

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, the Ministry of Education, Youth and Sports registered, under Ref. No. MSMT-16789/2025-2, the Study and Examination Regulations of the University of Pardubice on the date on which the registration was signed.

Amendments to the Study and Examination Regulations of the University of Pardubice were registered by the Ministry of Education, Youth and Sports pursuant to Section 36(2) and (5) of Act No. 111/1998 Sb., on Higher Education Institutions and on Amendments and Supplements to Other Acts (the Higher Education Act), as amended, on 24 August 2026 under Ref. No. MSMT-13285/2026-3.

*Mgr. Bc. Petra Olivová
Acting Director of the Higher Education Department*

**CONSOLIDATED VERSION I
OF THE STUDY AND EXAMINATION REGULATIONS OF THE
UNIVERSITY OF PARDUBICE
OF 1 SEPTEMBER 2026**

**Part I
INTRODUCTORY PROVISIONS**

**Article 1
General Provisions**

- (1) The Study and Examination Regulations of the University of Pardubice (hereinafter referred to as the “Study Regulations”) are an internal regulation of the University of Pardubice (hereinafter referred to as 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 (hereinafter referred to as the “Higher Education Act”).
- (2) The Study Regulations apply to students enrolled in degree programmes, academic staff of the University teaching in those degree programmes, and other experts involved in teaching.
- (3) Students are required to act honestly and with integrity in their studies. In pursuing their studies at the University, students act in accordance with the Code of Ethics of the University of Pardubice, which provides the general framework for student conduct and activities. Compliance with the Code is a fundamental obligation of all students.
- (4) Studies are undertaken in accredited degree programmes delivered by the faculties.
- (5) Bachelor's, Master's or doctoral degree programmes may be delivered in cooperation with a foreign higher education institution offering a comparable degree programme. The conditions governing such studies are laid down in an agreement between the participating higher education institutions. The agreement is concluded on behalf of the University by the Rector.
- (6) Information relating to studies is recorded in the University's information system (hereinafter referred to as “IS STAG”) and published through its web interface.

- (7) Where the Higher Education Act or the Statute of the University of Pardubice (hereinafter referred to as the “Statute”) requires information under these Study Regulations to be published, it is published:
- a) on the University's official notice board; or
 - b) on the publicly accessible part of the University website.

Article 2

Decisions on Students' Rights and Obligations; Service of Documents

- (1) Students' rights are laid down in Section 62 of the Higher Education Act and students' obligations in Section 63 thereof.
- (2) Decisions on students' rights and obligations are governed by Sections 68 and 69 of the Higher Education Act.
- (3) The service of documents and the submission of documents to the University are governed by Article 6 of the Statute.
- (4) In matters under Section 68 of the Higher Education Act, the Rector is the administrative authority competent to hear appeals; appeals are lodged with the Dean.

Article 3

Organisation of the Academic Year

- (1) The academic year normally runs from 1 September to 31 August of the following year. It is divided into the winter and summer semesters. Each semester comprises a teaching period, an examination period and a vacation period. Professional placements and courses may be organised during the summer vacation; however, students must have at least four consecutive weeks free of scheduled activities.
- (2) The exact timetable for the academic year is laid down in the University academic calendar and the faculty academic calendars. The University academic calendar is announced annually by the Rector in agreement with the Deans. The University academic calendar specifies:
 - a) the beginning and end of the teaching period of each semester;
 - b) the beginning and end of the examination period of each semester;
 - c) the beginning and end of the vacation period of each semester.

The faculty academic calendar specifies additional activities, in particular:

- d) the dates for enrolment and study progress reviews for the individual degree programme types and modes of study;
 - e) the organisation of the final semester of study with regard to the dates of State Examinations;
 - f) the dates of State Final Examinations.
- (3) The Dean of a faculty may decide to extend the examination period. Where the examination period is extended, the dates of the study progress reviews and evaluations referred to in Article 7(1) must be adjusted accordingly.

Article 4

Degree Programme, Study Plan, Personal Study Plan and Individual Study Plan

- (1) Higher education is acquired through study in an accredited degree programme. Degree programmes and their components are defined in Sections 44 to 47 of the Higher Education Act. A list of the degree programmes delivered, including their type, mode and standard period of study, is published on the publicly accessible part of the University website.
- (2) A degree programme delivered within a field or fields of education for which the University holds institutional accreditation is also considered an accredited degree programme.
- (3) Courses are the basic curricular units of a degree programme. Courses may have the following status:
 - a) compulsory courses, which a student must complete under the study plan applicable to the degree programme in which they are enrolled (hereinafter referred to as the “study plan”);
 - b) compulsory elective courses, of which a student must complete the prescribed number or such number as corresponds to the prescribed number of credits to be obtained for compulsory elective courses under the study plan;
 - c) elective courses, in which a student may enrol at their discretion.
- (4) For each course, the unit responsible for its delivery publishes, through IS STAG, the following information in Czech and English in particular:
 - a) the extent of teaching;
 - b) the method of completion and the number of credits awarded for the course;
 - c) the aim and learning outcomes of the course or, as applicable, the competences acquired by the student upon completion of the course;
 - d) specific requirements to be met by the student, including, where applicable, mandatory attendance at individual forms of instruction;
 - e) an overview of the topics covered;
 - f) required and recommended literature;
 - g) conditions governing any restrictions on enrolment in the course;
 - h) the course coordinator;
 - i) the course teachers.
- (5) The study plan for a degree programme sets out the recommended sequence and timing of courses leading to the attainment of the qualification associated with the relevant degree programme. It also contains the necessary information on all courses, the mode of study, methods for assessing learning outcomes, and the rules for preparing a personal study plan. The study plan is published electronically or, where appropriate, in a printed publication produced for this purpose.
- (6) The study plan contains in particular:
 - a) a list of all courses in the relevant accredited degree programme, distinguishing between compulsory, compulsory elective and elective courses, including courses forming part of the State Final Examination;
 - b) the number of hours of lectures, seminars and practical classes, the method of completion of courses, and their credit value;
 - c) the unit responsible for the delivery of each course;
 - d) the recommended sequence of courses for each degree programme and, where applicable, the conditions and rules governing course enrolment.

- (7) In a doctoral degree programme, the Dean may regulate the study plan and its publication differently from paragraphs (5) and (6).
- (8) A student in a Bachelor's or Master's degree programme prepares a personal study plan for each academic year in accordance with the study plan. Students may enrol in and complete courses from other degree programmes at the same level of study; that is, a student in a Bachelor's degree programme may select courses from other Bachelor's degree programmes, and a student in a Master's degree programme may select courses from other Master's degree programmes. Such courses have the status of elective courses in the personal study plan. Students enrol in the courses included in their personal study plan through IS STAG. A student in a doctoral degree programme prepares an individual study plan. The conditions for preparing an individual study plan in a doctoral degree programme are laid down in Part III of these Study Regulations.
- (9) The rules, procedures and conditions governing course enrolment are laid down in an internal faculty standard.
- (10) When preparing a personal study plan, students must comply with the requirements of these Study Regulations, the study plan for their degree programme, the rules governing course prerequisites and progression, the procedures and rules for enrolling in compulsory elective and elective courses under the study plan, and the principles of the credit system.
- (11) Where the minimum enrolment for a compulsory elective or elective course is not reached, 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 delivered in that semester. The Student Affairs Office of the relevant faculty informs the student of this fact by a notification sent to the student's University email address. The student may then replace the course that will not be delivered with another course in their personal study plan for the relevant teaching period.
- (12) Upon enrolment in the courses, the personal study plan becomes binding on the student in terms of its completion. The student may amend their personal study plan 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 completion of study requirements. The credit system is always implemented in Bachelor's and Master's degree programmes and in doctoral degree programmes where stipulated by their accreditation.
- (2) Each course is assigned a credit value in the study plan. The credit value of a course is independent of its status.
- (3) The standard annual study plan corresponds to 60 credits.
- (4) The total number of credits obtained is the sum of credits earned and credits recognised:
 - a) earned credits are obtained by completing a course in the manner prescribed by the study plan;
 - b) recognised credits are awarded on the basis of a decision by the Dean recognising courses previously completed in accordance with Article 19.
- (5) A student may not enrol again in a course they have already completed, with the exception of elective physical education courses. A student may enrol in no more than one elective physical education course per semester.

- (6) The studies of a student who fails to earn at least 15 credits in the first semester of the first year of a Bachelor's degree programme are terminated pursuant to Section 56(1)(b) of the Higher Education Act.

The studies of a student who fails to obtain at least 10 credits in the first semester of the first year of a follow-up Master's degree programme are terminated pursuant to Section 56(1)(b) of the Higher Education Act. In addition to credits earned, the total number of credits obtained includes credits recognised from short-term mobility periods lasting more than 30 days. Other recognised credits are not included in the total of 10 credits.

The credit threshold of 15 credits in a Bachelor's degree programme or 10 credits in a follow-up Master's degree programme, as applicable, is reduced by one half of the total number of credits assigned to courses that the student was unable to complete for objective external reasons and whose enrolment was cancelled in accordance with paragraph (7) of this Article.

The studies of a student who fails to obtain at least 40 credits in the year under review are terminated pursuant to Section 56(1)(b) of the Higher Education Act. The 40-credit threshold is reduced by two thirds of the total number of credits assigned to courses that the student was unable to complete for objective external reasons and whose enrolment was cancelled in accordance with paragraph (7) of this Article. Where the credit threshold calculated after the cancellation of course enrolments in accordance with the rules set out in this paragraph is not a whole number, the integer part of the calculated value constitutes the new credit threshold. Section 68 of the Higher Education Act applies to the procedure for decisions in this matter. This rule does not apply:

- a) to the final year of study, provided that the student fulfils all requirements of the entire study plan during that year. Where the enrolment in a course has been cancelled in the final year of study in accordance with paragraph (7) of this Article, the student is entitled to continue their studies in the following academic year, in which they are required to enrol in and complete the courses whose enrolment was cancelled;
- b) to a follow-up Master's degree programme where the student fulfils all requirements of the study plan relating to course completion except for a compulsory course worth more than 20 credits;
- c) to a doctoral degree programme where the student has already obtained, in accordance with their individual study plan, the number of credits required by the accreditation, excluding credits awarded for either the submission or the defence of the dissertation, or both.

In justified cases relating to restrictions on the operation of the faculty, the Dean may, upon the student's written request, grant an exemption from the provisions of this paragraph.

- (7) Where a student fails to complete an enrolled course in the prescribed manner, they may enrol in it again during their studies. A student may enrol in the same course no more than three times during their studies. Where a student fails to complete a course in the prescribed manner on their third enrolment, their studies are terminated pursuant to Section 56(1)(b) of the Higher Education Act. Enrolments in courses that students were unable to complete for objective external reasons are cancelled. A list of courses that students were unable to complete for objective external reasons is laid down in an internal faculty standard, taking into account the reasons restricting the operation of the faculty. Completion of enrolled courses is reviewed after each semester.

- (8) Where a student is unable to complete an enrolled course in the prescribed manner because they have failed to satisfy a prerequisite involving another course, the faculty Student Affairs Office cancels their enrolment in the uncompleted course.
- (9) Where a student ceases, during their studies, to meet the health requirements specified in the admission requirements for the relevant degree programme, their studies are terminated pursuant to Section 56(1)(b) of the Higher Education Act.

Part II

BACHELOR'S AND MASTER'S DEGREE PROGRAMMES

Article 6

Organisation of Studies

- (1) The principal forms of instruction in courses delivered in the full-time mode of study are lectures, seminars and practical classes.
- (2) The principal form of instruction in the combined mode of study is independent study using distance-learning materials, normally supplemented by group consultations.
- (3) A degree programme may also require students to complete study visits and practical placements.

Article 7

Review and Evaluation of Studies

- (1) Studies are reviewed and evaluated in the following forms:
 - a) course assessment;
 - b) review of the extent to which the personal study plan has been fulfilled after the first semester of the first year of study;
 - c) review of the extent to which the annual personal study plan has been fulfilled;
 - d) review and evaluation of the learning outcomes for the entire degree programme.
- (2) Course assessment is conducted by one or a combination of the following forms:
 - a) a course credit or a course credit required before examination;
 - b) an examination.
- (3) At least one week before the beginning of the relevant examination period, the **examining** teacher for the course enters in IS STAG at least three examination dates distributed throughout the examination period. The total capacity of the examination dates offered must be at least equal to the number of students enrolled in the course in IS STAG. The examining teacher may offer additional examination dates as necessary during the examination period. Any problems arising are resolved by the head of the unit responsible for delivering the course or, where appropriate, by the Vice-Dean of the relevant faculty.
- (4) A student may use up to three attempts to complete a course for each prescribed method of course completion. An examination or course-credit date is not counted as an attempt where the student provides the examining teacher, within five working days of that date, with a written excuse based on serious reasons.

- (5) In connection with pregnancy and childcare pursuant to Section 54a of the Higher Education Act, a student is entitled to repeated changes to the date for completing a course and to extensions of the deadlines for fulfilling study requirements and meeting the conditions for progression to the next semester, by a period corresponding to the period for which maternity leave would otherwise be taken under Act No. 262/2006 Sb., the Labour Code, as amended, provided that the student does not interrupt their studies during that period.
- (6) Where the study plan requires both a course credit and an examination for a course, the student may not take the examination without first obtaining the course credit. At the beginning of an examination or course-credit assessment, the student is required to present their student identification card as proof of identity. Where the student fails to present their student identification card, the examining teacher may refuse to examine the student.
- (7) Course assessment in the form of a course credit is graded “pass” or “fail”.
- (8) Course assessment in the form of an examination is graded according to the following table:

Grade	Numerical value
A	1.0
B	1.5
C	2.0
D	2.5
E	3.0
F*	4.0

*F = fail

- (9) Course assessment results are entered in IS STAG by the examining teacher. The examining teacher is responsible for the accuracy of the entry. The methodology for recording course assessment results is laid down in an internal University standard.
- (10) A student is entitled to request a consultation with the examining teacher concerning the reasons why they failed a previous course-credit assessment or examination. The student may also request the head of the unit responsible for delivering the course to appoint a different examining teacher for a second or third examination or course-credit attempt, or may request an examination before a board for a third attempt.
- (11) The weighted average (WA_r), used to evaluate the annual personal study plan, is calculated as follows:

$$WA_r = \frac{\sum(\text{credits earned} \times \text{numerical grade value})}{\sum \text{credits earned for courses assigned a numerical grade value}}$$

The weighted average (WA_o), used to evaluate the overall results of the student's studies, is calculated as follows:

$$WA_o = \frac{\sum(\text{credits obtained} \times \text{numerical grade value})}{\sum \text{credits obtained for courses assigned a numerical grade value}}$$

Only credits earned are included in the evaluation of the annual personal study plan. All credits obtained are included in the evaluation of the overall results of the student's studies.

- (12) The Student Affairs Offices of the faculties maintain records of students' learning outcomes, the results of study progress reviews, enrolment in studies and individual academic years, and interruptions of studies.

- (13) In accordance with the instructions of the designated faculty employee, a student completes the review of their learning outcomes for the preceding year of study either in person at the Student Affairs Office, through a representative who presents a power of attorney, or electronically through IS STAG. Where a student fails to complete the review of their learning outcomes by the specified deadline and does not provide a written excuse based on serious reasons within five working days of that deadline, their studies are terminated pursuant to Section 56(1)(b) of the Higher Education Act.

Article 8

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

- (1) Studies are duly completed by passing the State Final Examination (Sections 45(3) and 46(3) of the Higher Education Act). The State Final Examination (hereinafter referred to as the "SFE") is held before a State Final Examination Board (hereinafter referred to as the "Examination Board") and is open to the public. In Bachelor's degree programmes, it normally includes the defence of a Bachelor's thesis, while in Master's degree programmes it always includes the defence of a Master's thesis. The formal requirements for Bachelor's and Master's theses are governed by an internal University standard.
- (2) The members and Chair of the Examination Board are appointed by the Dean. The composition of the Examination Board is governed by Section 53 of the Higher Education Act. An Examination Board for a Bachelor's degree programme consists of at least three members and an Examination Board for a Master's degree programme of at least five members. The work of the Examination Board is directed by its Chair or, in the Chair's absence, by a member of the Examination Board authorised by the Chair. The Examination Board has a quorum where at least three fifths of its appointed members are present.
- (3) Only a student who has fulfilled all requirements of the study plan may take the SFE.
- (4) The SFE must be completed no later than two years after the end of the academic year in which the student became eligible to take it pursuant to paragraph (3). Where a student fails to complete the SFE within the period specified in the first sentence, their studies are terminated pursuant to Section 56(1)(b) of the Higher Education Act.
- (5) Each component of the SFE is graded separately in accordance with Article 7(8), as is the defence of a Bachelor's or Master's thesis. When assessing a Master's or Bachelor's thesis, the Examination Board takes into account the assessments by the thesis supervisor and examiner or, in the case of a Bachelor's thesis, by the Bachelor's thesis supervisor and examiner, where an examiner has been appointed. The overall grade for the SFE is determined by the Examination Board by a vote in closed session in accordance with Article 7(8). Immediately following the session of the Examination Board, its Chair publicly announces the student's SFE result.
- (6) Where a student receives a grade of "F" for any component or for the defence of their Master's or Bachelor's thesis, the overall grade for the SFE is "F" (fail). Where a student fails to defend their Master's or Bachelor's thesis, the Examination Board decides whether the thesis is to be revised or the student is to be assigned a new thesis topic.
- (7) The SFE may be retaken no more than twice and must in all cases be completed no later than two years after the end of the academic year in which the student became eligible to take it. When retaking the SFE, the student is examined only in the component of the SFE for which

they received a grade of “F” (fail). Where a student receives an SFE grade of “F” on the second retake, their studies are terminated pursuant to Section 56(1)(b) of the Higher Education Act.

- (8) The overall result of studies is classified as “passed with distinction”, “passed with merit” or “passed”.
- (9) A student is awarded the classification “passed with distinction” where all of the following conditions are met:
 - a) during their studies in the degree programme, the student has not received a grade of “E” in any compulsory or compulsory elective course; where the student has received a grade of “E” in no more than two courses, they may improve the grades for those courses during the final academic year of study;
 - b) the overall SFE grade is “A”;
 - c) the weighted average for compulsory and compulsory elective courses over the entire period of study is no higher than 1.50.
- (10) A student is awarded the classification “passed with merit” where all of the following conditions are met:
 - a) during their studies in the degree programme, the student has received the lowest passing grade of “E” in no more than two compulsory or compulsory elective courses. Where the student has received a grade of “E” in more than two compulsory or compulsory elective courses, they may improve their grade in one or more of those courses during the final academic year of study;
 - b) the overall SFE grade is “A” or “B”;
 - c) the weighted average for compulsory and compulsory elective courses over the entire period of study is no higher than 2.0.
- (11) Where a student fails to attend the SFE, they receive a grade of “F”. Where the student provides the Dean with a written excuse for their absence within five working days of failing to attend the SFE and the Dean accepts the excuse as justified, the student is assigned an alternative SFE date in accordance with paragraph (7) of this Article. In connection with pregnancy and childcare, a student is entitled to repeated changes to the SFE date in accordance with Section 62(1)(j) of the Higher Education Act.

Article 9

State Rigorous Examination

- (1) Graduates of Master's degree programmes who have been awarded the academic degree of *magistr* may take the State Rigorous Examination in the same field of study, provided that this option is accredited for the relevant degree programme.
- (2) The rules governing the rigorous examination procedure and the conduct of the State Rigorous Examination in the field of a Master's degree programme delivered by a faculty are laid down in an internal regulation of the faculty.
- (3) The formal requirements for rigorous theses are governed by an internal University standard.

Part III

DOCTORAL DEGREE PROGRAMMES

Article 10

Organisation of Studies

- (1) In accordance with Section 47 of the Higher Education Act, doctoral degree programmes focus on scientific inquiry and independent scientific and research, development and innovation, artistic or other creative activities (hereinafter referred to as “creative activities”) in the field of research or development, or on independent theoretical and creative activities in the arts.
- (2) Studies are undertaken at doctoral training units for doctoral degree programmes. These comprise faculty departments, institutes or studios, as well as units of legal entities engaged in educational and creative activities with which the University has concluded an agreement on mutual cooperation in the delivery of a doctoral degree programme. The agreement is concluded on behalf of the University by the Rector upon a proposal from the Dean.
- (3) A doctoral degree programme may, on the basis of an agreement between the participating legal entities and in accordance with the accreditation decision, be delivered as a joint doctoral degree programme. The agreement is concluded on behalf of the University by the Rector upon a proposal from the Dean. Further conditions governing the delivery of a joint doctoral degree programme are laid down in an internal standard issued by the faculty.
- (4) A student in a doctoral degree programme (hereinafter referred to as a “doctoral student”) pursues their studies under the guidance of a doctoral supervisor (hereinafter referred to as the “supervisor”) in accordance with an individual study plan.
- (5) The individual study plan and any adjustments or amendments thereto are prepared jointly by the supervisor and the doctoral student and submitted by the supervisor to the Doctoral Programme Board for approval. The individual study plan specifies in particular:
 - a) the topic of the dissertation, which may be further specified or changed during the course of study;
 - b) the doctoral student's scientific and research activities;
 - c) the doctoral student's teaching activities;
 - d) a plan of study stays in the Czech Republic and abroad;
 - e) the timetable for the studies and deadlines for fulfilling study requirements;
 - f) selected courses.
- (6) The recommended forms of instruction are lectures, seminars, colloquia, individual consultations, and supervised independent study with consultations.
- (7) The maximum total period of study in a single doctoral degree programme, irrespective of the mode of study, must not exceed seven years. Periods during which studies are interrupted are included in the total period of study. The recognised period of parenthood as defined in Section 21(1)(f) of the Higher Education Act and any period of disrupted studies are not included in the total period of study.¹ Where the doctoral student does not complete their studies by successfully defending their dissertation within the total period of study, their studies are terminated pursuant to Section 56(1)(b) of the Higher Education Act. For reasons deserving special consideration, the Dean may, upon the student's written request, grant an exemption from this paragraph.

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 Periods of Study for the Purposes of Other Acts.

Article 11

Review and Evaluation of Doctoral Students

- (1) A course is duly completed by an examination constituting a comprehensive assessment of the student's knowledge of the subject matter of the course.
- (2) The form of the examination and the requirements to be met by the doctoral student are published in IS STAG.
- (3) The examination is graded “pass” or “fail”.
- (4) A doctoral student may use up to three attempts to complete a course. An examination date is not counted as an attempt where the doctoral student provides the examining teacher, within five working days of that date, with a written excuse based on serious reasons.
- (5) A doctoral student may request the Chair of the Doctoral Programme Board to permit an examination before a board on the third examination attempt.
- (6) The supervisor reviews the doctoral student's studies by evaluating fulfilment of the doctoral student's individual study plan:
 - a) annually for the relevant academic year; and
 - b) where applicable, more frequently at intervals laid down in an internal faculty standard.
- (7) The doctoral student prepares a report on the fulfilment of the individual study plan and submits it to the supervisor by the deadline specified by the faculty.
- (8) The supervisor reviews the progress of the doctoral student's studies and prepares an evaluation report, which, together with the opinion of the degree programme leader, is submitted to the Dean. Before the report is submitted to the Dean, the doctoral student is entitled to comment on both the supervisor's evaluation report and the opinion of the degree programme leader.
- (9) Where the review or evaluation of the individual study plan pursuant to paragraph (6) shows that the doctoral student is seriously failing to fulfil the obligations arising from the individual study plan, the degree programme leader or the Doctoral Programme Board may propose that the Dean:
 - a) not award, reduce or withdraw the doctoral scholarship and set a date for a further evaluation of the individual study plan;
 - b) terminate the student's studies for failure to meet the requirements of the degree programme within the meaning of Section 56(1)(b) of the Higher Education Act, following the procedure under Section 68 thereof.

Where the proposal is made by the degree programme leader, the Dean may request the opinion of the Doctoral Programme Board.

- (10) Where a doctoral scholarship has not been awarded, or has been reduced or withdrawn, the doctoral student may apply again for an increase in or award of the scholarship for the following academic year.
- (11) Where a doctoral student fails to submit a completed report on the fulfilment of their individual study plan to the supervisor by the specified deadline and, within a further five working days, fails to provide a written explanation based on serious grounds for the failure to submit it, their studies are terminated pursuant to Section 56(1)(b) of the Higher Education Act.
- (12) Evaluations of the fulfilment of individual study plans, as well as minutes of meetings of the Doctoral Programme Board, are retained by the faculty.

Article 12

Supervisor

- (1) The supervisor is appointed and removed by the Dean following approval by the Doctoral Programme Board.
- (2) A supervisor may be an **adjunct** professor, professor, associate professor or, following approval by the Scientific Board of the faculty, a distinguished expert in the relevant field. Each faculty publishes its standards for supervisors in an internal faculty standard.
- (3) The supervisor's responsibilities include in particular:
 - a) proposing the topic of the dissertation or a change thereto to the **Doctoral Programme Board**;
 - b) preparing the individual study plan jointly with the doctoral student and submitting it to the Doctoral Programme Board for approval;
 - c) supervising the doctoral student's professional and academic development, consulting with the doctoral student to the extent necessary, and providing methodological guidance in the preparation of the dissertation;
 - d) evaluating fulfilment of the individual study plan by means of an evaluation report;
 - e) preparing supporting documents for the degree programme leader for a proposal not to award, to reduce or to withdraw the doctoral scholarship;
 - f) preparing supporting documents for the degree programme leader for a proposal to terminate the student's studies;
 - g) ensuring, jointly with the head of the doctoral training unit, adequate material and financial resources for the doctoral student's research activities.
- (4) In justified cases, upon a proposal from the supervisor and following approval by the Doctoral Programme Board, the Dean may appoint an employee who assists the supervisor in supervising the doctoral student as a specialist supervisor.
- (5) On the basis of a proposal from the supervisor following the evaluation of the doctoral student's studies, or on the basis of an application by the doctoral student, the Chair of the Doctoral Programme Board may propose to the Dean that the supervisor be changed. The Dean decides on any change of supervisor with the prior approval of the Doctoral Programme Board.

Article 13

Doctoral Programme Board

- (1) The progress and quality of studies in a doctoral degree programme are monitored and evaluated by the Doctoral Programme Board, which is established for each doctoral degree programme delivered and serves as the expert body responsible for the programme.
- (2) Members of the Doctoral Programme Board are appointed by the Dean for a term of five years following approval by the Scientific Board or Arts Board of the faculty. Where a doctoral degree programme is delivered in cooperation with another higher education institution or another legal entity, the Dean appoints the members of the Doctoral Programme Board in accordance with the agreement on mutual cooperation in the delivery of the doctoral degree programme.
- (3) The Doctoral Programme Board in particular:
 - a) approves dissertation topics and considers and approves changes thereto;

- b) proposes distinguished experts in the relevant field to the Scientific Board or Arts Board of the faculty for approval as supervisors and, for each person proposed as a supervisor for the first time, assesses documentation of their scientific, teaching and publication activities;
 - c) approves doctoral students' individual study plans and ensures that they comply with the requirements of the accreditation and that there are no unjustified differences in the level of difficulty between them;
 - d) monitors and evaluates the standard of studies;
 - e) proposes to the Dean that a doctoral scholarship not be awarded, be reduced or be withdrawn;
 - f) proposes to the Dean that a student's studies be terminated;
 - g) proposes to the Dean members for appointment to examination boards for dissertation defences.
- (4) The Chair of the Doctoral Programme Board, or a member authorised by the Chair, convenes the Doctoral Programme Board as necessary, but at least once a year, chairs its meetings and represents it in dealings with the Dean.

Article 14

Dissertation

- (1) A dissertation is the outcome of work on a specific scientific task and must contain original results that have been published or accepted for publication. The requirements for a dissertation within the meaning of Section 47(4) of the Higher Education Act are laid down by the Dean of the faculty or, if authorised by the Dean, by the Doctoral Programme Board. These requirements are published on the publicly accessible part of the faculty website.
- (2) The content and form of a dissertation follow the conventions customary for publishing the results of scientific research in the relevant field. It may take the form of a substantial written work or a collection of thematically coherent publications accompanied by an introduction and conclusion. Any additional requirements for dissertations may be laid down in an internal standard of the relevant faculty. The formal requirements for dissertations are governed by an internal University standard.
- (3) A dissertation, or the introduction and conclusion to a collection of thematically coherent publications, must be structured to include:
- a) the current state of knowledge concerning the problem addressed;
 - b) the objective of the scientific task undertaken;
 - c) the research methods employed;
 - d) the results, with emphasis on new findings.

The literature and other sources used by the doctoral student in the dissertation must be identified precisely and specifically.

- (4) A dissertation may be submitted in Czech, Slovak or English or, with the approval of the Doctoral Programme Board, in another major world language. It must include a summary of one to two pages in English. Where the dissertation is not written in Czech or Slovak, a summary must also be provided in Czech or Slovak.

Article 15
State Final Examination

- (1) Studies are duly completed by passing the State Final Examination, which consists of the defence of the dissertation.
- (2) The following must be submitted together with the written application for the State Final Examination:
 - a) the dissertation and, where required by the relevant internal faculty standards, a synopsis of the dissertation in the prescribed form;
 - b) a list of the doctoral student's publications or other works, including any professional or scholarly responses to the doctoral student's work (in the case of publications accepted for publication but not yet published, confirmation of acceptance);
 - c) a list of professional and academic activities undertaken during studies in the doctoral degree programme;
 - d) the supervisor's recommendation that the doctoral student be permitted to defend the dissertation;
 - e) the opinion of the degree programme leader on the doctoral student's activities to date.
- (3) The doctoral student submits the application for the State Final Examination to the Dean. Submission of the application initiates the State Final Examination proceedings (hereinafter referred to as the “proceedings”).
- (4) A doctoral student may submit an application for the State Final Examination only after duly fulfilling all study requirements specified in the individual study plan that are to be fulfilled before the State Final Examination.
- (5) Where the application does not contain all the required particulars and the doctoral student fails to remedy the deficiencies within a reasonable period upon being requested to do so, the Dean terminates the proceedings.
- (6) Unless the proceedings are terminated pursuant to paragraph (5), the Dean appoints an Examination Board for the defence of the dissertation (hereinafter referred to as the “Examination Board”), consisting of at least five members. Upon a proposal from the relevant Doctoral Programme Board, the Dean appoints the Chair and members of the Examination Board from among members of the Doctoral Programme Board and experts from higher education institutions and research institutions. At least three fifths of the members of the Examination Board must be professors or associate professors at higher education institutions. At least two fifths of the members of the Examination Board must be persons other than members of the academic community of the University.
- (7) Following consultation with the members of the Examination Board, its Chair appoints at least two examiners of the dissertation (hereinafter referred to as an “examiner”) from among experts in the relevant field. At least one examiner must be a professor or associate professor at a higher education institution. No more than one examiner may be a member of the academic community of the University. The supervisor, the head of the doctoral training unit, the Chair of the Examination Board, or any member of academic staff who participated in any way in the preparation of the dissertation may not be appointed as an examiner.
- (8) No later than one month after the initiation of the proceedings, each examiner is sent a copy of the dissertation together with a letter of appointment.

- (9) The examiner must submit a written examiner's report on the dissertation to the Chair of the Examination Board within one month of receiving the dissertation for review or decline the appointment in writing without undue delay. Where an examiner declines the appointment or fails to submit their report within the specified period, the Chair of the Examination Board appoints a new examiner following consultation with the members of the Examination Board.
- (10) The examiner's report must contain, in particular, an objective and critical analysis of the dissertation in terms of its subject matter as well as its formal and linguistic aspects. The examiner assesses the dissertation against the standards prevailing internationally in the relevant academic discipline at the time it is submitted for defence. Each examiner must state unequivocally whether they recommend or do not recommend that the dissertation be admitted to defence.
- (11) The Chair of the Examination Board informs the doctoral student and their supervisor of the content of each examiner's report. Where two examiners give a negative assessment of the dissertation, the Dean, upon a proposal from the Chair of the Examination Board, sets a new deadline for submission of a revised dissertation.
- (12) The Chair of the Examination Board determines the date, time and place of the State Final Examination consisting of the defence of the dissertation. This information is published on the publicly accessible part of the website and is at the same time communicated in writing to the members of the Examination Board, the examiners, the supervisor and the doctoral student. The dissertation is made available for public inspection at the relevant faculty at least five working days before the defence. Any comments may be submitted in writing and must not be anonymous, no later than three days before the defence, or may be made orally as part of the academic discussion during the defence.
- (13) The defence of the dissertation is open to the public. The defence is chaired by the Chair of the Examination Board or, in their absence, by a member of the Examination Board authorised by the Chair.
- (14) Examiners are required to attend the defence of the dissertation. Where an examiner is unable to attend the defence, the defence may proceed provided that the absent examiner submitted a favourable examiner's report on the dissertation and a majority of the members of the Examination Board present agree that the defence may proceed. At least one examiner must attend the defence.
- (15) The State Final Examination consisting of the defence of the dissertation normally proceeds as follows:
 - a) the person chairing the defence opens the proceedings, introduces the doctoral student, states the topic of the dissertation and informs the members of the Examination Board of the doctoral student's published research results or other works and of all written submissions concerning the dissertation;
 - b) the doctoral student presents the essential content and principal results of the dissertation;
 - c) the examiners present the essential content of their reports; the person chairing the defence reads the report of any absent examiner in full;
 - d) the doctoral student responds to the matters presented and, in particular, addresses the examiners' reports, objections, comments and questions, and may provide further information concerning their academic and research activities to date;
 - e) the person chairing the defence then opens the discussion, in which all persons present may participate.

- (16) The doctoral student may withdraw their application for the State Final Examination at any time before the commencement of the closed session of the Examination Board. In such a case, the Chair of the Examination Board returns all submitted documents to the doctoral student and proposes to the Dean that the proceedings be terminated.
- (17) At the closed session of the Examination Board, which may also be attended by the examiners, the Board evaluates the content and standard of the dissertation, the comments made by the examiners in their reports, and the academic standard of the doctoral student's responses to the examiners' reports and to comments made during the defence. The Examination Board decides on the result of the dissertation defence by secret ballot. The result of the defence is graded "pass" or "fail". The Examination Board has a quorum for decision-making where two thirds of all its members are present. The dissertation is successfully defended where a majority of the members of the Examination Board present vote for the grade "pass".
- (18) Immediately following the closed session of the Examination Board, the person chairing the defence publicly announces the result of the dissertation defence to the doctoral student. The written decision on the result of the State Final Examination must be served on the doctoral student in person no later than 30 days thereafter. Where service in person is not possible, substitute service is effected by publishing notice of the decision on the result of the State Final Examination on the University's official notice board.
- (19) Where a doctoral student fails to attend the State Final Examination and does not provide a written excuse for their absence within five working days, they receive a grade of "fail". In connection with pregnancy or childcare, a doctoral student is entitled to repeated changes to the date of the State Final Examination in accordance with Section 62(1)(j) of the Higher Education Act.
- (20) Where the State Final Examination is graded "fail", the doctoral student is entitled to submit a new application for the State Final Examination no earlier than six months and no later than one year thereafter. The State Final Examination may be retaken only once.
- (21) A record is made of the State Final Examination, to which the examiners' reports and the result of the dissertation defence are attached.
- (22) The Chair of the Examination Board informs the Doctoral Programme 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 Studies

- (1) The principles governing admission to a degree programme and admission proceedings are laid down in Sections 48 to 50 of the Higher Education Act and Article 7 of the Statute. The rules governing entrance examinations are laid down in Article 8 of the Statute.
- (2) The rules governing admission proceedings and the conditions for admission to degree programmes for each academic year are laid down in an internal standard issued by the faculty, which normally specifies the conditions and forms of entrance examinations for the individual degree programmes. The content of this internal standard is laid down in Article 7(2) of the Statute.

Article 17

Enrolment in Studies

- (1) On the date of enrolment in studies, which is entered in the Student Register in accordance with Section 88(3)(a) of the Higher Education Act, an applicant becomes a student of the University.
- (2) On the date of enrolment in studies, the student becomes a member of the academic community of the University and of the relevant faculty at which they are enrolled, with all the rights and obligations laid down in Sections 62 and 63 of the Higher Education Act, until the date on which their studies are completed, terminated or interrupted.
- (3) A first-year student in the full-time mode of a Bachelor's degree programme who enrolls for the first time at the faculty delivering the relevant degree programme normally takes the matriculation oath.

Article 18

Mobility Programmes

- (1) During their studies, a student may apply for mobility programmes through their faculty. Participation in a mobility programme normally forms part of the fulfilment of the student's study requirements.
- (2) The selection procedure for mobility programmes comprises the processes laid down in an internal standard of the relevant faculty and a standardised University-wide process for assessing the language and communication competence required for mobility abroad, governed by internal University standards.
- (3) The International Office coordinates mobility across the University and receives applications from students.
- (4) A student's language and communication competence for mobility abroad is assessed by the University's Language Centre in accordance with the applicable internal University standards and the methodology of the University's Language Centre.

Article 19

Recognition of Completed Courses

- (1) Upon the written application of a student enrolled in a degree programme, the Dean may, after obtaining the opinion of the course coordinator, recognise courses previously completed:
 - a) during previous or current studies in a degree programme delivered by the faculty;
 - b) during previous or concurrent studies at a higher education institution 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 recognition of courses include in particular:
 - a) the degree of correspondence between the content of the courses completed and the courses in the degree programme in which the student is enrolled;
 - b) the credit value of the courses completed;
 - c) the method of course completion;

d) the specific criteria for the recognition of courses within individual degree programmes, as laid down in an internal faculty standard.

- (3) A group of courses may be recognised as a single course where their combined content meets the required degree of correspondence with the content of the enrolled course.
- (4) An application pursuant to paragraph (1)(b) or (c) must be accompanied by original documents, or officially certified copies thereof, demonstrating successful completion of the course, including the grade and number of credits, and by the course syllabus certified by the higher education institution.
- (5) Recognition of a course may be conditional upon fulfilment of additional requirements relating to specific knowledge or upon passing an examination. The conditions for fulfilling such additional requirements or passing the examination are determined by the Dean.
- (6) The procedure for recognising courses completed at a foreign higher education institution as part of short-term mobility periods is governed by an internal standard issued by the faculty.

Article 20

Interruption and Termination of Studies

- (1) The Dean decides on a student's written application for permission to interrupt their studies. The decision specifies the beginning and end of the period of interruption.
- (2) Studies in a single degree programme may be interrupted for a total period of no more than two years. The Student Affairs Office of the faculty records the interruption of studies in IS STAG.
- (3) Throughout the period of interruption or upon expiry of that period, a person whose studies have been interrupted is entitled to re-enrol in studies. The person must re-enrol no later than five working days after the end of the period of interruption. Where they fail to do so, their studies are terminated pursuant to Section 56(1)(b) of the Higher Education Act.
- (4) Upon resuming studies after an interruption, the student is governed by the study plan applicable to the relevant academic year. This also applies to participation in the SFE.

Article 21

Public Access to Theses and Dissertations

- (1) Theses and dissertations comprise Bachelor's theses, Master's theses, dissertations and rigorous theses.
- (2) Theses and dissertations submitted for defence are made available for public inspection at the University unit at which the defence is to take place for at least five working days before the defence.
- (3) Theses and dissertations that have been defended, including examiners' reports and a record of the conduct and outcome of the defence, are made available to the public through the University's electronic database of theses and dissertations.
- (4) Public access to a thesis or dissertation may be deferred in accordance with Section 47b of the Higher Education Act.
- (5) Public access to and archiving of theses and dissertations, including the administration of their database, are governed by an internal University standard.

Article 22

Transfers between Degree Programmes at the University

- (1) Pursuant to Section 54b of the Higher Education Act, a student or a person whose studies have been interrupted may apply for permission to transfer from an initial degree programme to a continuing degree programme.
- (2) Transfers between degree programmes are permitted only within the same faculty.
- (3) A transfer also includes a change from full-time to combined mode of study or vice versa.
- (4) A change of specialisation within the same degree programme does not constitute a transfer.
- (5) An application for permission to transfer is decided by the Dean of the faculty delivering the continuing degree programme. The Dean may permit a transfer between degree programmes within the faculty where the faculty's staffing and capacity permit.
- (6) Where the Dean grants an application for permission to transfer, the Dean also decides ex officio on the recognition of any part of the studies, examinations or other study requirements completed or fulfilled by the student or person whose studies have been interrupted in the initial degree programme, and on their placement in the appropriate semester, year or study block of the continuing degree programme.
- (7) Where meeting health requirements is a condition for admission to the continuing degree programme, that condition also applies to a transfer to that programme.
- (8) Where the related nature of the degree programmes pursuant to Section 49(1) of the Higher Education Act is a condition for admission to the continuing degree programme, that condition also applies to a transfer to that programme.
- (9) From the date of enrolment in the continuing degree programme, the period of study in the initial degree programme is deemed to be a period of study in the continuing degree programme.

Part V

TRANSITIONAL AND FINAL PROVISIONS

Article 23

Transitional Provisions

- (1) In the case of studies in a doctoral degree programme where the student enrolled and the first teaching period of those studies commenced before 1 March 2025, the provisions governing the State Doctoral Examination and dissertation defence under the Study and Examination Regulations of the University of Pardubice in the version effective before the Study and Examination Regulations of the University of Pardubice of 1 September 2025 took effect apply to the due completion of studies and the procedures relating to the State Doctoral Examination.
- (2) The change in the method of due completion of studies in degree programmes under Section 45(3), Section 46(3) or Section 47(4) of Act No. 111/1998 Sb., in the version effective from the date on which Act No. 52/2025 Sb. took effect, applies either to a student who enrolled, after Act No. 52/2025 Sb. took effect, in a degree programme approved for delivery on the basis of institutional accreditation or accredited before the date on which Act No. 52/2025 Sb. took effect, or to a student who enrolled in such a degree programme before the date on which Act No. 52/2025 Sb. took effect and whose first teaching period within those studies commenced no earlier than the date on which that Act took effect. The existing authorisation to deliver degree programmes approved by a higher education institution on the basis of institutional accreditation, and accreditations of degree programmes granted before the date on which Act No. 52/2025 Sb. took effect, are not affected by the change in the method of due completion of studies.

Article 24

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 subsequently amended by registered amendments, are hereby repealed.
- (2) These Study and Examination Regulations were approved pursuant to Section 9(1)(b)(3) of the Higher Education Act by the Academic Senate of the University of Pardubice on 24 June 2025.
- (3) These Study and Examination Regulations come 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 Study and Examination Regulations take effect on 1 September 2025.

prof. Ing. Libor Čapek, Ph.D.

Rector

- (1) The amendments to the Study Regulations were approved pursuant to Section 9(1)(b)(3) of the Higher Education Act by the Academic Senate of the University of Pardubice on 28 April 2026.
- (2) The amendments to the Study Regulations come 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.
- (3) The amendments to the Study Regulations registered by the Ministry of Education, Youth and Sports on 24 August 2026 under Ref. No. MSMT-13285/2026-3 take effect on 1 September 2026 (Amendment No. 1).