

The Ministry of Education, Youth and Sports registered pursuant to Section 36(2) of Act No. 111/1998 Sb., on Higher Education Institutions and on Amendments and Supplements to Other Acts (the Higher Education Act), as amended, under Ref. No. MSMT-16789/2025-2 Study and Examination Regulations of the University of Pardubice on the date of signing the registration.

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Director of the Department of Higher Education Institutions

**STUDY AND EXAMINATION REGULATIONS
OF THE
UNIVERSITY OF PARDUBICE
DATED 1 SEPTEMBER 2025**

**Part I
INTRODUCTORY PROVISIONS**

**Article 1
General Provisions**

- (1) The Study and Examination Regulations of the University of Pardubice (the "Study Regulations") are internal regulations of the University of Pardubice (the "university") pursuant to Section 17(1)(g) of Act No. 111/1998 Sb., on Higher Education Institutions and on Amendments and Supplements to Other Acts (the Higher Education Act), as amended (the "Higher Education Act").
- (2) The Study Regulations apply to students enrolled in study programmes, to academic staff of the university teaching in these study programmes, and to other professionals involved in teaching.
- (3) Students are required to act honestly and fairly during their studies. During their studies at the university, students act in accordance with the adopted Code of Ethics of the University of Pardubice, which is a general framework for student behavioural activities. Compliance with this code is a fundamental obligation of all students.
- (4) Studies take place in accredited study programmes implemented by the faculties.
- (5) Study in bachelor's, master's, or doctoral study programmes may take place in cooperation with a foreign university that implements a similar study programme. The conditions of study are governed by an agreement between the participating universities. The agreement is concluded on behalf of the university by the Rector.
- (6) Information related to studies is recorded in the university's information system ("IS STAG") and published via its web interface.
- (7) In cases where the Higher Education Act or the Statutes of the University of Pardubice (the "Statutes") stipulate the obligation to publish information in accordance with these study regulations, the information is published:
 - a) on the university's official notice board;
 - b) or in the public section of the university's website.

Article 2

Decisions on Student Rights and Obligations, Delivery

- (1) The rights of students are defined in Section 62 of the Higher Education Act, and the obligations of students are defined in Section 63 of the Higher Education Act.
- (2) Decisions on students' rights and obligations are governed by Sections 68 and 69 of the Higher Education Act.
- (3) The delivery of documents and submissions to the university is governed by Article 6 of the Statutes.
- (4) The Rector is the administrative appeal authority in matters pursuant to Section 68 of the Higher Education Act; appeals are lodged with the Dean.

Article 3

Organisation of the Academic Year

- (1) The academic year usually runs from 1 September to 31 August of the following year. It is divided into a winter and summer semester. The semester is divided into a teaching period, an examination period, and a vacation period. During the summer vacation, professional internships and courses may be organised, but students' free time must not be less than four consecutive weeks.
- (2) The exact schedule of the academic year is determined by the university schedule and faculty schedules. The university schedule is announced annually by the Rector in agreement with the Deans. The university schedule includes:
 - a) the beginning and end of the teaching period for each semester;
 - b) the beginning and end of the examination period for each semester;
 - c) the beginning and end of the holidays for each semester.

The faculty schedule includes other activities, in particular:

- d) enrolment and study review dates for individual types and forms of study;
 - e) the organisation of the final semester of study with regard to the dates of state examinations;
 - f) dates of state final examinations.
- (3) The Dean of the faculty may decide to extend the examination period. If the examination period is extended, the dates of study reviews and evaluations specified in Article 7(1) must be adjusted accordingly.

Article 4

Study Programme, Study Plan, Personal and Individual Study Plan

- (1) Education is obtained through study in an accredited study programme. The study programme and its components are defined in Sections 44 to 47 of the Higher Education Act. A list of study

programmes offered, including the type, form, and standard duration of study, is published in the public section of the university's website.

- (2) A study programme implemented within the field(s) of education for which the university has institutional accreditation is also considered an accredited study programme.
- (3) The basic content unit of a study programme is a study course (the "course"). Courses may have the following status:
 - a) compulsory, which the student must complete as part of the enrolled study plan of the study programme (the "study plan");
 - b) compulsory elective, which the student must complete in the prescribed number or to the extent corresponding to the prescribed number of credits that the student is to obtain for compulsory elective subjects according to the study plan;
 - c) elective, which students may enrol in at their discretion.
- (4) For each subject, the department providing the teaching of the subject shall publish the following information in particular via IS STAG in Czech and English:
 - a) scope of teaching;
 - b) method of completion and credit evaluation of the course;
 - c) the objective and learning outcomes of the course, or the competencies that the student will acquire by completing the course;
 - d) specific requirements for students, including any obligation to participate in individual teaching methods;
 - e) an overview of the material covered;
 - f) basic and recommended literature;
 - g) conditions for possible restrictions on course registration;
 - h) the course guarantor;
 - i) the course instructor.
- (5) The study plan for a study programme represents the recommended sequence of courses in terms of time and content, leading to the achievement of a university education in the given study programme. It also contains the necessary information about all courses, the form of study, the method of verifying study results, and the rules for creating a personal study plan. The study plan is published electronically or in a printed publication.
- (6) The study plan contains, in particular:
 - a) a list of all subjects in accredited study programmes, distinguishing between compulsory, compulsory elective, and elective subjects, including subjects in the final state examination;
 - b) the number of hours of lectures, seminars, and exercises, the method of completing subjects, and their credit value;
 - c) the department responsible for teaching the subject;
 - d) the recommended sequence of subjects for each study programme, or the conditions and rules for enrolling in subjects.
- (7) The Dean may modify the study plan for a doctoral study programme and its publication differently than specified in paragraphs 5 and 6.
- (8) Students in bachelor's or master's study programmes compile a personal study plan for each academic year according to the study plan. Students may enrol in and complete courses from

other study programmes at the same level of study, i.e., students in a bachelor's study programme may choose courses from other bachelor's study programmes, and students in a master's study programme may choose courses from other master's study programmes. These courses have the status of elective courses in the personal study plan. Students enrol in courses in their personal study plan in IS STAG. Doctoral students compile an individual study plan. The conditions for compiling an individual study plan in a doctoral study programme are set out in Part III hereof.

- (9) The rules, procedures, and conditions for enrolling in courses are governed by the faculty's internal regulations.
- (10) When creating a personal study plan, students must respect the requirements of these study regulations, the study plan of their study programme, the rules for the continuity of subjects, the method and rules for registering for compulsory elective and elective subjects according to the study plan, and the principles of the credit system.
- (11) If the minimum capacity of a compulsory elective or elective course is not met, the Dean of the relevant faculty may decide by the end of the first week of the relevant teaching period that the course will not be taught in the given semester. Students will be informed of this fact by a notification from the study department of the relevant faculty sent to their student email address. The student may then replace the course that will not be taught with another course in their personal study plan for the given teaching period.
- (12) By registering for courses, the personal study plan becomes binding for the student in terms of its fulfilment. Students may modify their personal study plans, but no later than the end of the second week of the relevant teaching period.

Article 5

Credit System

- (1) The credit system serves to demonstrate the fulfilment of study obligations. The credit system is always implemented in bachelor's and master's study programmes, and in doctoral study programmes if specified in their accreditation.
- (2) Each subject has a credit value assigned to it in the study plan. A subject has a credit value regardless of its status.
- (3) The standard annual study plan is evaluated at 60 credits.
- (4) The total number of credits earned is given by the sum of credits achieved and recognised.
 - a) Students earn credits by completing a course in the manner prescribed by the study plan.
 - b) Recognised credits are obtained by the student based on the Dean's decision to recognise previously completed subjects in accordance with Article 19.
- (5) Students may not re-enrol in a completed course, with the exception of elective physical education courses. However, students may only enrol in one elective physical education course per semester.
- (6) A student who has not earned at least 15 credits in the first semester of the first year of study in a bachelor's degree programme shall have their studies terminated in accordance with Section 56(1)(b) of the Higher Education Act.

Students who have not earned at least 10 credits in the first semester of the first year of a follow-up master's degree programme will have their studies terminated in accordance with Section 56(1)(b) of the Higher Education Act. In addition to the credits earned, credits recognised from

short-term trips lasting longer than 30 days are also counted toward the total number of credits earned. Other recognised credits are not counted towards the total of 10 credits.

The credit limit of 15 credits in a bachelor's study programme or 10 credits in a follow-up master's study programme shall be reduced by half of the total credits from courses that the student was unable to complete due to objective external reasons and which were cancelled in accordance with paragraph 7 of this article.

A student who has not earned at least 40 credits in the assessed year shall have their studies terminated in accordance with Section 56(1)(b) of the Higher Education Act. The credit limit of 40 credits shall be reduced by two-thirds of the total credits from courses that the student was unable to complete due to objective external reasons and which were cancelled in accordance with paragraph 7 of this article. (If the credit limit calculated after the cancellation of courses in accordance with the rules set out in this paragraph is not a whole number, the new credit limit shall be the whole part of the calculated value.) Section 68 of the Higher Education Act applies to the decision-making process in this matter. This rule does not apply:

- a) to the final year of study, if the student fulfils all the requirements of the entire study plan in that year. If a course was cancelled for a student in the final year of study in accordance with paragraph 7 of this article, the student has the right to continue their studies in the following academic year, in which they are required to enrol in and complete the cancelled courses;
- b) to a follow-up master's programme, if the student fulfils all the requirements of the study plan for completing courses, except for a compulsory course that is worth more than 20 credits;
- c) to doctoral studies, if the student has already obtained the required number of credits specified by the accreditation in accordance with their individual study plan, except for credits awarded for the submission and/or defence of a dissertation.

In justified cases related to the restriction of faculty operations, the Dean may, upon written request from the student, grant the student an exception to the provisions of this paragraph.

- (7) If a student does not complete a registered course in the prescribed manner, they may re-register for it during their studies. A student may register for a single course a maximum of three times during their studies. If a student does not complete a registered course in the prescribed manner for the third time, their studies shall be terminated in accordance with Section 56(1)(b) of the Higher Education Act. Enrolments in courses that a student was unable to complete due to objective external causes shall be cancelled. The list of courses that students were unable to complete due to objective external causes shall be determined by an internal faculty regulation based on the reasons limiting the operation of the faculty. The completion of enrolled courses shall be checked after each semester.
- (8) If a student is unable to complete a registered course in the prescribed manner due to failure to meet the prerequisite for another course, the faculty's study department will cancel the registration of the uncompleted prerequisite course.
- (9) If, during their studies, a student loses the health eligibility defined in the admission requirements for the given study programme, their studies will be terminated in accordance with Section 56(1)(b) of the Higher Education Act.

Part II

BACHELOR'S AND MASTER'S STUDY PROGRAMMES

Article 6

Organisation of Studies

- (1) The basic method of teaching subjects in the full-time form of study is through lectures, seminars, and exercises.
- (2) The basic method of teaching in combined study programmes is independent study using distance learning resources, usually supplemented by group consultations.
- (3) The study programme may also require the completion of field trips and internships.

Article 7

Monitoring and Evaluation of Studies

- (1) Study assessment and evaluation take the following forms:
 - a) evaluation of subjects;
 - b) assessing the degree of fulfilment of the personal study plan after the first semester of the first year of study;
 - c) assessing the degree of fulfilment of the annual personal study plan;
 - d) assessing study results for the entire study programme and its evaluation.
- (2) Subject evaluation takes place in one or a combination of the following forms:
 - a) credit, credit before the exam;
 - b) exam.
- (3) At least one week before the start of the relevant examination period, the examiner of the given subject shall enter at least three examination dates spread throughout the examination period into IS STAG. The capacity of the scheduled dates must at least correspond to the number of students enrolled in the subject in IS STAG. Depending on the needs arising during the examination period, the examiner may schedule additional examination dates. Any problems that arise shall be resolved by the head of the department providing the teaching or, where appropriate, the vice-Dean of the relevant faculty.
- (4) Students have three dates for each form of course completion to pass the course. A date is not considered an exam/credit date if the student provides the examiner with a written excuse for serious reasons within five working days of that date.
- (5) In connection with pregnancy and childcare pursuant to Section 54a of the Higher Education Act, students have the right to repeatedly change the deadline for completing a course, to extend the deadlines for fulfilling study obligations, as well as for fulfilling the conditions for advancing to the next semester, by the period for which maternity leave would otherwise be taken under Act No. 262/2006 Sb., the Labour Code, as amended, provided that they do not interrupt their studies during this period.
- (6) If both a credit and an exam are specified for a course in the study plan, the student cannot take the exam without first obtaining the credit. The student is required to present their student ID card at the beginning of the exam or credit test to prove their identity. If the student ID card is not presented, the examiner may refuse to examine the student.
- (7) Credits are graded as "passed" or "failed".
- (8) Courses assessed by examination are graded according to the following table:

Classification	Numerical value
A	1.0

B	1.5
C	2.0
D	2.5
E	3.0
F*	4.0

F* = failed

- (9) Course grades are entered into IS STAG system by the examiners. The examiners are responsible for the accuracy of the entries. The methodology for entering course grades is set out in the university's internal regulations.
- (10) Students have the right to ask the examiner for a consultation on the reasons for their failure in a previous credit or exam, to ask the head of the department providing the teaching to change the examiner for a second or third exam/credit, or to request an exam before a committee for a third exam.
- (11) The weighted average (VP_r) is used to evaluate the annual personal study plan, calculated according to the following formula:

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

The weighted average (VP_c) is used to evaluate the results of the entire study programme and is calculated according to the following formula:

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

Only credits earned are included in the evaluation of the annual personal study plan. All credits earned are included in the evaluation of the overall study results.

- (12) The faculty study departments keep records of students' study results, study check results, study enrolments and individual academic years, and study interruptions.
- (13) In accordance with the instructions of the designated faculty employee, the student either appears in person at the study department to check their study results for the past year of study, or appoints a representative who presents a power of attorney during the check, or the student checks their study results electronically via IS STAG in accordance with the instructions of the designated faculty employee. If a student fails to check their study results by the specified date or fails to provide a written excuse for serious reasons within five working days of the specified date of the check, their studies will be terminated in accordance with Section 56(1)(b) of the Higher Education Act.

Article 8

State Final Examination in Bachelor's and Master's Study Programmes

- (1) The study programme is duly completed by a state final examination (Section 45(3) and Section 46(3) of the Higher Education Act). The state final examination (the "SFE") is held before the SFE Committee (the "Examination Committee") and is public. In bachelor's degree programmes, it usually includes the defence of a bachelor's thesis, and in master's degree

programmes, it always includes the defence of a master's thesis. The formal layout of bachelor's and master's theses is governed by the university's internal regulations.

- (2) The members of the Examination Committee and its chair are appointed by the Dean. The composition of the Examination Committee is governed by Section 53 of the Higher Education Act. The Examination Committee in bachelor's study programmes has at least three members, and in master's study programmes at least five members. The work of the Examination Committee is managed by its chair or, in their absence, by a member of the Examination Committee appointed by them. The Examination Committee is competent to act in the presence of at least three-fifths of its appointed members.
- (3) Only students who have fulfilled all the requirements of the study plan may take the SFE.
- (4) The SFE must be taken no later than two years after the end of the academic year in which the student became eligible to take it in accordance with paragraph 3. If the student does not take the SFE in accordance with the first sentence, their studies shall be terminated in accordance with Section 56(1)(b) of the Higher Education Act.
- (5) Each SFE subject and the defence of a diploma or bachelor's thesis shall be assessed separately in accordance with Article 7(8). When assessing a diploma or bachelor's thesis, the Examination Committee shall take into account the assessment of the supervisor and reviewer of the diploma thesis, or the supervisor and reviewer of the bachelor's thesis, if appointed. The overall assessment of the SFE shall be determined by the SFE committee by a vote in a closed session in accordance with Article 7(8). Immediately after the meeting of the Examination Committee, its chair shall publicly announce the result of the SFE to the student.
- (6) If a student receives an "F" grade in any subject or in the defence of their master's or bachelor's thesis, the overall evaluation of the SFE is "F" (failed). If a student fails to defend their master's or bachelor's thesis, the SFE committee will decide whether to have them rewrite the thesis or assign them a new thesis.
- (7) The SFE may be repeated no more than twice, within a maximum of two years from the end of the academic year in which the student became eligible to take it. When repeating the SFE, the student is tested on the part of the SFE that was graded "F" (failed). If the student receives an "F" grade on the SFE even after repeating it a second time, their studies are terminated in accordance with Section 56(1)(b) of the Higher Education Act.
- (8) The overall result of the study is assessed with the grades "passed with distinction", "passed very well" or "passed".
- (9) The grade "passed with distinction" is awarded to a student who has fulfilled the following conditions:
 - a) during their studies in the study programme, they have not been graded "E" in any compulsory or compulsory elective subjects; if they have been graded "E" in no more than two subjects, they may correct their grades in these subjects during the last academic year of their studies;
 - b) their overall SFE assessment was graded "A";
 - c) the weighted average of compulsory and compulsory elective subjects for the entire period of study was no higher than 1.50.
- (10) The grade "passed very well" is awarded to students who have met the following conditions:
 - a) during their studies in the study programme, they received a grade of "E" in no more than two compulsory and compulsory elective subjects. If they received a grade of "E" in more than two compulsory or compulsory elective subjects, they may improve their grades in one or more of these subjects during the last academic year of their studies;

- b) their overall SFE grade was "A" or "B";
 - c) the weighted average of compulsory and compulsory elective subjects for the entire period of study was no higher than 2.0.
- (11) If a student fails to attend the SFE, they will be graded "F." If the student excuses their absence to the Dean in writing within five working days of failing to attend the SFE and the Dean recognises the excuse as justified, an alternative date for the SFE will be set in accordance with paragraph 7 of this article. In connection with pregnancy and childcare, a student has the right to repeatedly change the date of the SFE in accordance with Section 62(1)(j) of the Higher Education Act.

Article 9

State Rigorous Examination

- (1) Graduates of master's study programmes who have obtained a master's degree may take a state rigorous examination in the same field of study, provided that this option is accredited for the given study programme.
- (2) The rules of the rigorous procedure and the course of the state rigorous examination, held in the field of the master's study programme implemented by the faculty, are laid down in the internal regulations of the faculty.
- (3) The formal layout of rigorous theses is governed by the university's internal regulations.

Part III

DOCTORAL STUDY PROGRAMMES

Article 10

Organisation of Studies

- (1) In accordance with Section 47 of the Higher Education Act, doctoral study programmes focus on scientific research and independent scientific and research, development and innovation, artistic or other creative activities ("creative activities") in the field of research or development, or on independent theoretical and creative activities in the field of art.
- (2) Studies are conducted at the training workplaces of doctoral study programmes, which are departments, institutes, or studios of faculties, and at the workplaces of legal entities engaged in educational and creative activities with which the university has concluded an agreement on mutual cooperation in the implementation of the doctoral study programme. The agreement is concluded by the Rector on behalf of the university at the Dean's proposal.
- (3) A doctoral study programme may be implemented as a joint doctoral study programme on the basis of an agreement between the participating legal entities in accordance with the accreditation decision. The agreement is concluded by the Rector on behalf of the university at the proposal of the Dean. More detailed conditions for the implementation of a joint doctoral study programme are set out in an internal regulation issued by the faculty.
- (4) The study of a student in a doctoral study programme ("doctoral student") is conducted under the supervision of a doctoral supervisor ("supervisor") according to an individual study plan.

- (5) The individual study plan and any adjustments and changes thereto shall be prepared jointly by the supervisor and the doctoral student and submitted by the supervisor to the advisory board for approval. The individual study plan shall also specify, in particular:
 - a) the topic of the dissertation, which may be specified or changed during the course of study;
 - b) the doctoral student's scientific research activities;
 - c) the doctoral student's teaching activities;
 - d) the plan for study stays in the Czech Republic and abroad;
 - e) the study schedule, deadlines for fulfilling study obligations;
 - f) selected subjects.
- (6) The recommended teaching methods are lectures, seminars, colloquia, individual consultations, and guided independent study with consultations.
- (7) The maximum total length of study in a single doctoral study programme, regardless of the form of study, may not exceed 7 years. The total length of study also includes any periods of interruption of study. The total length of study does not include recognised periods of parenthood as defined in Section 21(1)(f) of the Higher Education Act and periods of disrupted study.¹ If the doctoral student does not complete their studies with a successful defence within the total duration of study, their studies shall be terminated pursuant to Section 56(1)(b) of the Higher Education Act. Based on reasons worthy of special consideration, the Dean may grant the student an exception to the provisions of this paragraph upon their written request.

Article 11

Study Review and Evaluation of Doctoral Students

- (1) The study of a subject is duly completed by an examination, which is a comprehensive assessment of knowledge of the subject.
- (2) The form of the examination and the requirements for doctoral students are published in IS STAG.
- (3) The examination is graded as "passed" or "failed".
- (4) Doctoral students have a maximum of three attempts to pass the course. An examination date is not considered to be an examination date if the doctoral student provides the examiner with a written excuse for serious reasons within five working days.
- (5) Doctoral students may ask the chair of the subject advisory board to take the exam before a committee on the third exam date.
- (6) The supervisor checks the student's progress and evaluates the fulfilment of the doctoral student's individual study plan
 - a) annually for the relevant academic year;
 - b) or more frequently at intervals specified by the faculty's internal regulations.
- (7) The doctoral student prepares a report on the fulfilment of the individual study plan and submits it to the supervisor by the deadline set by the faculty.

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

- (8) The supervisor reviews the doctoral student's progress and prepares an evaluation report, which is submitted to the Dean together with the opinion of the study programme guarantor. The doctoral student has the right to comment on the supervisor's evaluation report and the opinion of the study programme guarantor before they are submitted to the Dean.
- (9) If the review or evaluation of the individual study plan pursuant to paragraph 6 reveals that the doctoral student is seriously failing to fulfil the obligations arising from the individual study plan, the guarantor of the study programme or the subject advisory board may propose to the Dean:
 - a) not to award, reduce, or withdraw the doctoral scholarship and set a date for the next evaluation of the individual study plan;
 - b) termination of studies for failure to meet the requirements of the study programme within the meaning of Section 56(1)(b) of the Higher Education Act, in accordance with the procedure set out in Section 68 of the Higher Education Act.

If the proposer is the guarantor of the study programme, the Dean may request the opinion of the subject advisory board.

- (10) After the doctoral scholarship has been denied, reduced, or withdrawn, the doctoral student may reapply for an increase or award for the following academic year.
- (11) If the doctoral student fails to submit a report on the fulfilment of the individual study plan to the supervisor by the set deadline or fails to provide a written justification for the failure to submit the report for serious reasons and does not do so within five working days, their studies shall be terminated pursuant to Section 56(1)(b) of the Higher Education Act.
- (12) The evaluation of the fulfilment of the individual study plan, as well as the minutes of the subject advisory board meetings, are stored at the faculty.

Article 12

Supervisor

- (1) The supervisor is appointed and dismissed by the Dean after approval by the subject advisory board.
- (2) The supervisor may be an extraordinary professor, professor, associate professor or, after approval by the faculty's scientific board, a distinguished expert in the given field. Each faculty publishes its standards for supervisors in its internal regulations.
- (3) The supervisor's duties include, in particular, to:
 - a) propose the topic of the dissertation or its change to the subject advisory board;
 - b) draw up an individual study plan together with the doctoral student and submit it to the subject advisory board for approval;
 - c) lead the doctoral student's professional training, provide consultations to the extent necessary and methodically supervise the preparation of their dissertation;
 - d) evaluate the fulfilment of the individual study plan in the form of an evaluation report;
 - e) prepare documentation for a proposal to deny, reduce, or revoke a doctoral scholarship for the guarantor of the study programme;
 - f) prepare documentation for a proposal to terminate studies for the guarantor of the study programme;

- g) together with the head of the training workplace, ensure adequate material and financial support for the doctoral student's research activities.
- (4) In justified cases, the Dean may, at the suggestion of the supervisor and after approval by the subject advisory board, appoint an employee who assists the supervisor with the supervision of the doctoral student to the position of specialist supervisor.
- (5) The chair of the subject advisory board may, on the basis of a proposal by the supervisor following an evaluation of the doctoral student's studies or on the basis of a request by the doctoral student, propose a change of supervisor to the Dean. The Dean shall decide on any change of supervisor after obtaining the prior consent of the subject advisory board.

Article 13

Subject Advisory Board

- (1) The course and quality of study in the doctoral study programme is monitored and evaluated by the subject advisory board, which is established as a professional guarantor for each doctoral study programme.
- (2) The members of the subject advisory board are appointed for a period of five years by the Dean after approval by the scientific board or arts board of the faculty. If the doctoral study programme is carried out in cooperation with another university or other legal entity, the Dean appoints the members of the subject advisory board in accordance with the agreement on mutual cooperation in the implementation of the doctoral study programme.
- (3) The subject advisory board shall, in particular:
 - a) approve dissertation topics, discuss and approve changes to them;
 - b) propose supervisors from among leading experts in the field to the scientific board or arts board of the faculty for approval, and assesses the documentation of the scientific, pedagogical, and publishing activities of each supervisor proposed for the first time;
 - c) approve the individual study plans of doctoral students and ensure that they comply with accreditation and that there are no unjustified differences in their difficulty;
 - d) monitor and evaluate the level of study;
 - e) propose to the Dean the non-award, reduction, or withdrawal of doctoral scholarships;
 - f) propose to the Dean the termination of studies;
 - g) propose to the Dean the appointment of members of the Examination Committee for the defence of dissertations.
- (4) The chair of the subject advisory board, or a member authorised by them, convenes the subject advisory board as needed, at least once a year, chairs its meetings, and acts on its behalf in dealings with the Dean.

Article 14

Dissertation

- (1) A dissertation is the result of solving a specific scientific task and must contain original and published results or results accepted for publication. The requirements for a dissertation within the meaning of Section 47(4) of the Higher Education Act are determined by the Dean of the faculty or, on their behalf, by the subject advisory board; these requirements are published in the public section of the faculty's website.

- (2) The content and form of a dissertation are governed by the customs customary for the publication of scientific research results in the given field. It may take the form of a more extensive work or a collection of thematically unified publications, with an introduction and conclusion. Any additional requirements for dissertations may be specified by the internal regulations of the relevant faculty. The formal layout of the work shall be governed by the internal regulations of the university.
- (3) The dissertation, or the introduction and conclusion of a set of thematically unified publications, must be organised to include:
 - a) the current state of the problem that is its subject;
 - b) the objective of the scientific task being addressed;
 - c) the chosen research methods;
 - d) the results, with an emphasis on new findings.

The dissertation must accurately and specifically cite the literature and other sources used by the doctoral student in the work.

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

Article 15

State Final Examination

- (1) The study programme is duly completed by a state final examination consisting of the defence of a dissertation.
- (2) Together with the written application for the state final examination, it is necessary to submit:
 - a) the dissertation and, if applicable, in accordance with the faculty's internal regulations, the thesis of the dissertation in the required form;
 - b) an overview of the doctoral student's publications or other works, including any professional reviews thereof (for publications that have not been published but have been accepted for publication, confirmation of acceptance);
 - c) an overview of professional activities carried out during the doctoral study programme;
 - d) a recommendation from the supervisor to defend the dissertation;
 - e) the opinion of the study programme guarantor on the doctoral student's activities to date.
- (3) The doctoral student submits the application for the state final examination to the Dean. The submission of the application initiates the state final examination procedure (the "procedure").
- (4) The doctoral student may submit an application for the state final examination only after duly fulfilling all study requirements set out in the individual study plan preceding the state final examination.
- (5) If the application does not contain all the required information and the doctoral student fails to remedy the deficiencies within a reasonable period of time, the Dean shall terminate the proceedings.
- (6) If the proceedings are not suspended in accordance with paragraph 5, the Dean shall appoint an examination committee for the defence of the dissertation (the "Examination Committee"),

which shall consist of at least five members. The chair and members of the Examination Committee shall be appointed on the proposal of the relevant subject board from among its members, experts from universities and scientific institutions. At least three-fifths of the members of the committee must be university professors or associate professors. At least two-fifths of the members of the committee shall be persons other than members of the university's academic community.

- (7) After consultation with the members of the Examination Committee, the chair of the Examination Committee shall appoint at least two reviewers of the dissertation ("reviewers") from among experts in the field. At least one of the reviewers must be a university professor or associate professor. A maximum of one of the reviewers may be a member of the university's academic community. The supervisor, the head of the training workplace, the chair of the Examination Committee, and any academic staff member who participated in the preparation of the dissertation in any way may not be appointed as a reviewer.
- (8) Reviewers are sent one copy of the dissertation together with their appointment, no later than one month after the start of the proceedings.
- (9) The reviewer is obliged to submit a written review of the dissertation to the chair of the Examination Committee within one month of receiving the dissertation for review, or to refuse the appointment in writing without undue delay. If the reviewer refuses the appointment or fails to submit the review within the specified period, the chair of the Examination Committee shall appoint a new reviewer after consultation with the members of the committee.
- (10) The review must contain, in particular, an objective and critical analysis of the dissertation in terms of content, form, and language. The reviewer evaluates the dissertation according to the level of the given field of science in the world at the time of its submission for defence. Each reviewer is required to clearly state whether they recommend or do not recommend accepting the dissertation for defence.
- (11) The chair of the Examination Committee informs the doctoral student and their supervisor of the content of the reviews by the individual reviewers. In the event of a negative evaluation of the dissertation by two reviewers, the Dean sets a new date for the submission of the revised dissertation at the suggestion of the chair of the Examination Committee.
- (12) The chair of the Examination Committee shall set the date and place of the final state examination, which consists of the defence of the dissertation. This information shall be published in the public section of the website and at the same time communicated in writing to the members of the Examination Committee, reviewers, supervisor, and the doctoral student. The dissertation is made available to the public at least five working days before the defence at the relevant faculty, and any comments may be submitted in writing in a non-anonymous form no later than three days before the defence or orally during the professional discussion during the defence.
- (13) The defence of the dissertation is public. The defence is chaired by the chair of the Examination Committee or, in their absence, by a member of the Examination Committee appointed by the chair.
- (14) The participation of reviewers is mandatory during the defence of the dissertation. If one of the reviewers is unable to attend the defence of the dissertation, the defence may take place provided that the absent reviewer has submitted a positive review of the dissertation and a majority of the members of the Examination Committee present agree to the defence. At least one reviewer must attend the defence.
- (15) The state final examination consisting of the defence of the dissertation usually proceeds as follows:

- a) the chair opens the dissertation defence, introduces the doctoral student, announces the topic of the dissertation, and familiarises the members of the Examination Committee with an overview of the doctoral student's published scientific work or works created by them and with all written submissions related to the dissertation;
 - b) the doctoral student explains the essential content and main results of their dissertation.
 - c) the reviewers present the essential content of their reviews; for reviewers who are not present, the chair reads the review in full.
 - d) the doctoral student comments on the materials presented, in particular taking a position on the reviewers' reviews, objections, comments, and questions, and has the opportunity to add further information on their scientific activities to date;
 - e) the chair will then open the discussion, in which all those present may participate.
- (16) The doctoral student may withdraw their application for the state final examination until the start of the closed session of the Examination Committee. In such a case, the chair of the Examination Committee shall return all submitted documents to the doctoral student and propose to the Dean that the proceedings be discontinued.
- (17) At the closed session of the Examination Committee, which may also be attended by the reviewers, the content and level of the dissertation, the reviewers' comments in their reviews, and the doctoral student's professional level of response to the reviewers' reviews and comments during the defence of the dissertation will be evaluated. The committee decides on the result of the dissertation defence by secret ballot. The result of the defence is evaluated using the classification grades "passed" or "failed". The Examination Committee is competent to decide if two-thirds of all members of the Examination Committee are present. The dissertation is defended if a majority of the members of the Examination Committee present voted for the classification grade "passed" for the outcome of the dissertation defence.
- (18) Immediately after the closed session of the Examination Committee, the chairperson announces the result of the dissertation defence to the doctoral student publicly. A written copy of the decision on the result of the state final examination must be delivered to the doctoral student in person within 30 days at the latest. If this delivery is not possible, the decision on the result of the state final examination shall be posted on the university's official notice board as an alternative delivery method.
- (19) If the doctoral student fails to attend the state final examination and fails to excuse their absence in writing within five working days, they shall be graded as "failed". In connection with pregnancy or childcare, doctoral students have the right to repeatedly change the date of the state final examination in accordance with Section 62(1)(j) of the Higher Education Act.
- (20) If the result of the state final examination was graded as "failed", the doctoral student has the right to submit a new application for the state final examination no sooner than six months and no later than one year after the initial examination. The state final examination may be retaken only once.
- (21) A protocol is kept on the state final examination, to which the reviewers' opinions and the result of the dissertation defence are attached.
- (22) The chair of the Examination Committee informs the subject advisory board and the Dean of the result of the state final examination consisting of the defence of the dissertation.

Part IV

COMMON PROVISIONS

Article 16

Admission to Study

- (1) The principles for admission to study in a study programme and the principles of the admission procedure are set out in Sections 48 to 50 of the Higher Education Act and Article 7 of the Statutes. The rules for entrance examinations are set out in Article 8 of the Statutes.
- (2) The rules for the admission procedure and the conditions for admission to study in study programmes are set out for each academic year in an internal regulation issued by the faculty, which usually defines the conditions and forms of entrance examinations for individual study programmes. The content of this internal regulation is set out in Article 7(2) of the Statutes.

Article 17

Enrolment

- (1) On the date of enrolment, which is recorded in the student register in accordance with Section 88(3)(a) of the Higher Education Act, the applicant becomes a student of the university.
- (2) On the date of enrolment, the student becomes a member of the academic community of the university and the relevant faculty at which they are enrolled, with all the rights and obligations specified in Sections 62 to 63 of the Higher Education Act, until the date of completion or interruption of studies.
- (3) First-year students of full-time bachelor's degree programmes who are enrolled for the first time at the faculty offering the programme usually take a matriculation oath.

Article 18

Mobility Programmes

- (1) During their studies, students may apply for mobility programmes through their faculty. Participation in a mobility programme usually becomes part of the fulfilment of study obligations.
- (2) The selection process for mobility programmes includes procedures established by the internal regulations of the relevant faculty and a university-wide standardised process for testing language and communication skills for travel abroad, as regulated by the university's internal regulations.
- (3) University-wide coordination of mobility is provided by the International Affairs department, which accepts applications from students.
- (4) The student's language and communication skills for mobility abroad are verified by the University Language Centre in accordance with the university's internal regulations and the methodology of the University Language Centre.

Article 19

Recognition of Completed Courses

- (1) Upon written request and after prior consultation with the course guarantor, the Dean may recognise courses previously completed by a student enrolled in a study programme:
 - a) in previous studies or in current studies in a study programme offered by the faculty;
 - b) in previous or concurrent studies at a university in the Czech Republic or abroad;

- c) as part of lifelong learning in accordance with Section 60(2) of the Higher Education Act.
- (2) The criteria for the recognition of courses are, in particular:
 - a) the degree of content similarity between the completed subjects and the subjects of the study programme in which the student is enrolled;
 - b) the credit value of the completed subjects;
 - c) the method of completing the course;
 - d) specification of criteria for the recognition of subjects within individual study programmes, which are set by the faculty's internal regulations.
- (3) A group of courses may be recognised as a recognised course if their overall content meets the requirements for content consistency with the enrolled course.
- (4) The student is required to submit the originals or officially certified copies of documents proving successful completion of the course, including the grade, number of credits, and course syllabus confirmed by the university, with the application under paragraph 1(b) and (c).
- (5) Recognition of a subject may be conditional upon the fulfilment of additional requirements relating to specific knowledge or the passing of an examination. The conditions for fulfilling additional requirements or passing an examination shall be determined by the Dean.
- (6) The procedure for the recognition of courses completed at a foreign university as part of short-term study stays is governed by internal regulations issued by the faculty.

Article 20

Interruption and Termination of Studies

- (1) The Dean decides on the permission to interrupt studies upon a written request from the student. In the decision, the Dean shall specify the beginning and end of the interruption of studies.
- (2) During the period of study in one study programme, it is possible to interrupt studies for a total period of up to two years. The interruption of studies shall be recorded by the faculty's study department in IS STAG.
- (3) Throughout the period of interruption of studies or after the expiry of the period of interruption of studies, the person with interrupted studies has the right to re-enrol in studies. A person whose studies have been interrupted is obliged to re-enrol in their studies no later than five working days after the end of the interruption period. If they fail to do so, their studies will be terminated in accordance with Section 56(1)(b) of the Higher Education Act.
- (4) After interrupting their studies and resuming them, students shall follow the study plan valid for the given academic year. This also applies to participation in the state final examination.

Article 21

Making Final Theses Available to the Public

- (1) Final theses include bachelor's, master's, doctoral, and rigorous theses.
- (2) Final theses submitted by candidates for defence shall be made available for public inspection at least five working days before the defence at the university workplace where the defence of the final thesis will take place.

- (3) Final theses that have been defended, including the reviewers' reviews and a record of the course and outcome of the defence, are made available to the public through the university's electronic database of final theses.
- (4) The public access to the final thesis may be postponed in accordance with Section 47b of the Higher Education Act.
- (5) The disclosure and archiving of final theses, including the administration of their database, is governed by the university's internal regulations.

Part V

TRANSITIONAL AND FINAL PROVISIONS

Article 22

Transitional Provisions

- (1) For studies in a doctoral study programme in which a student enrolled and whose first period of instruction began before 1 March 2025, the provisions on the state doctoral examination and dissertation defence pursuant to the Study and Examination Regulations of the University of Pardubice, as amended prior to the effective date of the Study and Examination Regulations of the University of Pardubice of 1 September 2025, shall apply to the proper completion of studies and processes related to the state doctoral examination.
- (2) The change in the method of proper completion of studies in study programmes applies to students who enrolled in a study programme approved for implementation on the basis of institutional accreditation or accredited prior to the effective date of Act No. 52/2025 Sb., after the effective date of Act No. 52/2025 Sb. and students who enrolled in such a study programme before the effective date of Act No. 52/2025 Sb. and whose first period of study within the given study programme began no earlier than the effective date of Act No. 52/2025 Sb., pursuant to Section 45(3) Section 46(3), or Section 47(4) of Act No. 111/1998 Sb., as amended effective from the date of entry into force of Act No. 52/2025 Sb. The existing authorisation to implement study programmes approved by a higher education institution on the basis of institutional accreditation and accreditation of study programmes granted prior to the effective date of Act No. 52/2025 Sb. is not affected by the change in the method of proper completion of studies.

Article 23

Final Provisions

- (1) The Study and Examination Regulations of the University of Pardubice, registered by the Ministry of Education, Youth and Sports on 20 December 2016, under ref. no. MSMT-38440/2016, as amended by subsequent registered amendments, are hereby repealed.
- (2) These Study and Examination Regulations were approved by the Academic Senate of the University of Pardubice on 24 June 2025, pursuant to Section 9(1)(b)(3) of the Higher Education Act.
- (3) These study and examination regulations shall enter into force pursuant to Section 36(4) of the Act on the date of registration by the Ministry of Education, Youth and Sports.

- (4) These study and examination regulations shall take effect on 1 September 2025.

prof. Ing. Libor Čapek, Ph.D.
Rector