

Dean's Decree No. 2D/2020

on Study in Doctoral Study Programmes

In accordance with Article 1(5) and Article 66 of the Study and Examination Regulations of the University of West Bohemia (hereinafter referred to as SER), this Decree regulates in detail the study in doctoral study programmes at the Faculty of Arts of the University of West Bohemia (hereinafter referred to as FA).

Article 1

Administrative Support

- (1) The responsibility for the organization and administration associated with doctoral study programmes (hereinafter referred to as DSP) lies with the Vice-Dean for Study Affairs who cooperates in these matters with the Vice-Dean for Science and Research and the chairs of the Doctoral Boards concerned.
- (2) The administrative and study agenda in DSP is provided by the Student Office of the Faculty of Arts.
- (3) Students in DSP that is conducted in English are allowed in this language to:
 - a) carry out the admission procedure,
 - b) complete the courses compulsory for the DSP, including credits and exams,
 - c) take the state doctoral examination (hereinafter referred to as SDE) and defend the dissertation,
 - d) communicate in writing or orally with the bodies of the Faculty.

Article 2

DSP Credit System

- (1) Study in DSP at FA is subject to the credit system within which:
 - a) each course listed in the study programme is assigned a certain amount of credits that indicate the level of student's workload during the study of the course,

- b) the student shall obtain the credits after completing the course, i.e. after acquiring the pre-exam credit in courses ending only with acquiring pre-exam credits, or after passing the exam in courses ending with an exam,
- c) for a course, the student can obtain the credits only once in one study,
- d) during the study, DSP requires the student to obtain the number of credits equal to at least sixty times the number of years of the standard duration of study, in the composition specified by the DSP and the study plan of the field.

Article 3

Termination of Study

- (1) In accordance with Section 56 Article 1(b) of Act No. 111/1998 Coll. on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (the Higher Education Act), as amended (hereinafter referred to as “the Act”), the termination of study includes a termination by the decision of the Dean, if the student:
 - a) did not obtain at least 20 credits by the end of the first semester (Article 114(1)b) of the SER),
 - b) or did not, after the second registration, obtain credits for a course listed in his or her individual study plan (Article 114(1)c) of the SER).

Article 4

Registration for the Study

- (1) The registration is conducted for each academic year. The date of registration for the first year of study shall be stipulated by the Dean’s decision. The dates of registration for second and higher years of study shall be stipulated by the relevant Dean’s decision.
- (2) For an applicant to be registered, he or she must provide the proposal of his or her individual study plan signed by the supervisor.
- (3) During the registration, the student registers for compulsory and compulsory elective courses, in accordance with the individual study plan.
- (4) By registering for a compulsory elective course, i.e. by including the course in the individual study plan, the completion of the course is subject to the condition set out in Article 3(1)b) of this Decree.
- (5) The total amount of the credits of courses registered in the first semester of the study must not be lower than 20 credits.
- (6) Student’s registration for a course may be cancelled by a Dean’s decision:
 - a) for serious, especially medical reasons, which prevent the student from participating in the course,
 - b) when it is found that the course registration is in conflict with the student’s individual study plan.
- (7) To a student who does not register for study in the relevant academic year within the deadline defined by the Dean, and who fails to give an excuse and to request a new deadline or the interruption of studies no later than five working days after the

commencement of courses, or whose request is not granted by the Dean, the study will be terminated for not meeting the requirement.

- (8) Students' registrations, the check of the registered courses, or changes in registered courses are administered by the FA Student Office.

Article 5 Specialist Examination

- (1) Specialist examination in a course included in the individual study plan shall be conducted in the presence of a committee, which usually has three members and is appointed by the head of the guaranteeing department from among the persons approved by the FA Scientific Board. The date of the exam shall be stipulated by the chairperson of the committee after consulting the student. Student's supervisor shall always be informed about the exam and has the right to attend the examination. The examination is public.
- (2) The exam is assessed by the grades "passed" and "failed". The student who is assessed with the grade "failed" shall have the right to resit. The result of the exam shall be decided by the committee in a closed session. The suggestion of exam assessment shall be accepted if the majority of the present committee members speak for it. If the votes are tied, the vote of the chairperson shall decide.
- (3) The exam shall be recorded in a report, which shall be provided to the FA Student Office to be placed in the student's file. The result of the exam shall be entered into the IS/STAG study agenda database.
- (4) The FA Student Office shall provide the student with a copy of the exam report at his or her request.
- (5) If the student does not take the resit in a course included in his or her individual study plan, he or she has the right to the second resit conducted under the same conditions.
- (6) A course may be registered no more than twice during one study.
- (7) If the doctoral student fails to appear for the examination and does not give an excuse within five days after the exam, or the student's excuse is not accepted, he or she is assessed with the grade "failed".

Article 6 Recognition of credits and exams

If a student completed a study in a DSP or its part at a university in the Czech Republic or abroad, the Dean may recognize, upon a written request, the credits and exams that are part of the student's individual study plan. When making a decision, the Dean takes into consideration the field and specialization of the completed study or its part and the time that has elapsed since the end of the previous studies.

Article 7
State Doctoral Examination

- (1) The State Doctoral Examination (hereinafter referred to as SDE) at FA comprises of the following parts: the exam in the field's subject and the compulsory elective exam in a subject related to the topic of the dissertation. In accordance with Article 90 of the SER, the defence of the dissertation proposal is a mandatory part of the SDE.
- (2) The student repeats only those parts of the SDE in which he or she failed.

Article 8
Dissertation Defence

- (1) The defence of the dissertation at FA shall follow Chapter IX of the SER.
- (2) The application for the dissertation defence must include:
 - a) a certificate of completion of the state doctoral examination,
 - b) a brief academic resumé,
 - c) two bound copies of the dissertation, as well as the thesis file uploaded to <http://portal.zcu.cz>,
 - d) at least ten copies of the autoreferate and one electronic version (e.g. in the PDF format),
 - e) list of all published and unpublished works and all appearances at scholarly events confirmed by the supervisor (activities conducted during the study must be specially marked),
 - f) supervisor's statement recommending or not recommending the dissertation's defence.

Article 9
Joint and Final Provisions

- (1) Dean's Decree No. 1D/2013 of 2nd January 2013 shall be repealed.
- (2) This Decree comes into effect and force on 22nd October 2020.

PhDr. David Šanc, Ph.D., m.p.

To be acknowledged by:

- heads of FA departments KFI, KAP, KAR, KSA, KHV
- Head of FA Student Office