



Faculty  
of Science

**DEAN'S DIRECTIVE  
FACULTY OF SCIENCE UP (SD)**

A-17/4-  
SD

**Directive A-14/5/SD from June 18, 2014  
which regulates certain issues of the Study  
and Examinations Code of UP (hereinafter  
referred to as „SEC“) (as amended by  
1.9.2017)**

Content: Directive A-14/5/SD from June 18, 2014 which regulates certain issues of the Study and Examinations Code of UP (hereinafter referred to as „SEC“) (as amended by 1.9.2017)

Guaranteed by: Dean of the Faculty

Force: as of 20. 3. 2017

Effect: as of 1.9.2017

Distribution list: Secretaries of departments and research centers  
Vice-deans  
Head of the Department of Study

**THIS TRANSLATION IS OF INFORMATIVE FUNCTION, THE WORDING IS NOT OFFICIAL. CZECH LANGUAGE PREVAILS IN THE CASE OF ANY DISPUTES.**

**Dean's directive of 18.6.2014, which regulates certain provisions of the Study and Examinations Code of UP as amended by 1.9.2017**

Dean of the Faculty of Science issues this directive executing certain provisions of the Study Examinations Code of UP (hereinafter referred to as „SEC“) based on provisions in Articles 9, 10, 11, 14, 15, 20, 21, 24, 25, 26, 27, 34, 35, 38, 41 and 45 of the SEC and Article VI and VII of Rector's directive no. B3-11/8-SR – Organization of study in credit system and with approval of the Academic Senate of the Faculty of Science:

**Article I**

**Auditing the course of study and evidence of study results**

(to article no. 9 of SEC)

1. Students are obligated to provide cooperation which is necessary in relation to study administration and auditing the course of study, especially hand in documents required for enrollment to the following year in time according to the schedule of the academic year. Should the student fail to do so, it will be considered as not fulfilling his/her student duties.
2. Central evidence of students' study results is maintained by the faculty's study department using an electronic system of evidence of study (IS STAG). Departments guaranteeing individual courses are responsible for the correctness and timeliness of entering study results.

**Article II**

**Credit system**

(to article no. 10 and 11 of SEC)

1. Details about creating a personal study plan is provided by credit advisors at each department of the Faculty of Science. Their list may be found in so called List of lectures for the respective academic year.
2. Doctoral study programs are also in credit system beginning first year students of academic year 2014/2015. Required number of credits and requirements for their obtaining will be announced by the Dean.
3. Elective subjects listed in the study programs of other faculties of UP or in the Universitywide offer may account for a total of maximum 4 credits for the respective academic year.
4. The total number of credits gained for elective subjects completed at other faculties of UP may not exceed 8 credits for the total duration of study.

**Article III**

**Course completion**

(to article no. 20 of SEC)

Rules for announcing dates of courses which do not run throughout the whole semester, but are conducted as block teaching, will be stated by the head of the guaranteeing department.

#### **Article IV**

##### **Registering for examination dates after concluding a course**

(to article no. 21 of SEC)

Student has a right to withdraw from a date of an examination, however no later than 3 days before this date. Head of the guaranteeing department may arrange a different time period.

#### **Article V**

##### **Re-evaluation of withholding credits or colloquium**

(to article no. 22 of SEC)

Examiner is obligated to make a written document of not granting an examination or colloquium in the case of student's failure to meet requirements for granting an examination or colloquium, and after using up all official corrective dates, for the prospective re-examination.

#### **Article VI**

##### **Final state examination**

(to article no. 25 of SEC)

1. Parts of the final state examination are:
  - final thesis defense,
  - examinations in subjects of the final state examination given by the accreditation of each study program.
2. Student is obligated to register all subjects of the final state examination on the same date. Defense of the final thesis may take place on a separate date.
3. Student may not take final state examination or its parts if he/she is currently in disciplinary proceedings.
4. Students of multiple majors may take final state examination from one major, eventually from pedagogy and psychology, if he/she has met all requirements given by the study plan for the respective major. The final state examination from the last major may be taken only if he/she has met all requirements of multiple-major study as a whole.
5. Content, form, administration, deadlines, defense and other potential guidelines for writing and defending Bachelor and Master theses is decided by the head of the respective guaranteeing department.
6. The supervisor as well as the opponent of Bachelor or Master thesis must draft an assessment. The opponent is appointed by the head of the guaranteeing department. The assessments must be available to the student at least one week before the date of defense. Thesis defense takes place in front of a committee lead by the chairman or a member of the respective examination committee; other members of the committee are as a rule the supervisor and opponent of the thesis.
7. Course and announcement of the results of final state examination and its parts is open to public except the examination committee's consultation.
8. Examination committee for final state examination has at least 5 members.
9. At least 5 members of the examination committee including the chairman have to be present by the individual examinations of the final state examination; these members then sign a protocol about a certain part of the final state examination.
10. At least 3 members of the examination committee have to be present at the thesis defense, one of whom chairs the defense, the supervisor and the opponent. The opponent's presence is not essential in case his assessment is positive. Both supervisor and opponent take part in the consultation and evaluation of the thesis, even if they are not members of the examination committee. Protocol about this part of final state examination is signed by the

chairman.

11. Should the student fail certain parts of the final state examination, he/she only retakes the part which was evaluated by grade "F".
12. Regular and two correcting dates for final state examinations have to be announced through IS STAG at least 2 months prior to its taking place.

## **Article VII**

### **Requirements for final theses**

(to article no. 26 SEC)

1. Formal requirements for final theses:
  - a) Title page must contain:
    - name of the department, faculty, and university,
    - name and type of thesis (Bachelor, Master, Dissertation),
    - name of author,
    - name of supervisor,
    - year when the thesis is submitted,
    - name of the field of study
    - form of study (fulltime, distance).
  - b) The following two pages must contain bibliographic data in Czech and English language including the exact number of pages and annexes. Yet
    - annotation should accurately summarize the aim and the scope of the thesis as well as accomplished results;
    - keywords should be chosen accurately and in brief.
  - c) The fourth page must contain declaration that the thesis was written solely by the student and that all the used resources are stated in the thesis. All the copies must include a handwritten signature and the date of submission.
  - d) Table of content must start at the following page. Eventual lists of graphics, charts, schemas, statements etc. may follow. In the case the thesis contains annexes, their list and number must be stated here.
  - e) After these introductory pages the actual text of the final thesis follows.
2. Further details of the form of the final theses may be decided by the head of the guaranteeing department.

## **Article VIII**

### **Recognition of study duties**

(to article no. 27 SEC)

1. The application for recognition of a course must be accompanied by the document of primary completion of the course.
2. In the follow-up Master study programs, courses from Bachelor studies of the same field of study may not be recognized.
3. Only those credits, colloquia and examinations which the student has completed in less than two years prior to the application for recognition may be recognized.
4. Only those examinations that have been evaluated by "A", "B" or "C" may be recognized.

## **Article IX**

### **Study field committee of doctoral programs**

(to article no. 35 of SEC)

1. Each accredited study field of the respective study programs has a Doctoral study field committee (hereinafter referred to as “study field committee”).
2. Study field committee has minimum of 5 members who may also be members of the respective study field board.
3. Members and the chairman of study field committee are appointed and suspended by the Dean upon proposal of the respective study field board. The members are appointed for a period of time equal to the period of accreditation of the study field.
4. Study field committee takes on all the powers of study field boards stemming from the SEC, unless this directive states otherwise. Study field commission’s activities include but are not limited to the following:
  - a) discussing topics of dissertations and changes in these,
  - b) suggesting members of admissions procedure committees,
  - c) suggesting supervisors of dissertations,
  - d) discussing requirements of doctoral state examinations
  - e) suggesting chairman , vice-chairman, and members of examination committee for doctoral state examination,
  - f) suggesting chairman , vice-chairman, and members of examination committee for defense of dissertations,
  - g) suggesting opponents of dissertations.
5. Study field committee further:
  - a) at least once a year audits the course of doctoral study,
  - b) suggests requirements of admissions interview.
6. The chairman of the study field committee does but is not limited to the following:
  - a) coordinates program of lecture courses, seminars and further study issues,
  - b) approves of individual study plans of doctoral students,
  - c) suggests dates of final state examinations and dissertation’s defenses,
  - d) suggests to the Dean terminating of doctoral studies in the case of failing to fulfill student duties,
  - e) assesses credit evaluation of respective doctoral studies in cooperation with the Study department.
7. Meeting of the study field committee is called by its chairman, resp. the Dean, if necessary, however at least once a year before the beginning of the academic year. Minutes of the meeting are sent to the Study department. The meeting of study field committee is subject to art. 33 sec. 6 of SEC.

## **Article X**

### **Study field board of doctoral programs**

(to article no. 33 and 34 of SEC)

Study field board and its chairman’s responsibilities include but are not limited to the following:

- a) auditing the level of doctoral studies in individual doctoral fields of study,
- b) coordinating activities of individual study field boards and eventually regulates their activities.

## **Article XI**

### **Change in the form of doctoral study**

(to article no. 31 of SEC)

Applying for change in the form of the study is possible only prior to the beginning of the academic year. In exceptionally serious and justified cases, it is possible to apply for the change in the form of study even during the academic year, however, at the beginning of the month.

## **Article XII**

### **Doctoral student's supervisor**

(to article no. 36 of SEC)

1. Supervisor is appointed by the Dean based on the proposal of the study field committee approved by the Faculty Scientific Board.
2. Annual evaluation of a student is submitted to the study field committee by the supervisor.
3. Upon a proposal of the study field committee the Dean may suspend the supervisor due to reasons stated in Art. 36 Sec. 4.
4. In justified cases the Dean may suspend the supervisor based on student's request. The Dean will also require an opinion of the study field committee.

## **Article XIII**

### **Doctoral state examination**

(to article no. 41, 42 and 43 of SEC)

1. State doctoral examination takes place no sooner than two months after submitting an application.
2. Hypothesis of dissertation of maximum length of 10 pages must be part of the application to state doctoral examination.
3. After submitting the application, the Study department verifies completion of student duties and the Dean will require a proposal for members of the examination committee from the chairman of the study field committee.
4. The Dean will announce the date of examination to the chairman of the examination committee, the supervisor, and the doctoral student within 30 days of the submission of the application.
5. Doctoral state examination is conducted as a scientific discussion with the doctoral candidate when subjects of the examination are linked to the dissertation's topic. The examination should not exceed one hour.

## **Article XIV**

### **Dissertation's defense**

(to article no. 46 and 47 of SEC)

1. The dissertation's defense is preceded by the doctoral final state examination. In exceptional cases the examination and defense may take place on the same date.
2. The committee for defense of dissertation has minimum of 5 members, and composes of a chairman, vice-chairman, at least one of the opponents, and other significant members of academic and scientific staff of the faculty, UP, other universities and research centers, resp. other significant specialists who hold a Ph.D. or higher academic degrees. At least two members of the committee have to be professors. At least two members of the committee may not be

employed by UP.

3. The dissertation's defense takes place if one of the opponents is absent provided that his/her evaluation is positive.
4. The supervisor is obligated to attend the defense. However, he is not a member of the dissertation's defense committee.
5. Student's brief presentation of results of his/her dissertation should not exceed 20 minutes.
6. The course and announcement of results of the dissertation's defense is open to public except the committee's consultation.

### **Article XV**

#### **Effect**

This directive enters into effect by 1.9.2014.

Changes in this Directive from 10. 6. 2016 became effective by 1. 9. 2016, changes from 17. 3. 2017 became effective by 1.9.2017.

Prof. RNDr. Ivo Frébort, CSc., Ph.D.

Dean of the Faculty of Science UP