

**STUDY AND EXAMINATION RULES**  
**APPLYING TO DOCTORAL STUDY PROGRAMMES**  
**FACULTY OF SCIENCE**  
**JAN EVANGELISTA PURKYNĚ UNIVERSITY IN ÚSTÍ NAD LABEM**  
**OF 25 APRIL 2018**

**Article 1**

**Introductory provisions**

1. The Faculty of Science of Jan Evangelista Purkyně University in Ústí nad Labem (hereinafter referred to as the 'Faculty') organises doctoral programmes under Act No. 111/1998 Coll., on universities and amending and supplementing certain other acts (the Universities Act), as amended, (hereinafter referred to as the 'Act') under a dedicated study programme accreditation or under an authorisation to organise study programmes inherent in the accreditation of the University as an institution.
2. The present Study and Examination Rules with regard to doctoral study programmes (hereinafter referred to as the 'Rules') apply to students and employees as well as other people referred to under the provisions hereof.
3. The Dean may delegate their power to decide in matters under these Rules in writing to the appropriate Vice-Dean. An exception to this provision concerns decisions on admissions, or on study suspensions or terminations, which are reserved to the Dean under law.
4. If students, or other people within the meaning of paragraph 2, reach out to the Dean to decide in a matter pertaining to the present Rules, they shall do so in writing through the Faculty's study department.
5. Cooperation with faculties of other universities and other legal entities based in Czechia (hereinafter referred to as 'institutions') and engaging in educational and creative activities as regards the organisation of the doctoral study programme shall be defined in accordance with the accreditation or the authorisation to organise the doctoral study programme via mutual agreements.

**Article 2**

**Doctoral study programme**

1. The doctoral study programme includes the essentials under 44(2) of the Act.
2. The doctoral programme may be completed in a full-time or part-time mode.
3. The standard and the maximum lengths of studies are determined for each doctoral programme (Section 44(2) of the Act). The standard length of the studies under the doctoral programme is at least three and at most four years. The maximum length of studies to fulfil all requirements under the study programme, including the passing of the state doctoral examination and delivering a public defence (hereinafter referred to as the 'defence') of the dissertation is eight years.

4. The basic units of the doctoral programme are the subjects of study (hereinafter referred to as 'subjects'), which can be combined into modules. Under the doctoral programme, the subjects are classified, depending on their status, as:
  - a) compulsory, which must be taken for the students to complete their studies under the doctoral programme;
  - b) elective, which are part of a module from which the student must select a certain minimum number of subjects, or gain a set minimum number of credits to complete the doctoral programme;
  - c) optional, i.e. the remaining subjects under a given doctoral programme.The status of each module under the doctoral programme is classified in an identical manner.
5. The sequence, in terms of time and content, of subjects and modules of subjects is determined by each student's individual study plan.
6. In accordance with the accreditation or the authorisation to organise a doctoral programme, the fulfilment of an individual study programme may be determined by a credit scheme based on the principles of the European Credit Transfer System (ECTS). In such a case, the recommended annual study plan allocation is 60 credits and the number of credits assigned to each subject reflects the average amount of work required to successfully complete the subject in accordance with ECTS principles.

### **Article 3**

#### **Subject-area board**

1. Professionalism and the quality of studies under the doctoral programme are guaranteed by the dedicated subject area board established for each programme. The subject area board monitors and evaluates the quality standard of studies, regularly reporting to the Dean at the end of each academic year.
2. The chairperson of each subject area board is the guarantor of the doctoral programme. The guarantor is appointed and recalled by the Dean, and their competences, powers, and responsibilities are defined under Article 18 of the Statute of the Jan Evangelista Purkyně University in Ústí nad Labem as well as — within the bounds of the Statute — by the present Rules.
3. The Dean appoints members of the subject area board for five years based on a proposal from the guarantor of the doctoral programme and based on a position of the Faculty Scientific Board. For doctoral programmes organised in cooperation with another institution, representatives of that other institution are also appointed as members of the dedicated subject area board.
4. The office of a member of the subject area board expires:
  - a) with the expiry of their term of office;
  - b) on the day of receipt, by the Dean, of a member's written letter of resignation;
  - c) on the day a member is recalled by the Dean upon prior position of the guarantor of the doctoral programme and the Faculty Scientific Board, for a doctoral programme organised in cooperation with another institution in accordance with the agreement in place;
  - d) on the day the accreditation of the doctoral programme concerned expires or on which the authorisation to organise the doctoral programme ceases to apply.

5. The subject area board in particular:
  - a) approves the requirements for applicants as part of the admissions procedure and proposes the composition of admission commissions to the Dean;
  - b) initiates and coordinates a programme of lectures, seminars, and other forms of instruction;
  - c) approves the lecturers and examiners as regards the compulsory part of the individual study plan, where applicable;
  - d) determines requirements for individual study plans, dissertations, state doctoral examinations, and defences of dissertations;
  - e) proposes supervisors to the Dean;
  - f) approves individual study plans and changes therein;
  - g) discusses students' annual study appraisals;
  - h) proposes extraordinary scholarships for students' outstanding creative or academic achievements;
  - i) approves topics of dissertations;
  - j) proposes to the Dean the composition of examination committees for state doctoral examinations, dissertation opponents, and the composition of dissertation defence committees;
  - k) if an individual study plan is not fulfilled without serious reason for the failure to do so, proposes to the Dean the initiation of proceedings to terminate the studies of the student concerned as provided for under Section 56(1)(b) of the Act.
6. In its activity, the subject area board follows the applicable accreditation or authorisation to organise the doctoral programme concerned, the present Rules, as well as:
  - a) for the activity referred to under paragraph 5(e), the Dean's Guidelines regulating requirements for supervising dissertations;
  - b) for the activity referred to under paragraph 5(h), the Faculty's Scholarship Rules.
7. For each newly proposed supervisor, the subject area board shall review the documents attesting to the supervisor's creative and academic activity. The supervisor shall be selected by the board among professors, assistant professors, and/or experts with an academic degree approved by the Faculty Scientific Board who are major researchers in the subject area concerned. For experts nominated as supervisors, who are not professors or associate professors, the subject area board shall be obliged to submit a written rationale of their nomination to the Dean.

#### **Article 4**

##### **Admissions**

1. The admission procedure for a doctoral programme is governed by Section 50 of the Act.
2. The underlying conditions for being admitted to a doctoral programme are defined under Articles 48 and 49 of the Act and, within the bounds thereof, by Articles 20 to 22 of the Statute of the Jan Evangelista Purkyně University in Ústí nad Labem.
3. The subject area board approves draft conditions for admissions to the doctoral programme, in particular those regarding the form and framework content of the entrance exam, criteria for the evaluation thereof, requirements for the applicant's medical fitness, where applicable, and the highest possible number of candidates to be admitted, before submitting the proposal to the Academic Senate of the Faculty.

4. The draft content of the entrance exam will typically include a specialised discussion that will make it possible, on the basis of documents attesting to the candidates' creative work (especially their diploma theses and publications), to assess the capacity of the candidates to engage in autonomous creative activities in the field and their ability to communicate in at least one foreign language.
5. The entrance exam is conducted by the admission committee. The chairperson and members of the admission committee are appointed by the Dean on the proposal of the subject area board. For the entrance exam to take place, at least three members of the admission committee must be present.
6. The admission committee shall vote on the outcome of the entrance exam in a non-public session. A majority of the admission committee members present must vote for the outcome of the entrance exam. If a greater number of candidates meet the admission requirements than there are spots available, the highest-ranking ones shall be admitted.
7. If the Dean's decision regarding admissions differs from that proposed by the admission committee, the Dean shall communicate their reasons to the admission committee and the relevant subject area board.

## **Article 5**

### **Enrolment for the programme**

1. A candidate becomes entitled to enrol for the programme once they receive the admission decision.
2. Enrolment for the programme takes place on the dates set by the Faculty schedule.
3. The candidate shall appear in person for enrolment on the set date. Should the candidate be unable to appear in person on the set date, they may submit an excuse to the Dean in writing via the Faculty's study department before the set date, and in exceptional circumstances at the latest within five days after the date; if the excuse is found justified, the candidate shall be given a replacement enrolment date. The decision as to whether or not the excuse is justified rests with the Dean.
4. If the candidate does not ask for a replacement date within the set time limit, or if they fail to show up on the replacement date, their right to enrol in the programme expires. This provision shall not be applied if the candidate fails to show up on the replacement date due to particularly serious reasons.
5. Once they enrol for the programme, the candidate becomes a student.

## **Article 6**

### **Supervisor**

1. The supervisor shall be appointed by the Dean on the proposal of the chairperson of the admission committee from the supervisors proposed by the subject area board for the study programme to be organised. The appointment is conditional upon the supervisor's consent to assume the office.
2. On the supervisor's proposal, on the basis of the student's annual appraisal by the subject area board, or at the student's request, the subject area board may propose to the Dean a change of the supervisor.
3. The supervisor shall in particular:
  - a) prepare a draft of the student's study plan along with the student;

- b) propose a topic of the student's dissertation;
  - c) monitor the course of the studies and creative activity of the student and provide consultations to the student;
  - d) be responsible for providing for adequate material and financial coverage of the student's creative activity;
  - e) appraise, on a yearly basis, the extent to which the student has fulfilled their individual study plan, and submit the student's annual appraisal to the subject area board for review.
4. The supervisor may also propose the appointment of a consultant from the academic and scientific personnel or other specialised employees of the Faculty, partner sites, or other organisations, who, owing to their special expertise or methodological and technical capacities, are capable of leading the student during any stage of the doctoral study.

## **Article 7**

### **Individual study plan**

1. The course of the studies is governed by each student's individual study plan, which, once discussed, is proposed by the supervisor and approved by the subject area board. The plan is binding upon all parties involved. Any changes to the plan must be discussed using a procedure identical to that applied during its approval.
2. A student's individual study plan defines the content, i.e. individual study stages (lectures, courses, seminars), and the focus of the student's creative activity. The individual study plan is defined in specific terms in respect of the first academic year, and in general terms in respect of the following years. The study responsibilities and creative activities for the coming years are specified in greater detail as part of the student's annual appraisals.
3. A student's individual study plan, according to which the doctoral programme is organised, determines in particular the following:
  - a) the content of the student's independent creative activity and their educational activities with respect to their specialisation and the topic of their dissertation;
  - b) subjects and modules thereof that the student is required to complete;
  - c) activities related to the student's creative efforts, in particular internships; stays at other sites; and participation in conferences, seminars, and summer schools;
  - d) the student's teaching activities;
  - e) timetable of the studies.
4. Unpaid teaching activities taking up to four hours a week during two to four semesters is an integral part of each full-time student's individual study plan.
5. Lessons in the relevant subject are organised depending on the number of students. Lessons can take the form of lectures, seminars, or directed self-study with consultations.

## **Article 8**

### **Checking the students' studies**

1. The study of the subjects prescribed by the individual study plan is checked using a system of credit tests or exams.

2. Where the study is checked using credit tests:
  - a) the student is entitled to take credit tests only in the subjects that have been approved in their individual study plan for the year concerned;
  - b) where so resolved by the subject area board, the credit test may be taken in front of a committee;
  - c) with regard to the dates of credit tests, during the academic year, the student has the right to re-sit a credit test once, and during their entire study, the student has the right to re-sit a credit test twice in total;
  - d) credit tests are evaluated as follows: credit awarded–credit not awarded;
  - e) should a student be unable to sit for a credit test for serious reasons, they shall submit their excuse to the committee chairperson within five days of the date of the credit test. Should a student fail to show up without an excuse, or if their excuse is found unreasonable, the credit shall be regarded as not awarded. The supervisor or the committee chairperson shall decide whether or not the student's excuse is reasonable;
  - f) the method of keeping records on the credits awarded shall be determined by the Dean.
3. Where the study is checked using exams:
  - a) the student has the right to take exams only in the subjects that have been approved in their individual study plan for the year concerned;
  - b) where so resolved by the subject area board, the exam may be taken in front of a committee;
  - c) each exam is public for members of the Academic Community of the Jan Evangelista Purkyně University in Ústí nad Labem; for capacity reasons, the number of places for the attending public may be reasonably reduced;
  - d) the set exam dates usually fall within the examination period, but they may also occur during other periods in the academic year; if they fall on a holiday, the exam taking place is conditional upon the student's consent;
  - e) with regard to the exam dates, during an academic year the student has the right to re-sit an exam once, and during their entire study, the student has the right to re-sit an exam twice in total; extraordinary re-sit dates are not allowed;
  - f) the exams are evaluated using the pass–fail criterion;
  - g) should a student be unable to sit for an exam for serious reasons, they shall provide an excuse to the examiner or the committee chairperson within five days of the date of the exam at the latest. Should a student fail to show up without an excuse, or if their excuse is found unreasonable, the exam shall be regarded as failed. The examiner or the committee chairperson shall decide whether or not the student's excuse is reasonable;
  - h) the method of keeping records on the results of the exams shall be determined by the Dean.
4. In a doctoral programme where the credit system is applied, a student shall be awarded the credits assigned to a given subject for passing the subjects specified in the individual study plan.
5. If a student sitting a credit test or an exam seriously breaches the proper course thereof, they shall be regarded as having failed the credit test or exam. Gross violation of the requirements set out for sitting a credit test or an exam may be regarded as a disciplinary infraction within the meaning of Section 64 of the Act.

## **Article 9**

### **Evaluation of fulfilment of a student's individual study plan**

1. A student shall report to the Faculty, generally once a year, on their study, on the outcomes of their creative tasks, and on their progress with the dissertation.
2. Each year, on the date set by the Dean, the student shall draw up a written report summarising the results of their efforts; the report shall constitute one of the supporting documents for the student's appraisal by their supervisor.
3. The supervisor shall regularly monitor the extent to which the student complies with their obligations and submit the appraisal to the subject area board.
4. In the appraisal, the supervisor shall either state that the student
  - a) fulfils the individual study plan; or
  - b) does not fulfil some parts of the individual study plan without serious reasons; or
  - c) did not comply with an obligation set out under the individual study plan.

Where b) applies, the subject area board shall determine the method in which the shortcomings will be remedied. Where c) applies, the situation shall be qualified as the student's failure to comply with the obligations inherent in the study programme, as per the Rules.

## **Article 10**

### **Study stays abroad**

1. As part of their doctoral studies, a student may be assigned to work with a foreign research site.
2. On a proposal of the subject area board, the Dean may recognise exams taken during doctoral studies abroad as exams prescribed by the individual study plan.

## **Article 11**

### **State doctoral exam**

1. The purpose of the state doctoral exam (hereinafter referred to as the 'SDE') is for the student to demonstrate mastery of the theory and acquisition of the required knowledge and skills in their area of study, including the methodological starting points for their creative work and procedures.
2. The general content of the SDE is determined by the subject area board. Its content is based on the relevant field of study, the topic of the student's dissertation, and their individual study plan. The SDE includes a discussion of the context of the topic of the dissertation.
3. A student may register for the SDE after passing the exams in all the subjects prescribed by their individual study plan. The SDE precedes the defence of the dissertation.
4. The SDE is taken before an examination committee. The chairperson, vice-chairperson, and other members of the examination committee shall be appointed by the Dean on a proposal of the subject area board in accordance with Sections 53(2) and (3) of the Act. The Ministry of Education, Youth and Sports of the Czech Republic may appoint other members of the examination committee from among leading experts in the field.
5. The examination committee must have at least seven members, and at least one of its members must be from outside Jan Evangelista Purkyně University in Ústí nad Labem (hereinafter referred to as 'UJEP'). The supervisor is also a member of the examination committee. For the SDE to take place, at least five members of the examination committee,



- including the chairperson or vice-chairperson must be present. In addition, the presence of at least one member of the examination committee from outside the UJEP is required.
6. Sessions of the examination committee are chaired by the chairperson or the vice-chairperson. The actual SDE and the announcement of its outcome are public.
  7. In a non-public session, the examination committee shall evaluate the course and determine the outcome of the SDE by a vote. The two possible outcomes of the SDE are 'pass' or 'fail'. In order for the 'pass' outcome to be achieved, a majority of the votes of all members of the examination committee present is required. If a student fails the SDE, the dedicated report will include the reasons for the determination, which must be communicated to the student.
  8. If a student fails to arrive for the SDE unexcused, or if their excuse is not accepted, they shall be regarded to have failed the SDE. The excuse must be furnished in writing to the Dean within one week of the set SDE date; the Dean will then make the final decision as to whether the excuse is accepted or not.
  9. The method of keeping records on the outcome of the SDE shall be determined by the Dean.
  10. A student has the right to re-sit the SDE only once, at the earliest three months after the date of the failed SDE. An extraordinary re-sit date for the SDE is not allowed. If a student does not pass the SDE at the re-sit date, proceedings to terminate their study shall be initiated with them in accordance with Section 56(1)(b) of the Act. The procedure applied in resolving this matter shall be governed by Section 68 of the Act.
  11. The provision under Section 8(5) shall apply, mutatis mutandis, to the SDE.

## **Article 12**

### **Dissertation**

1. Studies in a doctoral programme are concluded with the development and defence of a dissertation; in order for a student to defend their dissertation, they must first pass their SDE. The dissertation must present an original solution to an issue being addressed. The results of the thesis or at least parts thereof must be published.
2. For studies where the tuition takes place in the Czech language, the dissertation may be presented in the Czech or English language. With the consent of the competent subject area board, the dissertation may also be submitted in a different language.
3. A student shall submit their dissertation to the study department along with their defence candidature. The defence candidature must include a brief résumé, a list of published articles or articles accepted for publication, and citations from such articles, if any. Once the opponents are appointed, the student shall deliver to the study department indicating the opponents an abstract that they have themselves developed from the dissertation.
4. The abstract from the dissertation must include a brief account of the underlying reasoning, methods, results, and conclusions of the dissertation. The abstract must be written in the English language and include a summary in both the Czech and the English languages. The abstract must be sent to all members of the defence and to the opponents at least 15 days before the defence taking place. The abstract must be sent to members of the subject area board and to related workplaces to be determined by the subject area board at least 30 days before the defence taking place.
5. The dissertation is presented for review to two opponents who are distinguished experts in their respective field, who are not from the UJEP, and who are, at the same time, not employees of the same employer. The candidate's supervisor or a person who contributed to the dissertation or any part thereof as a co-author may not be an opponent. In addition, the



candidate's direct superior may not be appointed as an opponent. The opponents are appointed by the Dean upon proposal of the subject area board.

6. If an opponent fails to produce their opinion within two weeks of being appointed, the Dean may appoint another opponent. The opponency review shall be sent to all committee members and the student at least 15 days before the defence taking place.
7. The chairperson and other members of the defence committee are appointed by the Dean on the proposal of the subject area board. The committee must have at least seven members, and at least two of them must be non-UJEP employees. The opponents are always members of the committee. The supervisor is not a member of the committee, but they have an advisory vote. For the defence to take place, at least five members of the defence committee, including the chairperson, must be present. The presence of at least once opponent is also required.
8. If a student submits their dissertation and if all prescribed formalities are available, the Dean shall determine the date and place of the defence on the proposal of the chairman of the defence committee. Should the candidature not contain the necessary essentials, the chairperson of the defence committee shall ask the candidate to remedy the shortcomings by the set deadline. Should the dissertation exhibit shortcomings of a professional nature, the chairperson of the defence committee shall recommend that the candidate retract the thesis. If the candidate does not agree to this, the procedure shall be resumed.
9. In the public portion of the defence, the applicant shall present to those in attendance the basic theses underlying their work and the results achieved and shall listen and respond to the cases of the opponents and the supervisor's opinion. This is followed by a general discussion of the student's dissertation, which can be attended by anyone present and where anyone can make comments in writing.
10. After the close of the defence, the defence committee will hold a secret vote in proceedings closed to the public. The supervisor has the right to attend this non-public portion of the proceedings. The outcome of the defence is either 'pass' or 'fail'. For a defence to be passed, a majority of the committee members present must vote for it. Otherwise, the outcome is 'fail'.
11. The chairperson of the defence committee shall announce the result of the vote during the resumed public session. In the event the defence is passed, the chairperson of the committee shall announce to the student they are being awarded the academic degree of 'doctor' (abbreviated as 'Ph.D.' indicated after their name). A record is made on the outcome of the defence committee's session and the vote, undersigned by the chairperson and the defence committee members present.
12. In the event that the defence fails, the student may re-sit the defence after making additions to the dissertation. The defence may only be re-taken once, at the earliest after six months. An extraordinary re-take date is not allowed. If a student does not take this second try to defend their dissertation, proceedings to terminate their study shall be initiated with them in accordance with Section 56(1)(b) of the Act. The procedure applied in resolving this matter shall be governed by Section 68 of the Act.
13. If the dissertation is found to violate the basic principles of ethics of independent work (especially those regarding the intentional unauthorised use of someone else's work in gross contravention of laws governing the protection of intellectual property under Section 47c(2) of the Act, or if the dissertation has been elaborated by another person), a disciplinary procedure shall be initiated against the student. The defence of such dissertation is not allowed.

## **Article 13**

### **Publication of dissertations**

1. In accordance with special legal regulations,<sup>1</sup> a dissertation put forth for a defence shall be made available to the public at least five business days before the defence taking place, namely at the Faculty's study department.
2. A person who consults a dissertation must receive instruction to the effect that the information obtained may not be used for gainful purposes or presented as the outcome of study or other creative efforts of any person other than the originator. The Faculty may require a written statement to the effect that a person consulting the dissertation is familiar with these restrictions.
3. At least 15 business days before the defence taking place, the study department shall post on the Faculty notice board the names of the students who have put forth their theses for defence, the titles of the dissertations, the period of time during which the dissertations will be available, the place where the theses are made available, and the date of each defence taking place.
4. By submitting their dissertation, the author agrees to the disclosure of their thesis as required by law, regardless of the outcome of the defence; the conditions governing the postponement of making the theses available are set out under Section 47b (4) of the Act.
5. The dissertations, in respect of which a defence has already taken place, along with the opponent's reviews and records showing the course and result of the defence, shall be made available via a physical or electronic database.
6. Details on making available and publishing the dissertations including the administration of a database of the dissertations are set out under the Chancellor's Directive.

## **Article 14**

### **Study suspension**

1. The Dean shall decide on a student's study suspension request pursuant to paragraphs 2 and 3.
2. A student shall lodge a study suspension request in writing, indicating the reason for and length of the study suspension. The following applies to the decision to be made on the request:
  - a) If a student asks for a suspension due to pregnancy, childbirth, or parenting for a period of time corresponding to that of a maternity or parental leave, or due to assuming child-care replacing parental care for a period of time corresponding to a regular maternity or parental leave, the Dean shall comply with the request (Section 54(2) of the Act). The student's studies shall be suspended for a period of full semesters, increased, where relevant, by any amount of time remaining until the end of the semester during which the request was made. The study suspension period as per the preceding sentence shall not be counted towards the overall study suspension period. In this way, the study may even be interrupted repeatedly.
  - b) In other cases, the Dean may suspend a student's studies at the latter's request, upon recommendation of their supervisor, on no more than two occasions, for a maximum of two semesters, increased, where relevant, by the time remaining until the end of the semester in which the request was made. The aggregate length of the suspension(s) as per the preceding sentence must not exceed three years.

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<sup>1</sup> Act No 121/2000 Coll., on copyright, on copyright-related rights and amending certain acts, as amended, Act No 89/2012 Coll., Civil Code, as amended.

3. If the reasons for the suspension subside, the Dean may terminate the suspension at the request of the person whose study has been suspended even before the suspension time has expired.
4. Studies may not be suspended retroactively. The person concerned ceases to be a UJEP student on the day of the suspension, or where the student takes part in several study programmes at the same time, on the day of suspension of the last programme. The suspension period shall not be counted towards the standard or maximum length of study.
5. With the expiry of the suspension time, the person concerned acquires the right to re-enrol in their studies. The re-enrolment date shall be set out in the Dean's suspension decision (Section 68(1)(c) of the Act). On the re-enrolment day, the person whose studies have been suspended becomes a UJEP student again.
6. The provisions under Article 5(3) and (4) shall be applied, mutatis mutandis, to the re-enrolment. Proceedings to terminate the study pursuant to Section 56(1)(b) of the Act and Article 16(3)(a) shall be initiated with a person who has seen their right to re-enrol for the study expire. Decisions in this matter shall be subject to Section 68 of the Act.
7. A study programme may be changed or cancelled during a study suspension period. If the study programme accreditation or the authorisation to organise the study programme is terminated, it is UJEP's duty to ensure that the student can resume their study under the same or a similar study programme at UJEP, its faculties, or at other another university.

## **Article 15**

### **Special provisions on the course of study**

1. If a student submits to the Dean a written request for an extension of a deadline for fulfilling their study obligation by a period of time during which they would otherwise be on their maternity leave, provided that they do not suspend their study during such time, the Dean shall comply with the request (Section 54a(1) of the Act). The period of time during which they would normally be on maternity leave as per the first sentence, shall not be counted towards the time limits critical to the assessment of the course of study as per Article 16(3)(c) and fulfilment of the study timetable as per Article 7(3)(e).
2. Other provisions regarding the course of study are regulated under Article 54a(2) of the Act.

## **Article 16**

### **Conclusion of studies**

1. Studies are properly concluded upon graduation from the respective study programme in accordance with Section 55(1) of the Act. The day of conclusion of the doctoral programme is the day on which the dissertation defence prescribed at the end of the study is delivered.
2. Studies may further be concluded:
  - a) by the student quitting their studies (Section 56(1)(a) of the Act);
  - b) by the student failing to meet the conditions inherent in the study programme as per the present Rules (Section 56(1)(b) of the Act);
  - c) by other mechanisms pursuant to Section 56(1)(c) to (h) of the Act.

3. Failure to comply with the requirements inherent in the study programme as per the present Rules denotes:
  - a) failure to show up for re-enrolment on the set date pursuant to Article 14(6), where the person whose studies have been suspended fails to excuse the no-show within five days of the date or if their excuse is not accepted, or on the replacement date pursuant to Article 14(6) in the event that such a replacement date has been set;
  - b) failure to comply with an individual study plan, on account of which the subject area board shall propose, pursuant to Article 3(5)(k), to the Dean initiation of proceedings to terminate the student's studies;
  - c) exceeding the maximum length of studies pursuant to Article 2(3);
  - d) failure to comply with the study check requirements on the third consecutive check date in accordance with Article 8(2)(c) or Article 8(3)(e);
  - e) failure to comply with the requirements for the State Doctoral Exam on a re-sit date pursuant to Article 11(10);
  - f) failure to comply with the requirements for the Dissertation Defence on a re-sit date pursuant to Article 12(12).
4. When assessing the lengths of time referred to under paragraph 3(c), the period of time between the enrolment and the date of commencement of the first tuition period during the student's studies shall be counted towards the overall length of the studies compared to the maximum length of the studies pursuant to Article 2(3) provided that the date of enrolment preceded the latter date.
5. A student who intends to terminate their studies shall communicate this in writing to the Dean via the Faculty study department. They may do so at any point during their studies.
6. The studies shall be deemed terminated pursuant to paragraph 2(a) on the date on which the student's notice of termination of the studies is delivered.
7. The studies shall be deemed terminated pursuant to paragraph 2(b) on the date of the respective decision coming into force. A decision is deemed to have come into force if it has been announced and no appeal may be lodged against it. A decision is deemed to have come into force on the day following the lapse, in vain, of the time limit for lodging an appeal or on the day the student waives their right to lodge an appeal, or on the day the Chancellor's decision is communicated to them.
8. The study termination date pursuant to paragraph 2(c) is the day determined under Section 56(2) of the Act.

## **Article 17**

### **Service of documents, appeal proceedings**

1. The serving of documents to students and applicants shall be governed by Article 24 of the UJEP Statute.
2. A student may lodge an appeal against a decision of the Dean made in the matter regulated under Section 68(1) of the Act. The appeal proceedings shall be governed by Act No 500/2004 Coll., Code of Administrative Procedure, as amended, unless the Act contains a special regulation.

## **Article 18**

### **Admissions of candidates pursuant to Section 49(3) of the Act**

1. The decision on the admission of a candidate is reserved to the Dean pursuant to Section 49(3) of the Act in accordance with other admission conditions (Article 4(3)).
2. A candidate who has completed a portion of their studies, enrolled in the same or a similar study programme, at another university in Czechia or at a foreign university may be admitted to a study programme organised by the Faculty. Within the Faculty, the student may be allowed to change the form of their studies under the same study programme.
3. The Dean shall decide on the recognition of the results of studies the student completed before being admitted pursuant to paragraph 1, based on the recommendation of the subject-area board.
4. The admission pursuant to paragraph 1 typically takes place on the date of commencement of the relevant term.

## **Article 19**

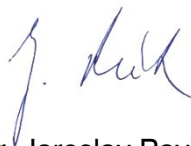
### **Temporary provisions**

For the period of time during which the division into fields of study is retained in accordance with Article II(4) of Act No 137/2016 Coll., the provisions of these Rules on study programmes shall also apply mutatis mutandis to fields of study.

## **Article 20**

### **Final provisions**

1. The Study and Examination Rules applying to UJEP Faculty of Science doctoral programmes approved by the UJEP Academic Senate on 4 May 2011 are hereby repealed.
2. In accordance with Section 27(1)(b) of the Act, these draft Rules were approved by the Faculty's Academic Senate on 11 April 2018.
3. In accordance with Section 9(1)(b)(2), these Rules were approved by the UJEP Academic Senate on 25 April 2018.
4. The present Rules come into force and take effect on the day of being approved by the UJEP Academic Senate.

  
doc. RNDr. Jaroslav Pavlík, CSc.  
Dean