total credits and weighted grade point average for the given academic year.
- (3) If the courses completed under the mobility program do not correspond to the courses in the student's study plan in terms of content or scope, the Dean, at the suggestion of the study program guarantor, who takes into account the graduate profile, will determine which compulsory elective courses in the study plan will be replaced by courses completed under the mobility program.

Title V

Study assessment and evaluation

Article 33

Course completion assessment

- (1) Completion of a course is assessed by a credit, exam, comprehensive exam, progress exam, or state final exam.
- (2) In courses for which both a credit and an exam are required by the study plan, obtaining the credit is a prerequisite for taking the exam.
- (3) Upon completion of the course, the student will receive credits assigned to the course (Article 5, paragraph 3); for courses completed with a credit, upon obtaining the credit; for courses completed with an exam or a credit and an exam, upon passing the exam. The course must be completed in the academic year in which it was enrolled.
- (4) If justified or practical, it is possible to conduct the course completion assessment entirely or partially remotely using information and communication technologies, provided that it is possible to verify the student's identity and ensure compliance with the rules established for the given course completion assessment.

Article 34

- (1) If the assessment is conducted only orally, the teacher shall inform the student of the result immediately after the assessment. In other cases, the teacher shall inform the student of the result no later than three working days after the assessment.
- (2) In the case of a written assessment, the student has the right to view the graded work no later than 15 days after the assessment has been carried out.

Article 35

Records of assessment results

- (1) The assessment results are recorded in IS/STAG. An officially certified transcript of this data is considered a study report.

- (2) The head of the responsible department is responsible for the accuracy of the assessment results.
- (3) Students are required to verify the record of the assessment result in IS/STAG no later than 14 days after the date of the assessment. Within the same period, they are required to request any corrections or supplements to the data. If students do not exercise their right within the specified period, the data in IS/STAG shall be considered correct.

Article 36

Weighted grade point average

- (1) The weighted grade point average (hereinafter also referred to as "WGPA") is a criterion for evaluating academic performance. It is calculated separately for each academic year and for the entire course of study before the student takes the state final examination.
- (2) The weighted grade point average is calculated as the quotient of the sum of the final grades from the set of courses completed with an exam multiplied by the credit value of the relevant courses and the total sum of credits from these courses. For courses that the student enrolled in and did not complete with at least the grade of 3 ("good") in the given academic year, a grade of 4 ("failed") is included in the WGPA. The weighted grade point average is rounded to two decimal places.

Article 37

Credit

- (1) Credits are awarded by the teacher (Article 11, paragraph 1) no later than the deadline set by the schedule for the relevant academic year.
- (2) If a student does not obtain the credit according to paragraph 1, he or she may ask the head of the department responsible to review his or her case and decide on the award of credit. In the event of a negative decision by the head of the department, the student may request a review and decision on the award of credit by the Dean; his or her decision is final.
- (3) The teacher shall enter the result of the assessment into IS/STAG within seven days of the date of the assessment.

Article 38

Examinations

- (1) The student takes the examinations before persons designated by the head of the department responsible (hereinafter also referred to as "examiners").
- (2) The examiner grades the exam result using one of the following grades: "excellent (1)", "very good (2)", "good (3)" or "failed (4)". The examiner enters the final exam grade into IS/STAG within seven days of the assessment date.
- (3) Exams are usually held during the exam period of the semester in which the course was taught, but no later than the end of the relevant academic year. The teacher may also schedule an exam during the teaching period.
- (4) If a student fails an exam, he or she may ask the head of the responsible department immediately after the exam to review the case and decide on a repeat exam. If the decision is positive, the exam will be held before an examination committee appointed for this case by the head of the responsible department. In the event of a negative decision by the head of the department, the student may request a review and decision by the Dean; his or her decision is final.

Article 39

Exam retake dates

- (1) If a student fails an exam, they may retake it on the first retake date, if the academic year schedule allows. If a student fails on the first retake date, they may retake the exam on the second retake date, if the academic year schedule allows.
- (2) The head of the department responsible may, at the request of the student or examiner, or even without such a request, decide that the second retake exam will be held before an examination committee appointed by the head of the department for this purpose.

Article 40

Examination dates

- (1) All exam dates are announced via IS/STAG.
- (2) The examiner shall announce, by the deadline specified in the academic year schedule, such a number of exam dates for individual courses that the number of available slots on the exam dates equals at least one and a half times the number of students enrolled in the course.
- (3) Taking into account the examiner's availability and the number of students who are eligible to take the exam, exam dates are spread out over the entire exam period, if possible.

Article 41

Registration for the exam date

- (1) Registration for an exam date that the student does not cancel on the same calendar day is considered a valid registration. A student may register a total of five times for an exam in a single course. The number of registrations is not limited if, due to emergency measures announced under the Emergency Act or due to the imposition of extraordinary measures under a special law, personal attendance in education or exams is not possible or is restricted.
- (2) A student who has used up the relevant registration attempts without completing the course with at least a "good" grade is considered to have failed the course.
- (3) The restriction on the number of registrations pursuant to paragraph 1 shall not apply to pregnant students and students caring for a child under the age of 10.

Article 42

Registering for an exam

- (1) Students can only register for exams via IS/STAG.
- (2) Students have the right to withdraw from an exam no later than twenty-four hours before the start of the exam date specified in IS/STAG.

Article 43

Excusing absence from an exam

- (1) If a student fails to withdraw from an exam in time, they may submit an excuse at a later date. The excuse must be delivered no later than three working days after the exam date or after the obstacle preventing the timely withdrawal has been removed, and the student must provide a serious reason why they were unable to attend the exam. The examiner will decide on the legitimacy of the excuse; their decision is final. A serious reason for non-attendance in an exam is always pregnancy or caring for a child under the age of 10.
- (2) If a student fails to attend an exam without an excuse, if his/her excuse is not accepted, if he/she withdraws from the exam after its start as specified in IS/STAG, or if he/she seriously violates his/her obligations as a student during the exam, he/she will be graded as "failed."

Article 44

Comprehensive exam and progress exam

- (1) A comprehensive examination may be included in the study plan of a study program, and a progress examination may be included in the study plan of an art-focused study program. Their form, the conditions under which they may be taken, the method of assessment, organizational arrangements, and other necessary details are governed by the faculty's internal standards.
- (2) Students usually register for and take comprehensive exams and progress exams in the academic year and semester in which they are included in the study program's curriculum.
- (3) The results of the comprehensive exam and the progress exam are graded using one of the following marks: "excellent" (1), "very good" (2), "good" (3), "failed" (4).
- (4) In the event of failure, the student may:
 - a) re-take the comprehensive exam no more than twice during their studies,
 - b) re-take the progress exam no more than once and only in the academic year and semester in which it is registered; if, due to emergency measures announced under the Emergency Act or due to the imposition of extraordinary measures under a special law, personal attendance in education or examinations is not possible or is restricted, and for this reason it is not possible to retake the progress exam on the original date, it may be retaken at most once during the course of study.
- (5) The results of the comprehensive examination and the progress examination are recorded in IS/STAG on the basis of the report on the comprehensive examination and the progress examination. The results are included in the WGPA.

Article 45

State final examination

- (1) The condition for successful completion of studies is passing the state final examination (hereinafter also referred to as "SFE"). The SFE in a Bachelor's degree program includes the defense of a Bachelor's thesis, if so stipulated by the conditions of the study program. The SFE in a Master's degree program always includes the defense of a Master's thesis; in some programs, it may consist solely of the defense. In accordance with the study program and study major, the state final examination may be divided into separate parts that are examined separately, especially if they are examined at different times. Each part consists of one or more courses of the state final examination. Evaluation is always carried out for individual courses.
- (2) The state final examination or its final part may be taken if the student has fulfilled all the study requirements specified in the study plan of the relevant study program, study major

and these Regulations, and has submitted a Bachelor's or Master's thesis (hereinafter referred to as the "qualification thesis") by the specified deadline, if its defense is part of the SFE.

- (3) At the proposal of the department responsible, the Dean shall determine the dates of the SFE, the method of student registration for the SFE, as well as its organizational arrangements, including determining to whom an excuse for not participating in the SFE should be delivered (Article 47).

Article 46

Deadline for completing the state final examination

The state final examination must always be completed before the end of the maximum allowed period of study.

Article 47

Withdrawal and excuse from the state final exam

- (1) Students have the right to withdraw from the SFE or part thereof no later than three days before the start of the exam date. If a student does not withdraw in time, they may submit a written excuse. The excuse must be delivered no later than three working days after the SFE date, and the student must provide a serious reason why they could not attend the exam. The Dean shall decide on the legitimacy of the excuse; his or her decision is final. The Dean may waive the deadline for excuses for serious reasons.
- (2) If a student fails to attend the SFE or part thereof without an excuse, if his/her excuse is not accepted, if he/she withdraws from the SFE after it has begun, or if he/she seriously violates his/her obligations as a student during the SFE, he/she will be graded as "failed."

Article 48

Retaking the state final exam

- (1) In the event of failing the state final examination or part thereof, it may be retaken no more than twice during the course of study. When retaking the SFE, the student retakes only the part for which they received a fail grade. If part of the SFE consists of individual courses, the student retakes only the course for which they received a fail grade.
- (2) If the defense of a qualification thesis was graded as "failed," the examination committee for the SFE will decide whether the condition for repeating the defense is to revise or prepare a new qualification thesis and will propose a new due date.
- (3) If the defense of a qualification thesis was graded as "failed" because the examination committee deemed the submitted thesis to have been plagiarized, the chair of the examination committee (or, in their absence, the vice-chair) is obligated to submit a motion to the Dean to initiate disciplinary proceedings before the disciplinary committee. The defense of the qualification thesis may be repeated only after the disciplinary proceedings have been legally concluded or after the Dean has notified the student and the chair of the examination committee that he or she will not submit a proposal to initiate disciplinary proceedings because he or she has found no grounds for doing so.

Article 49

State final examination committee

- (1) The state final examination takes place before the SFE committee. The SFE committee consists of at least three members and is composed of a chairperson, vice-chairperson, and other members.
- (2) Multiple examination committees may be appointed for a single study program.
- (3) Different examination committees may be appointed for parts of the SFE or in the event of its repetition.
- (4) Only professors, associate professors, extraordinary professors, and experts approved by the faculty's scientific council may be members of the SFE committee.
- (5) The members of SFE committee are appointed by the Dean of the faculty where the department responsible is located. The Dean also appoints the chair and vice-chair of the examination committee.
- (6) The proceedings of the SFE committee are chaired by its chairperson, or in his/her absence, by the vice-chairperson. The committee has a quorum if at least three of its members are present, at least one of whom is the chairperson or vice-chairperson.
- (7) The state final examination can only be held if the SFE committee has a quorum.

Article 50

State final examination assessment

- (1) Individual courses and the SFE as a whole are graded using one of the following grades: "excellent" (1), "very good" (2), "good" (3), or "failed" (4). The assessment of individual courses and the SFE as a whole is decided by the SFE committee in a closed session. In the event of a tie, the chair has the casting vote; in his/her absence, the vice-chair has the casting vote.
- (2) The overall assessment of the SFE is based on the assessment of its components (including, where applicable, the defense of the qualification thesis). The criteria for the overall assessment of the SFE are set by the faculty's internal standards.
- (3) If the SFE consists of several parts for which different SFE examination committees are appointed, the Dean shall determine which of the committees is to determine the assessment of the SFE as a whole.

Article 51

A record is made of the SFE proceedings. It shall contain the course of the examination (e.g., questions asked of the student, essential points of the discussion) and the evaluation of the defense of the qualification thesis and other subjects of the SFE, the names and surnames of the members of the SFE committee (written in block letters if the minutes are taken by hand), the date of the SFE, and the result of the evaluation of the SFE as a whole. The record is accompanied by the assessment by the opponent or opponents and the evaluation by the supervisor of the qualification thesis (Article 56(1)).

Article 52

Special provisions for state final examinations administered by departments of multiple faculties

- (1) If it is in accordance with the academic year schedule and the dates of the SFE at the faculties participating in the SFE, the final part of the examination is held from the course guaranteed by the department of the faculty at which the student is enrolled in the given study program.
- (2) The overall assessment of the SFE is carried out by the SFE examination committee appointed by the Dean of the faculty at which the student is enrolled in the given study program, in accordance with the criteria set out in the internal standards of that faculty.

Title VI

Qualification theses

Article 53

Topics of qualification theses

The topics of qualification theses for a given academic year are announced by the heads of departments. They are published no later than by the end of the academic year preceding the one in which the student is to defend their qualification thesis.

Article 54

Formal requirements and assignment of the qualification thesis

- (1) The formal requirements for the thesis are set out in the faculty's internal standards.
- (2) The student prepares the thesis based on the thesis assignment, which they receive no later than six months before the deadline for submitting the thesis.
- (3) The assignment of the qualification thesis includes, in particular, the topic of the thesis, the minimum length of the thesis, brief guidelines for writing the thesis, basic literature sources, the name of the thesis supervisor, and the binding deadline for submitting the thesis.
- (4) The assignment of a qualification thesis or any changes thereto shall be approved by the Dean.
- (5) The thesis is written in the language in which the study program is conducted. If the study program is conducted in Czech, the thesis may also be written in Slovak or English, at the student's discretion. The Dean may, after consulting with the study program guarantor, allow the thesis to be written in another language.

Article 55

Deadline for submitting the qualification thesis

- (1) The student shall submit the qualification thesis by the deadline specified in the assignment of the qualification thesis.
- (2) If a student fails to submit their thesis by the deadline specified in paragraph 1, they have the right to submit a request to the Dean for a postponement of the deadline for submitting their thesis within three working days of this deadline. The request must state the reasons for the postponement and the requested alternative deadline for submitting the thesis.
- (3) The Dean may, upon request by the student pursuant to paragraph 2, determine an alternative date for the submission of the qualification thesis.

- (4) The submitted qualification thesis may not be subsequently modified or replaced.

Article 56

- (1) The head of the department appoints the supervisor of the thesis and the opponent, or multiple opponents. The supervisor of the thesis shall prepare an evaluation of the thesis, and the opponent (opponents) shall prepare reviews. The evaluation and review(s) must be made available to the student via the university's information system at least five working days before the thesis defense.
- (2) The qualification thesis supervisor assesses the similarity of the submitted qualification thesis to other works. Details on the assessment of the similarity of the qualification thesis and the handling of the results of the similarity assessment are set out in internal standards.
- (3) Within three days of receiving the assessment, but no later than two days before the defense of the thesis, the student has the right to ask the Dean to allow them to revise the thesis and set a new deadline for its submission. If the Dean agrees, the defense of the thesis will not take place and the student will be graded with a "fail". The provisions of Article 55(4) remain unaffected.

Title VII

Interruption of studies and change of form of study

Article 57

- (1) At their request, students may interrupt their studies in the relevant semester. The Dean shall grant the request:
 - a) if the student submitted their application before the start of classes in the relevant semester,
 - b) if he/she has not exceeded the maximum allowed period of interruption of studies (Article 58),
 - c) if there is no reason for the termination of the student's studies.
- (2) The Dean may interrupt the student's studies even during the semester after the start of classes in the semester of study if the student requests it, stating serious (but not academic) reasons. Interruption of studies during the first semester of study after the start of classes is possible only in exceptional cases for very serious reasons.
- (3) Students have the right to interrupt their studies in connection with pregnancy, childbirth, or parenthood for the entire recognized period of parenthood. Students are also granted the right to interrupt their studies during this period in connection with taking a child into a foster care arrangement based on a decision by the relevant authority in accordance with the Civil Code or legal regulations governing state social support. The period of interruption is not counted towards the total period of interruption of studies or the maximum allowed period of study.

Article 58

A student's studies may be interrupted repeatedly. The total duration of all interruptions of study during the course of study within a given study program may not exceed twenty-four months for a study program with a standard duration of four to six years, or twelve months for a study program with a standard duration of one to three years, unless the Dean decides otherwise in exceptional cases.

Article 59

Interruption of studies does not exempt students from their obligation to settle their debts to UWB without undue delay.

Article 60

- (1) Interruption of studies is usually terminated so that it coincides with the end of the semester. If studies are interrupted during the semester, credits for courses completed in the incomplete part of the semester are added to the results of the nearest semester completed after the end of the interruption of studies.
- (2) The Dean may, at the student's request, terminate the interruption of studies even before the end of the specified period of interruption.
- (3) The Dean shall grant the request of a student whose studies have been interrupted pursuant to Article 57(3) to terminate the interruption of studies even before the expiry of the period for which the studies were interrupted.

Article 61

- (1) If a student's interruption of studies ends at the same time as the end of the academic year, he or she is obligated, if circumstances permit, to participate in preliminary enrollment pursuant to Article 18.
- (2) Courses that a student enrolled in for the period during which he or she later interrupted his or her studies remain enrolled; the validity of their enrollment is suspended until the student's subsequent re-enrollment in studies. Upon the student's request, the Dean may, after the student's re-enrollment in studies, cancel the enrollment in a course that was suspended and allow enrollment in another course.

Article 62

Change of form of study

The Dean may change the form of study for a student once during their studies at their request, provided that the study program is accredited in the requested form of study and the conditions of the study program allow it. The request must be submitted before the start of classes in the relevant semester at the latest.

Article 63

Transfer between study programs

- (1) A student or a person who has interrupted their studies is entitled to apply for a transfer between study programs with similar content at the end of the first year of study at the earliest.
- (2) As of the following academic year, the Dean shall permit a transfer between study programs with similar content if:
 - a) the initial study program and the continuing study program are carried out by the same faculty, with the exception of the switch between major and minor.
 - b) the student has fulfilled the conditions for enrollment in the next year of study,
 - c) the capacity of the continuing study program allows it, and
 - d) the student would otherwise meet the admission requirements.
- (3) The faculty shall determine which study programs it offers are similar in content.

- (4) The substitution of the major and minor fields in a joint study program carried out at two faculties is subject to the approval of the Deans of both faculties.
- (5) If the Dean approves the transfer request, he or she shall simultaneously decide, as part of his or her official duties, on the recognition of part of the studies, examinations, or other study obligations completed by the applicant within the initial study program, and on the applicant's placement in the relevant semester, year, or block of study in the continuing study program. The provisions of Title IV shall apply *mutatis mutandis*.
- (6) If the Dean approves the transfer request, he or she may also decide to extend the deadlines for fulfilling study obligations or for meeting the conditions for advancing to the next year of study, but by no more than one year. The Dean is not authorized to extend the maximum possible duration of study or the maximum possible duration of interruption of study.

Title VIII

Completion of studies

Article 64

Completion of studies by graduation

- (1) A student shall duly complete their studies if:
 - a) by the end of the longest allowed period of study at the latest, he/she obtains a number of credits in the composition prescribed by the study program and study plan equal to at least sixty times the number of years of the standard period of study, and
 - b) he or she passes the state final exam.
- (2) A graduate who, as part of their course selection during their study program, has completed a complete set of courses from one of the certificate programs will receive a certificate of completion for that program.

Article 65

Overall evaluation of studies

- (1) The overall evaluation of studies expresses the degree of a student's success throughout their studies. It is completed after the state final examination or its last part and uses the following scale: "graduated with honors," "graduated," "failed." The overall evaluation of studies, with the exception of the evaluation "failed," is recorded in the diploma supplement.
- (2) A student is awarded the grade "graduated with honors" if their WGPA for the entire period of study is no higher than 1.50 and they pass the state final examination with an overall grade of "excellent." In other cases, if the student passes the state final examination, the overall grade for their studies is "graduated."
- (3) A student is graded "failed" if they do not successfully pass the state final examination.
- (4) Graduates who have completed their studies with honors will receive a university diploma with honors from UWB.

Article 66

Termination of studies due to failure to meet the requirements of the study program and withdrawal from studies

- (1) The Dean shall decide to terminate studies for failure to meet the requirements of the study program [Section 56(1)(b) of the Higher Education Act] if the student:
 - a) did not fulfill the conditions of the first semester of study (Article 16),
 - b) did not obtain at least forty credits during the first year of study in the study program; this does not apply if the student fulfilled the conditions for taking the state final examination or its last component in accordance with Article 64(1)(a) at the decisive time,
 - c) in the immediately preceding four consecutive full semesters (i.e., semesters during which the student did not interrupt their studies), the student did not earn a total of at least eighty credits; this does not apply if, at the decisive time, the student fulfilled the conditions for taking the state final examination or its last component pursuant to Article 64(1)(a),
 - d) even after re-enrolling, failed to pass a course; this shall not apply if, at the decisive time, the student fulfilled the conditions for taking the state final examination or its final component pursuant to Article 64(1)(a),
 - e) did not pass the comprehensive exam or the state final exam even in the second retake exam,
 - f) did not pass the progress exam in the regular or retake exam dates in accordance with Article 44(4)(b),
 - g) did not submit the qualification thesis by the specified deadline and did not request an alternative deadline in accordance with Article 55, or the Dean did not grant the request,
 - h) did not complete their studies within the maximum allowed period of study pursuant to Article 4(2),
 - i) did not enroll in the relevant academic year by the deadline set in accordance with Article 14 and, no later than three working days after this deadline or after the end of the interruption of studies or the removal of the obstacle preventing their enrollment, did not give an excuse and did not ask the Dean for an alternative enrollment date or for an interruption of studies, or the Dean did not accept their excuse,
 - j) failed to make a preliminary enrolment within the deadline set in accordance with Article 18(1), failed to request a waiver of the deadline in accordance with Article 18(3) in a timely manner, or the Dean did not accept their excuse,
 - k) did not meet the conditions set out in the individual study plan (Article 11).
- (2) Credits for courses canceled pursuant to Article 13(5) and Article 20 shall be deducted from the limits specified in paragraph 1(a) to (c).
- (3) A student for whom there is a reason to terminate their studies cannot be enrolled for the next academic year.
- (4) The date of termination of studies due to failure to meet requirements is the date on which the decision to terminate studies became effective.
- (5) A student who intends to withdraw from their studies shall notify the Dean in writing via the Student Office. They may do so at any time during their studies.

**PART THREE
STUDYING IN DOCTORAL STUDY PROGRAMS**

Title I
Introductory provisions

Article 67

In cases not expressly covered in this section, the Dean of the faculty implementing the doctoral study program shall decide.

Article 68

The standard duration of studies is determined by the relevant study program.

Title II
PhD Program Committee

Article 69

Mission of the PhD Program Committee

- (1) A PhD Program Committee is established for each doctoral study program.
- (2) The PhD Program Committee monitors and evaluates studies in the doctoral study program, and in particular:
 - a) prepares and proposes changes to study programs,
 - b) monitors, discusses, and evaluates students' scientific work,
 - c) proposes the appointment of a supervisor to the Dean,
 - d) discusses and, through the Dean, submits to the Faculty Scientific Council for approval the general topics of dissertations and their supervisors,
 - e) discusses and recommends individual study plans for students, including any changes to them, to the Dean for approval,
 - f) determines the scope of requirements for admission to the defense of dissertation theses,
 - g) proposes to the Dean the composition of the committee for the defense of dissertation theses,
 - h) proposes to the Dean the composition of the committee for the state final examination,
 - i) proposes to the Dean the composition of the admissions committee for the admissions procedure for study in the relevant study program,
 - j) ensures compliance with the principles of the credit system of study, if the study is conducted according to the principles of the credit system.

Article 70

Members of the PhD Program Committee

- (1) The PhD Program Committee has at least five members.
- (2) Members of the PhD Program Committee are appointed and dismissed by the Dean with the prior consent of the faculty's scientific council.
- (3) The chair of the PhD Program Committee is the guarantor of the doctoral study program.

Article 71

Joint PhD Program Committee

If a study program is provided by multiple organizational units (faculties or research institutes), the appointment and dismissal of members of the PhD Program Committee is carried out in accordance with a concluded agreement, which is part of the accreditation application.

Article 72

Meetings of the PhD Program Committee

- (1) The PhD Program Committee meets at least once a year, usually by the end of September or whenever requested by the supervisor in accordance with Article 87(1). Meetings of the PhD Program Committee are convened by its chair. The first meeting of the PhD Program Committee is convened by the Dean of the relevant faculty.
- (2) The PhD Program Committee has a quorum if a majority of its members attend the meeting. A resolution of the PhD Program Committee is adopted if a majority of the members present vote in favor of it.
- (3) Minutes shall be taken of PhD Program Committee meetings, which the PhD Program Committee shall submit to the Dean without undue delay.
- (4) The PhD Program Committee may convene via remote means of communication; the chairperson shall decide on this method of conducting meetings.

Title III

Supervisor

Article 73

Mission of the supervisor

- (1) The study program is conducted under the professional and organizational guidance of a supervisor, with whose consent the student sets his or her work schedule and vacation dates.
- (2) The student's supervisor guides them in the preparation of their dissertation and monitors and evaluates the fulfillment of their study obligations.
- (3) The supervisor has the right to participate in all examinations taken by the student during their studies.

Article 74

- (1) The Dean may change the supervisor based on a proposal from the PhD Program Committee.
- (2) Only a professor, extraordinary professor, or associate professor may become a supervisor. Other experts may become supervisors only if approved by the faculty's scientific council.

Article 75

Specialist consultant

Based on the supervisor's proposal and after approval by the PhD Program Committee, the Dean may appoint a renowned expert in the given field as a specialist consultant for the student. The student consults with this expert on specific issues related to the topic of their dissertation.

Title IV

Individual study plan

Article 76

The study takes place according to an individual study plan.

Article 77

Contents of an individual study plan

- (1) An individual study plan determines the schedule of study in a study program, in particular the timing and content sequence of specialized courses and other study activities, the form of their study, and the method of verifying the results achieved.
- (2) The individual study plan broadly defines the topic of scientific research and independent creative activity in the field of research or development, or independent theoretical and creative activity in the field of art. This topic forms the basis for the dissertation.
- (3) The individual study plan includes at least three specialized courses, language training (except for study programs conducted in English), publication requirements, an internship abroad, the extent of the student's involvement in teaching, and, for students studying full-time, also requirements for the student's presence at the workplace where they participate in teaching and scientific activities. Students are entitled to at least 5 weeks of leave during the academic year, which they use mainly during the summer holidays.
- (4) The individual study plan sets a deadline for the completion of each study obligation. When determining the number of publications in platforms with sufficient professional authority or in journals with an internationally guaranteed level in the individual study plan, the Dean's standards, which set the minimum number of such publications, shall be used as a basis.

Article 78

Approval of an individual study plan

An individual study plan is proposed by the supervisor after consultation with the student and approved by the Dean, usually by the end of October of the year in which the student enrolled in the program, after consultation with the PhD Program Committee. The same procedure applies to the approval of changes to the individual study plan.

Title V

Enrollment in the first and subsequent years of study

Article 79

- (1) The form and deadlines for enrollment in the first and subsequent years of study are determined by the Dean. For students returning after an interruption in their studies, enrollment takes place during the academic year, no later than five working days after the end of the interruption.
- (2) Student enrollment is carried out by the relevant administrative office of the faculty.
- (3) Enrollment for the next academic year may take place on the basis of a positive recommendation from the Dean regarding the continuation of studies in the annual student evaluation.

Title VI

Course and assessment of studies

Article 80

The doctoral study program consists of two parts, which may overlap in terms of time:

- a) the study part, and
- b) the scientific-professional part focused on the preparation of a dissertation; this includes the defense of the dissertation theses and is completed with a state final examination.

Article 81

Credit system

- (1) If specified by the study program, a credit system shall be used to evaluate the course of study.
- (2) By completing a course or other study obligation prescribed by an individual study plan, students earn credits assigned to the course. Students may only earn credits for a particular course or other study obligation once.

Article 82

- (1) The examination in a specialized course is held by the teacher of the specialized course, unless the Dean determines that it will be held before an examination committee appointed by him/her. An examination in a specialized course is public.
- (2) Only a professor, associate professor, extraordinary professor, or holder of the academic title "doctor" (abbreviated as "Ph.D.") who is actively engaged in scientific work in the relevant field, or an expert in the field approved by the artistic council, may be an examiner or a member of the examination committee pursuant to paragraph 1.

Article 83

Exam date

The date of the examination in a specialized course shall be determined by the examiner or the chair of the examination committee after consultation with the student. Serious reasons for excusing a student from attending an examination always include pregnancy or caring for a child under the age of 10.

Article 84

Retake exam dates

If a student fails an exam in a specialized course, he or she may retake the exam on the first retake date. If the student fails the exam on the first retake date, the Dean may, at the student's request and after consulting with the supervisor and the PhD Program Committee, allow the student to retake the exam on the second retake date; the exam shall be held before an examination committee appointed by the Dean at the suggestion of the PhD Program Committee.

Article 85

Exam assessment

- (1) The examiner grades the result of the exam in a specialized course using the following grades: "pass" or "fail."
- (2) The examiner shall record the final assessment of the examination in the study record and add the date and signature; if the examination was held before a committee, all participating

members of the examination committee shall add their signatures to the examination record. The final assessment of the examination with the result "failed" shall not be entered in the study record, unless the Dean decides that an officially certified extract from IS/STAG shall be considered as the study record.

- (3) The Dean may, upon request and after consultation with the supervisor and the PhD Program Committee, recognize an examination or other study obligation completed in a previous doctoral study program at UWB or at another higher education institution.

Article 86

Language training

- (1) The study program includes language training for students; this does not apply to doctoral study programs conducted in English.
- (2) Before submitting an application to defend their dissertation theses, students must demonstrate proficiency in a foreign language at a professional level. Proficiency in a foreign language is demonstrated in a manner determined by the Dean based on a proposal from the PhD Program Committee.

Article 87

Student evaluation

- (1) The supervisor submits an evaluation of their student's studies to the PhD Program Committee no later than 15 days after the end of each academic year. The supervisor is entitled to submit an extraordinary evaluation of their student's studies to the PhD Program Committee for discussion at any time during the academic year.
- (2) The PhD Program Committee will discuss and propose to the Dean:
 - a) the continuation of studies without changing the individual study plan,
 - b) the continuation of studies with a change to the individual study plan, or
 - c) the termination of studies.
- (3) The PhD Program Committee shall duly justify its decision pursuant to paragraph 2(b) and (c).
- (4) The Dean shall consider the proposal of the PhD Program Committee and decide on the continuation or termination of studies, or on the reduction or withdrawal of the doctoral scholarship in accordance with the Scholarship Regulations.

Title VII

Change of the form of study, interruption of study

Article 88

The Dean may change the form of study at the student's request. Before assessing the request, the Dean shall request the opinion of the supervisor.

Article 89

The Dean may interrupt the student's studies at their request. Before assessing the request, the Dean shall request the opinion of the supervisor.

Article 90

- (1) A student's studies may be interrupted repeatedly. The total duration of all interruptions of study may not exceed twenty-four months during the course of study within a given study program, unless the Dean decides otherwise in exceptional cases.
- (2) Students have the right to interrupt their studies in connection with pregnancy, childbirth, or parenthood for the entire recognized period of parenthood. Students are also granted the right to interrupt their studies during this period in connection with taking a child into foster care based on a decision by the relevant authority in accordance with the Civil Code or legal regulations governing state social support. The period of interruption of studies is not counted towards the total period of interruption of studies or the maximum allowed period of study.
- (3) The period of interruption of studies pursuant to paragraphs 1 and 2 shall not be included in the deadline for submitting an application for the state final examination.
- (4) The Dean may, at the student's request, terminate the interruption of studies even before the expiry of the period for which the studies were interrupted. The Dean shall grant the student's request under paragraph 2 to terminate the interruption of studies even before the expiry of the period for which the studies were interrupted.

Title VIII

Defense of dissertation theses

Article 91

Contents of the defense of dissertation theses

- (1) The defense of dissertation theses (hereinafter also referred to as "defense of theses") serves to verify the defensibility of the dissertation topic. The student must demonstrate mastery of the methods of independent scientific work and the application of new knowledge.
- (2) A separate part of the theses defense may be, if stipulated by the study program, an examination of the theoretical foundations related to the content of the doctoral study (hereinafter referred to as the "theoretical foundations examination").

Article 92

Submission of an application for the defense of the dissertation theses

- (1) A student may submit an application for theses defense if he or she has completed all specialized courses in accordance with Article 77(1) and demonstrated knowledge of a foreign language in accordance with Article 86(2), unless the study program is conducted in English.
- (2) The student shall attach the following to the theses defense application:
 - a) a list of publications confirmed by the supervisor,
 - b) the supervisor's report on the student's scientific activity,
 - c) dissertation theses, in which they primarily define the basic methods of their research, the current state of knowledge of the researched issue, and the objectives of the dissertation; the binding structure of the dissertation theses may be determined by internal faculty standards.
- (3) The dissertation theses are written in the language in which the doctoral study program is conducted. Unless the PhD Program Committee stipulates otherwise, dissertation theses in study programs conducted in Czech may also be written in Slovak or English, at the student's discretion. The same procedure applies when choosing the language of the

opponent's review. The language of the review is determined no later than when the opponent is appointed.

- (4) Submitted dissertation theses may not be subsequently modified or replaced.

Article 93

Assessment of the application for the defense of the dissertation theses

- (1) The PhD Program Committee shall assess whether the student has fulfilled all the conditions for the theses defense. In the event of a positive conclusion, the PhD Program Committee shall propose to the Dean the date of the theses defense, the composition of the examination committee for the theses defense, and the opponent for the assessment of the dissertation theses in accordance with Article 92, paragraphs 1 and 2. In the event of a negative conclusion, the PhD Program Committee shall propose to the Dean that the application for the theses defense be rejected.
- (2) The Dean shall comment on the defense of the dissertation theses. In the event of a negative opinion, he shall also notify the Chairman of the PhD Program Committee and the supervisor.

Article 94

Date of the dissertation theses defense

- (1) The Dean shall determine the date of the dissertation theses defense. The theses defense shall take place as soon as possible, no later than 6 months after the application is submitted.
- (2) A student may withdraw from the defense of their dissertation theses no later than three working days before the date of the defense. If a student fails to appear at the defense of their dissertation theses without an excuse, if their excuse is not accepted, if they withdraw from the defense of their dissertation theses after it has begun, or if they seriously violate their student obligations during the defense, they will be graded as "failed."

Article 95

Examination committee for the defense of the dissertation theses

- (1) The theses defense takes place before an examination committee for the defense of dissertation theses (hereinafter also referred to as the "theses defense committee") appointed by the Dean. Members of the theses defense committee may be professors, associate professors, extraordinary professors, and other experts with proven scientific or artistic qualifications in the relevant field; the professional competence of other experts is assessed by the PhD Program Committee. The Dean may change the composition of the committee for serious reasons (especially health reasons, etc.).
- (2) The committee shall consist of at least:
 - a) one opponent appointed by the Dean,
 - b) one professor, extraordinary professor, or doctor of science (DSc.)

At least two members of the theses defense committee shall not be UWB employees.

- (3) The examination committee for theses defense consists of the chairperson, vice-chairperson, and at least five other members. The student's supervisor, specialist consultant, former supervisor, or former specialist consultant may not be a member of the examination committee. However, the supervisor has the right to participate in the final meeting of the examination committee.

- (4) The Dean appoints, on the recommendation of the PhD Program Committee, an opponent to assess the dissertation theses, who is a member of the examination committee.
- (5) The examination committee for theses defense has a quorum if a majority of its members, but at least five, participate in the proceedings. The chairperson or vice-chairperson of the examination committee, at least one opponent, and at least one member of the theses defense committee who is not a UWB employee must participate in the proceedings.
- (6) The opponent shall prepare a separate written review within one month of receiving the decision on his or her appointment as opponent, unless he or she informs the university within ten days of receiving the decision on his or her appointment as opponent that he or she will not prepare the review.

Article 96

The course and evaluation of the defense of dissertation theses

- (1) The course and outcome of the defense of dissertation theses are recorded in a report signed by the chair of the examination committee. The report must clearly indicate the questions asked of the student, the evaluation of the dissertation, the first and last names of the members of the examination committee (written in block letters if the report is handwritten), and the date of the defense.
- (2) The result of the theses defense is evaluated by the theses defense committee using the following grades: "pass" or "fail." The examination committee decides on the evaluation of the defense in a closed session by public vote on the day of the defense, and the result is communicated to the student immediately thereafter. The student is evaluated with a grade of "pass" if a majority of the participating members of the examination committee voted for this grade.
- (3) If the defense of the theses includes an examination of theoretical foundations, the part testing the defensibility of the dissertation topic and the examination of theoretical foundations are evaluated separately. Both are graded as "pass" or "fail."
- (4) The examination committee for dissertation theses defense will also comment on the student's further steps in writing the dissertation.

Article 97

Repeating the defense of dissertation theses

- (1) If a student fails to defend their dissertation theses on the first attempt, the chairperson or vice-chairperson of the theses defense committee shall inform them of the conditions set by the examination committee for repeating the defense. If the student is graded "fail" in only one part of the defense (Article 96, paragraph 3), they shall repeat only the part in which they were graded "fail."
- (2) Students may repeat the defense of their theses only once.

Title IX

State final examination

Article 98

The state final examination (hereinafter also referred to as "SFE") consists of the defense of the dissertation.

Article 99

Content of the dissertation

- (1) A dissertation is the result of solving a specific scientific or artistic task. It mainly includes:
 - a) the introduction, which explains the topic of the dissertation,
 - b) an affidavit confirming adherence to standard scientific practices,
 - c) theoretical foundations, including the current state of knowledge in Czech and international contexts,
 - d) the aim of the dissertation and working hypothesis,
 - e) scientific research methods used,
 - f) the results of the dissertation, including original and published results of the student's research in a manner usual for publishing the results of research, development, or other creative activities usual in the relevant field, or such results accepted for publication,
 - g) benefits of the dissertation,
 - h) recommendations for possible further research,
 - i) a conclusion summarizing the essential results of the research,
 - j) a summary (résumé) of the dissertation in Czech, English, and possibly another world language,
 - k) a list of references,
 - l) a list of the student's published works and any responses to them.
- (2) The dissertation may include an artistic output or a functional prototype of technical equipment, a patent application for an invention, or technical documentation created during research, development, or innovation activities, or another applied result of research, development, or innovation.
- (3) The PhD Program Committee may specify additional requirements for the content and conditions for the preparation of the dissertation, in particular its approximate length and the obligation to submit interim reports on its preparation.
- (4) An annex to the dissertation, which was created as part of a research project carried out by a larger work team, is a statement by the project researchers that the student is the author of the part of the work that he or she is submitting, including a determination of the student's percentage contribution to the overall project.
- (5) The supervisor assesses the similarity of the submitted dissertation to other works. Details on the assessment of the similarity of the dissertation and the handling of the results of the similarity assessment are set out in the Rector's directive.

Article 100

Language of the dissertation and opponents' reviews

The dissertation is written in the language in which the doctoral study program is conducted. Unless the PhD Program Committee decides otherwise, in a study program conducted in Czech, the dissertation may also be written in Slovak or English, at the student's discretion. The same procedure applies to the choice of language for the opponent's review. The language of the review is determined at the latest when the opponent is appointed.

Article 101

Application for the state final examination

- (1) Students may register for the SFE after defending their dissertation theses and fulfilling all other obligations arising from their individual study plan.
- (2) Students must submit their application for the SFE no later than six years after enrolling in their studies. In justified cases, the Dean may extend this period with the approval of the PhD Program Committee, but for no longer than seven years after enrollment in studies.
- (3) The student shall attach the following to the application for the SFE:
 - a) their brief professional CV,
 - b) an electronic version of the dissertation in the form specified by the faculty's internal standards,
 - c) a bound copy of the dissertation and a sworn statement that the content of the electronic and printed versions is identical, if the Dean decides that the qualification thesis must also be submitted in paper form,
 - d) lists of all published and unpublished works and all presentations at scientific events confirmed by the supervisor (activities that do not originate from the course of study must be marked separately),
 - e) the supervisor's statement recommending or not recommending the dissertation for defense, which includes the result of the similarity assessment of the dissertation pursuant to Article 99(5).
- (4) The submitted dissertation may not be subsequently modified or replaced.

Article 102

State final examination committee

- (1) The state final examination is held before a committee (hereinafter also referred to as the "SFE committee") composed of professors, associate professors, extraordinary professors, and experts approved by the faculty's scientific council. The committee members include at least:
 - a) two opponents of the dissertation appointed by the Dean in accordance with Article 103,
 - b) one professor, extraordinary professor, or doctor of science (DSc.).At least two members of the SFE committee are not UWB employees.
- (2) The student's supervisor, former supervisor, specialist consultant, or former specialist consultant may not be a member of the SFE committee.
- (3) The members of the committee are appointed by the Dean based on a proposal from the PhD Program Committee; the composition of the committee may be changed for serious reasons (in particular health reasons, etc.).
- (4) The SFE committee consists of the chairman, vice-chairman, and at least five other members.

Article 103

Dissertation opponents

- (1) Only a professor, extraordinary professor, doctor of science (DSc.), associate professor, or other prominent expert in the field in which the dissertation is written may serve as an opponent of the dissertation (hereinafter referred to as "opponent").

- (2) The supervisor, former supervisor, specialist consultant, or former specialist consultant cannot serve as an opponent (Article 75).
- (3) No more than one opponent may be a UWB employee.

Article 104

Appointment of opponents and the state final examination committee

- (1) The PhD Program Committee shall propose to the Dean the composition of the committee for the state final examination, including opponents, in accordance with Article 103. At the same time, it shall submit to the Dean its opinion in the form of a recommendation or non-recommendation of the defense.
- (2) The Dean shall appoint the state final examination committee and opponents within thirty days of the submission of the application for the state final examination. The decision shall be delivered to the chairman of the PhD Program Committee and the supervisor.

Article 105

Quorum of the state final examination committee

The SFE committee has a quorum if a majority of its members, but no fewer than five members, participate in the meeting. The chairman or vice-chairman of the SFE committee, at least one opponent of the dissertation, and at least one member of the SFE committee who is not a UWB employee must participate in the meeting.

Article 106

Opponent's review

- (1) The opponent shall prepare a separate written review within one month of receiving the decision on his or her appointment as opponent, unless he or she informs the university within ten days of receiving the decision that he or she will not prepare the review. The opponent may not substitute his or her review with a statement that he or she concurs with the review of another opponent.
- (2) The opponent's review includes:
 - a) evaluation of the significance of the dissertation for the academic field,
 - b) statement on the problem-solving process, methods used, and achievement of the set goal,
 - c) opinion on the results of the dissertation and on the original specific contribution of the author of the dissertation,
 - d) comments on the structure, clarity, formal layout, and language level of the dissertation,
 - e) comments on the student's publications,
 - f) a clear statement by the opponent as to whether they recommend or do not recommend the dissertation for defense.
- (3) The PhD Program Committee may determine additional requirements for the opponent's review.

Article 107

Date of the state final examination

- (1) The SFE will take place as soon as possible, no later than 6 months after the application is submitted.

- (2) The chairman of the PhD Program Committee shall propose the date and place of the state final examination to the Dean without undue delay after receiving the reviews from all opponents.
- (3) The Dean shall announce the date of the SFE and invite the student, members of the SFE committee, and the supervisor to the SFE no later than twenty days before it takes place. All parties shall receive the opponents' reviews with the invitation.
- (4) The student may withdraw from the SFE no later than three working days before the scheduled date. If the student fails to attend the SFE without an excuse, if his/her excuse is not accepted, if he/she withdraws from the SFE after it has begun, or if he/she seriously violates the student's obligations during the SFE, he/she will be graded "fail".
- (5) Within three days of receiving the opponents' reviews, but no later than two days before the SFE, the student is entitled to ask the Dean to allow them to revise their dissertation and set a new deadline for submitting it. If the Dean grants the request, the SFE shall not take place and the student shall be graded "fail." Article 101(4) remains unaffected.

Article 108

Course of the state final examination

- (1) The proceedings of the SFE committee are chaired by its chairperson or, in his or her absence, by the vice-chairperson (hereinafter referred to as the "chair").
- (2) The supervisor or his/her representative appointed by the PhD Program Committee is required to attend the SFE.
- (3) The course and announcement of the results of the SFE are public; the chair may deny access to persons who are likely to disrupt the dignified conduct of the examination. The final deliberation of the SFE committee on the results of the examination is not public; in addition to the members of the SFE committee, the supervisor (or his/her representative appointed by the PhD Program Committee), the chair of the PhD Program Committee, the Dean, and an administrative staff member of the Student Office may participate.
- (4) The proceedings and results of the SFE are recorded in a report signed by the chair. The report must include, in particular, the essential points of the scientific discussion, the questions asked of the student (these may be attached to the report), the first and last names of the members of the SFE committee (written in block letters if the report is handwritten), and the date of the SFE.

Article 109

Evaluation of the state final examination

- (1) The SFE committee evaluates the results of the SFE using the following grades: "pass" or "fail." The SFE committee decides on the SFE evaluation in a closed session by secret ballot on the day of the SFE, and the result is communicated to the student immediately afterwards. The student is evaluated with a grade of "pass" if a majority of all members of the SFE committee voted for this grade.
- (2) The chairperson shall record the final evaluation of the SFE in the report and add the date and signature.
- (3) The chair informs the Dean of the results of the SFE, who will present the results to the faculty's scientific council at its next meeting.

Article 110

Procedure in case of failing the state final examination

- (1) If a student fails the SFE on their first attempt, they are entitled to submit an application to retake the SFE within one year of the date of the failed SFE. Students may retake the SFE no more than once.
- (2) The SFE committee may decide that the dissertation must be revised in order to retake the SFE, and may also decide on the manner and scope of the revision. The content of the committee's decision is included in the SFE report. If a revised dissertation is submitted for a repeat SFE, the opponents shall prepare their reviews no later than one month after receiving the revised dissertation for review.
- (3) Together with the announcement of the result of the SFE (Article 109(1)), the SFE committee shall inform the student of the content of the decision pursuant to paragraph 2.
- (4) If the SFE was graded "fail" because the submitted work was deemed to be plagiarism by the SFE committee, the chair is obliged to submit a proposal to the Dean to initiate disciplinary proceedings before the disciplinary committee. The SFE may only be retaken after the disciplinary proceedings have been legally concluded or after the Dean has notified the student and the chairperson that he or she will not submit a proposal to initiate disciplinary proceedings because he or she has found no grounds for doing so.

Title X

Termination of studies

Article 111

Successful completion of studies

A student will successfully complete their studies if they pass the state final examination.

Article 112

Termination of studies due to failure to meet the requirements of the study program

- (1) The Dean shall decide to terminate studies for failure to meet the requirements of the study program [Section 56(1)(b) of the Higher Education Act] if the student:
 - a) did not enroll in the relevant academic year within the deadline set in accordance with Article 79 and, no later than three working days after this deadline or the end of the interruption of studies, did not provide an excuse and ask the Dean for an alternative enrollment date or for an interruption of studies, or the Dean did not accept his/her excuse,
 - b) failed to meet the conditions of the first semester of study in cases where a credit system is used to evaluate the course of study (Article 81(1)),
 - c) fails to fulfill the study obligation under Article 81(2) even after repeated enrollment, if the credit system is used to evaluate the course of study (Article 81(1)),
 - d) fails the exam even in the first retake or in the second retake, if permitted by the Dean (Article 84), in a specialized course required by the study program,
 - e) fails to defend the dissertation theses even in a repeated attempt in accordance with Article 97,

- f) fails to submit an application for the state final examination within the deadline specified in Article 101(2), or fails to submit an application for a repeat SFE within the deadline specified in Article 110(1),
 - g) fails to pass the state final exam even on the second attempt.
- (2) The Dean shall decide on termination of studies for failure to meet the requirements of the study program [Section 56(1)(b) of the Higher Education Act] if, based on the submitted student evaluation (Article 87(4)), he or she does not decide on the continuation of the student's studies.
 - (3) The date of termination of studies due to failure to meet requirements is the date on which the decision to terminate studies took effect.
 - (4) A student for whom there is a reason to terminate their studies cannot be enrolled for the next academic year.
 - (5) A student who intends to withdraw from their studies shall notify the Dean in writing via the Student Office. They may do so at any time during their studies.

PART FOUR **JOINT, TRANSITIONAL AND FINAL PROVISIONS**

Article 113 **Liabilities**

Termination of studies does not relieve the student of the obligation to settle any outstanding liabilities to the UWB without undue delay.

Article 114 **Transitional provisions**

- (1) Part Three shall not apply to the study of students in doctoral study programs whose first period of teaching began before September 1, 2025, with the exception of Articles 77 and 87. The study of students in doctoral study programs whose first period of teaching began before September 1, 2025 shall continue to be governed by Part Three of the existing Study and Examination Regulations of July 13, 2017, as amended by Amendment No. 1 of June 28, 2021, with the exception of Article 68(3) and Article 85(3), which shall not apply.
- (2) These Regulations shall also apply to proceedings commenced prior to their effective date, with the exception of proceedings referred to in paragraph 1. The legal effects of acts performed in proceedings prior to the effective date of these Regulations shall remain unaffected.
- (3) Experts approved by the Faculty Scientific Council pursuant to Article 91(1) of the current UWB Study and Examination Regulations are considered to be experts approved by the Faculty Scientific Council pursuant to Article 102(1).

Article 115 **Final provisions**

- (1) The UWB Study and Examination Regulations, registered by the Ministry of Education, Youth and Sports on July 13, 2017, under ref. no. MSMT 19405/2017, as amended, are hereby repealed.

- (2) These Regulations were approved pursuant to Section 9(1)(b)(3) of the Higher Education Act by the Academic Senate of the University of West Bohemia in Pilsen on October 29, 2025.
- (3) These Regulations shall enter into force pursuant to Section 36(4) of the Higher Education Act on the date of their registration by the Ministry of Education, Youth and Sports.
- (4) These Regulations shall come into effect on January 1, 2026.

prof. Ing. Pavel Karban, Ph.D., v. r.
Chairman of the Academic Senate

prof. RNDr. Miroslav Lávička, Ph.D. v. r.
Rector