



COLLECTION OF DECISIONS AND ORDINANCES OF THE DEAN OF THE FACULTY OF THEOLOGY (FT) AT THE USB

Number: 259/2017

České Budějovice, on 1. 12. 2017

ORDINANCE OF THE DEAN OF THE FACULTY OF THEOLOGY AT THE USB ON ORGANISATION OF STUDY AND STATE RIGOROSUM EXAMINATIONS AT THE FT USB

PART ONE GENERAL PROVISIONS

Article 1 Basic Provisions

This ordinance is an internal regulation of the Theological Faculty of the University of South Bohemia in České Budějovice (hereinafter referred to as "FT USB") within the meaning of the Study and Examination Code of the University of South Bohemia in České Budějovice (hereinafter referred to as "SEC USB") Article 2, paragraph 1.

Article 2 Procedure and Responsibility for Introduction of a New Subject

(1) The Guarantor of a programme of study, who intends to include a new obligatory or elective subject in the curriculum of a programme of study guaranteed by them, consults their intention with the Head of the Department providing the subject and who also appoints the new Subject Guarantor. The Guarantor of the new subject subsequently:

1. completes the subject syllabus form (available at the Faculty's website);
2. sends the subject syllabus in an electronic form (MS Word) to the Vice-Dean for Study and Pedagogical Activities to check the formal requirements and if necessary amends it by 15 September of the respective academic year so that syllabi can be discussed at the October meeting of the Accreditation Committee of FT USB (hereinafter AC) and included in the study plans for the next academic year;
3. the Vice-Dean for Study and Pedagogical Activities submits the syllabi approved by the AC to the administrator responsible for study plans who then files the new subject in the programme of study information system (IS STAG);
4. the administrator informs the Guarantor of the subject when the new subject is filed into IS STAG; the Guarantor of the subject then completes the remaining items of the syllabus, including its English version, in IS STAG.

(2) In cases worthy of special consideration, introduction of a new subject which will not constitute an obligatory or elective subject in any study plan may be requested, with the consent of the relevant Head of Department, by the Guarantor of the proposed subject, proceeding appropriately according to paragraph 1.

Article 3 Procedure and Responsibility for Updating an Existing Subject



(1) The Guarantor of the subject stated in its syllabus is responsible for keeping the Czech and English versions of the syllabus of the subject published in IS STAG up to date. To ensure that the Guarantor's name is correctly stated is a responsibility of the Head of the Department providing the subject. The Head shall inform the relevant administrator about a change of the Guarantor or Teacher of the subject by e-mail, no later than 5 working days after their appointment.

(2) If there is a need to update a subject filed in IS STAG, the following procedure should be used:

1. If there are changes to items in IS STAG outside the Guarantor's competency (i.e. name of the subject, Department competency, number of credits, assignment to a given semester, type of study or programme of study, type of subject, form and extent of teaching, ways of subject completion, prerequisite and preclusive subjects, subject objectives), the proposed changes must be approved, with the exception of proofreading corrections, by the AC (procedure identical to Article 2).

2. Without prior approval of the AC, the Guarantor of the subject can at any time change the following items in IS STAG

- capability, i.e. knowledge, skills, etc., expected of the student upon registration for the subject;
- competence, i.e. knowledge, abilities, skills, etc., obtained by the graduate of the subject, these must correspond with the profile of the graduate in each programme of study where the subject is classified as obligatory or elective (according to the accreditation file);
- content, i.e. the schedule and framework characteristics of lectures, seminars or exercises;
- requirements, i.e. a detailed description of what is expected of the student (description of the exam, requirements for the final thesis, etc.), including the deadlines for meeting these requirements (especially concerning the course credit). The requirements must correspond to the profile of the graduate of the programme of study where the subject is assigned and the number of the subject credits;
- methodology, literature etc.

3. It is assumed that changes under paragraph 2 of a more serious nature will be consulted by the Guarantor of the subject with the Guarantors of the programmes of study for which the subject is obligatory or elective. Updates of a more serious nature may be made in the first week of the teaching period of the semester at the latest (see Article 8 (2) and also Article 10 (7) of the SEC USB).

4. All changes must be carried out in both – Czech and English version of the syllabus concurrently.

Article 4

Responsibility for IS STAG Administration Training

The training of the Study Administrators and Departmental Administrator in the technical functionality of IS STAG is guaranteed by the Vice-Dean for Study and Pedagogical Activities in cooperation with the relevant administrators of the USB Rectorate if applicable. The training of Teachers in the technical functionality of IS STAG is guaranteed by the Departmental Administrator.

Article 5

Subject Guarantor



The Guarantor of the subject within the meaning of the SEC USB Article 3 (3) may be only one. Other Teachers involved in teaching have the status of a lecturer or seminar or practical class supervisor.

PART TWO PROGRAMMES OF STUDY

Article 6

Obligatory Subjects Beyond the Scope of the Programme of Study

(1) The student in the Follow-up Master's degree programme may, depending on the nature of the previous Bachelor's degree programme, be designated certain subjects, which have in the model study plan of the given programme of study the status of an optional subject, as obligatory subjects. The list of such subjects (including the abbreviation and name of the subject, and their applicable prerequisites) is compiled by the Guarantor of the programme of study in cooperation with the applicant if applicable and is submitted to the Study Department of FT USB at least 3 days before the student's enrolment in the winter semester of the 1st year, so that the Study Department is able to process these and provide them to the student on the day of enrolment.

(2) Upon application of the procedure in paragraph 1, the number of credits for all subjects assigned to a student in the course of their Follow-up Master's study as obligatory and elective subjects must not exceed 120.

(3) When determining the above-mentioned additional compulsory subjects, the Guarantor of the programme of study ensures the selected subjects are a part of the current study plans.

Article 7

Extending the Deadline for Meeting Subject Requirements

(1) Student's request for a new deadline for meeting the requirements of one or more subjects within the meaning of the SEC USB Article 10 (4) must:

1. be submitted before the end of the examination period,
2. include substituted, serious, in particular health related reasons preventing the student from meeting the subject requirements and the completion of the subject necessary for gaining credit,
3. include the consent of the Teacher of the subject or subjects concerned (see SEC USB Article. 10 (4)),
4. include a proposed new deadline the student is requesting.

In cases worthy special consideration, the Dean may also accept applications submitted after the end of the examination period.

Article 8

Student Requirements

(1) Requirements of the Teacher to the students (see SEC USB Article 10 (7)) must be included in the syllabus of the subject, including the possible deadlines for meeting these requirements (e.g. the deadline for submitting the seminar paper). If the subject syllabus refers to an e-learning support, the student requirements in the syllabus may be defined more generally, with the specifications of these requirements included in the publicly accessible part of the e-learning study support.



(2) Fulfilment of additional requirements beyond those included in the syllabus of the subject published in IS STAG within the first week of teaching is not permissible without the consent of the student.

Article 9

Maximum and Minimum Subject Capacity

(1) As the subjects are copied in IS STAG from year to year automatically, the Guarantor of the subject shall at the time of updating the subject for the given semester verify whether the capacities are set correctly, i.e. the maximum number of students who can register for the subject as obligatory (A), elective (B) or optional (C).

(2) At the request of the Guarantor of the subject, the Administrator of the relevant Department amends the subject capacity, usually when updating the subject for the given semester. Maximum capacities can be additionally increased:

(a) during the subject registration period at the request of the Guarantor of the subject;

(b) after the end of the subject registration period upon a granted student's request; the additional increase of the subject capacity is carried out by the Departmental Administrator, the Study Department subsequently registers the students concerns for the subject.

(3) The Guarantor of the subject is responsible for the correct setting of the minimum and maximum capacities of the subjects. The minimum capacity of subjects in parameters B and C must be set and is subject to approval of the Head of the Department. The maximum capacity of a subject defined in any programme of study as obligatory must be unlimited (usually set to 300). The maximum capacities for elective or optional subjects (in parameter B) must be set in such a way as to enable the relevant mandatory modules of elective subjects to be completed for all the programmes of study concerned.

(4) Upon completion of the obligatory registration of subjects according to SEC USB Article 21 (3), the designated Administrator submits to the Vice-Dean for Study and Pedagogical Activities a list of subjects with unfulfilled minimum capacities. The Vice-Dean decides, after consulting the Heads of relevant Departments, whether to close such subjects. This decision shall be communicated without delay to the relevant Administrator who then closes the relevant subjects and cancels the registration of students in accordance with the SEC USB Article 21 (4) C).

Article 10

Study During a Recognized Period of Parental Leave

(1) A student who is entitled to an individual study plan within a recognized period of parental leave and wishes to execute this right, files a request. At the same time, they submit an application for an individual study plan (ISPR). The ISPR contains dates within the meaning of the SEC USB Article 11 (1) and (2), in particular the closing dates for subjects and their classification, deadlines for submitting the registration form A, the deadline for submission of the final thesis assignment documents and the deadline for final thesis submission, covering the whole recognized period of parental leave (the form is available at the Faculty's website). After approval by the Vice-Dean for Study and Pedagogical Activities, the individual study plan becomes binding.

PART THREE

ASSESSMENT OF STUDY



Article 11

Setting Deadlines for Course Credit and Examination Dates

(1) The way and deadline for submission of seminar papers or other requisites required for the awarding of course credit shall be announced by the Teacher in the syllabus of the subject in the first week of the teaching period at the latest (see SEC USB article 10. (7)). If the teacher chooses to use IS STAG to facilitate the administration of the course credit and colloquium and requires the students to register for credit assessment on a set date similar to an examination registration, the total capacity of all the listed dates must be at least 10% higher than the number of students registered for the subject and at least two dates must be set for the given subject on different days. The option of offering an alternative date within the meaning of SEC USB is upon the Teacher's discretion.

(2) For the course credit test appointments, the rules for setting the examination dates in paragraph 3 are applicable.

(3) When setting the examination dates, the examiner is obliged to apply the following rules:

1. The Examiner sets the dates via IS STAG where they also book a room for the examination.
 2. The total capacity of the dates must be at least 10% higher than the number of students registered for the subject.
 3. The examiner is obliged to set at least two regular dates on different days in the first half of the examination period and at least two resit dates on different days in the second half of the examination period. Multiple subjects can be combined on one examination date, however the total offered dates capacity must be taken into account. For determination of the middle of the examination period, the holiday season is not included in the duration of the examination period.
 4. Exam dates set during the teaching period must not collide with the scheduled teaching.
 5. If no student has registered for a given date, the Teacher may change or cancel the date at any time, however, the total capacity and number of dates available must always meet the minimum requirements set out in points 1 to 3.
 6. If a student is already registered for a date, the date cannot be changed or cancelled. IS STAG will not allow any changes until all students (e.g. upon request sent via a group email via IS STAG) cancel their registration for the date. If the student(s) does not cancel and, for objective reasons, it is not possible for the Examiner to carry out the appointment, the Head of the relevant Department will determine a substitute examiner (within the meaning of the SEC USB Article 17 (1)).
- (4) The Examiner can increase the number and capacity of the dates provided at their own discretion.
- (5) In the event that due to the composition of the provided dates, the student does not pass the examination on a regular date and there is no available resit date by end of the examination period, the examiner is obliged to set an additional resit date (within the meaning of the SEC USB, Article 17, paragraph 8). If the student fails the first resit examination and there are no more resit dates available, the examiner is not obliged to set another resit date in accordance with the SEC USB, Article 17, paragraph 8.
- (6) The dates of Examinations in front of a Committee within the meaning of SEC USB, Article. 17 (10)) are set by the Dean.

Article 12

Study Assessment Records



(1) The examiner is required to record the awarding/not awarding of course credit, the outcome of an examination or the fact that the student excused him- or her- self from the appointment in IS STAG. If the student keeps records of their study outcomes in the Study record Book, which is a document recording registered subjects and assessment outcomes (hereinafter referred to as "Credit book", the Examiner also makes the relevant record there at the student's request. The Credit book serves only for verification purposes.

(2) IS STAG entry must be completed within five business days of the student's registered appointment. If this falls within the last week of the examination period, the examination outcome or awarding/not awarding of the course credit must be input in IS STAG no later than on the date specified in the schedule of the respective academic year as the deadline for awarding credits and examinations.

(3) If a student does not register for any of the regular examination dates or does not attend their appointment, the examiner enters in IS STAG the information, that the student did not complete the subject on the date of the last regular examination date.

(4) Records of examinations taken and course credit awarded after the examination period are not valid.

(5) If a student excuses him- or her- self for serious reasons, notably health related ones, the justification of the excuse is up to the examiner.

(6) A student can be examined and a record of the passed examination or course credit awarded can be made into IS STAG after the end of the examination period only if:

(a) the student submits to the Examiner a granted request for extension of the examination period (according to Article. 7), or

(b) the student concerned is governed by the ordinances of a study abroad (Erasmus scholarship etc.) or it is a student who has been set an individual study schedule or a parental individual study plan.

If input into IS STAG is not possible due to the termination of the semester, the record of the passed examination or awarding the course credit is inserted to IS STAG by a Study Administrator at the Teacher's request.

PART FOUR

STUDY IN BACHELOR'S, MASTER'S AND FOLLOW UP MASTER'S DEGREE PROGRAMME

Article 13

Registration for Subjects, Additional Registration and Cancellation of Registered Subjects

(1) Dates of registration are set every year by the schedule of the academic year.

(2) For medical or serious family reasons, it is possible to request from the Study Department a change of the date of registration. The alternative date for registration of subjects will be determined by the Study Department of the FT USB.

(3) The subject registration is carried out separately for the winter and summer semester following the procedure below:

(a) After the timetable for the given semester is published in IS STAG, the students are obliged to register for subjects they intend to complete within the deadline set in the schedule of the academic year.

(b) Subsequently, a list of subjects not opening for non-fulfilment of the minimum number of registered students is published on the Faculty's website.



- (c) At the further amendment to the registration, students are allowed to make substantiated changes to registered subjects in IS STAG (for more details see SEC USB, Article 21, paragraph 8).
- (4) Students who are not registered for a subject in due time cannot be awarded course credit, or respectively they cannot be admitted to a colloquium or examination of this subject. The student may apply for an additional subject registration; this application must include a written consent of the Teacher.
- (5) A student may request cancellation of a registered subject; if they do so within the deadline set by schedule of the academic year, the request will be granted. If the student submits their request after this deadline, or if no deadline is set in the academic year's schedule, they must provide evidence of serious reasons (long-term illness, hospitalization, etc.) preventing them from meeting the requirements of the registered subject.
- (6) Any possible changes to registered subjects (additional registration and cancellation of a registered subject) are carried out by the Study Department of the FT USB (see SEC USB, Article 20, paragraph 12).

Article 14

Recognition of Subjects and Course Credits Obtained in a Previous or Concurrent Study

- (1) Subjects completed during the course of Life-long education and the associated credits are recognized immediately after enrolment in study if:
- (a) these are identical subjects, i.e. passed at the FT USB under the same abbreviation, way of completion and credit rating, and
 - (b) the subjects were completed in the immediately preceding academic year.
- (2) Course credit and examinations apart from the ones defined in paragraph 1 are recognised upon a request submitted by the student to the Study Department:
- (a) in the first semester of study within one month of enrolment if subjects completed in a previous study are concerned;
 - (b) within one month of the date of a situation requiring subject recognition when subjects completed within a concurrent study are concerned.
- (3) Subjects can be recognised if their completion would provide the student with knowledge, skills or abilities corresponding to those already acquired by completing another subject or a combination of several subjects.
- (4) Based upon a completion of one subject, one or more subjects can be recognised; recognition of one subject can be substituted by one or more completed subjects.
- (5) When recognizing identical subjects (i.e. passed at the FT USB under the same abbreviation, way of completion and credit value), the following procedure is followed:
- 1. The student completes a form with names, abbreviations and credit value of the subjects whose recognition they are requesting and submits this as a signed paper form to the Study Department (the form is available at the Departmental web site).
 - 2. The Study Administrator processes the request, checking that the listed subjects meet the conditions of Article 25, paragraph 7 of the SEC of the USB; then delete any noncomplying subjects and confirms the processed application by their signature; the recognized subjects are then input into IS STAG and the student is informed.
- (6) When recognizing course credit and examinations based on similar completed subjects, the following procedure is followed:
- 1. The student completes a form with names, abbreviations and credit value of the subjects whose recognition they are requesting (i.e. subjects that they are required to complete according to the FT USB study plan; (the form is available at the Departmental web site).



2. The student then submits their record of study within the meaning of Section 57 Act No. 111/1998 Coll., on Higher Education Institutions and the Amendment to Other Acts (the Higher Education Act), as amended (hereinafter referred to as the "Act"), i.e. a Credit Book or a authenticated statement of completed subjects generated from the information system of a higher education institution, stating the names of the subjects substantiating the student's request for recognition, their assessment, date of completion and their credit value. The syllabi of all completed subjects substantiating the request for recognition shall also be submitted.
 3. The student's completed application form, in electronic form and with annexes, is submitted to the Guarantor of the relevant programme of study for a statement; the Guarantor of the programme may require the applicant to submit additional documents specifying the extent and content of the completed subjects, or they might request a statement from the Guarantor of the concerned subject.
 4. The Guarantor of the programme of study assesses the application in the light of the condition set out in paragraph 3 and with regard to the provisions of the SEC USB Article 25 (7); supplements the relevant assessment of subjects whose recognition they approve of, deletes any noncomplying subjects and adds their statement to the application form or attaches it to the application. Subjects approved by the Guarantor of the relevant programme of study will be recognized.
 5. The student submits the completed application form including the statement of the Guarantor of the relevant programme of study to the Study Department as a signed paper copy.
 6. Study Administrator records the recognised subjects to IS STAG and informs the student.
- (7) When recognizing course credit and examinations based on an Agreement between the FT USB and a Higher Professional School (hereinafter only HPS), about recognition of study outcomes, the following procedure is followed:
1. The student (graduate of a HPS, with which the FT USB has concluded an agreement about recognition of study outcomes) completes the relevant form with a date of completion of the subjects concerned at the HPS and the subject assessment; includes a certificate stating the names of the subjects substantiating the basis on which the student is asking for recognition, their assessment, the date of completion (this form is available at the Departmental website).
 2. The student submits the completed application form, including any annexes, to the Guarantor of the relevant programme of study.
 3. The Guarantor of the programme of study assesses the application in the light of the conditions set out in the relevant HPS agreement and with regard to the provisions of the SEC USB Article 25 (7); supplements any relevant assessment, deletes any noncomplying subjects and adds their statement to the application form or attaches it to the application.
 4. The student submits the completed application form including the statement of the Guarantor of the relevant programme of study to the Study Department as a signed paper copy.
 5. The Study Administrator processes the request, confirms the processed application by their signature, records the recognised subjects to IS STAG and informs the student.
- (8) The student may also apply for recognition of subjects beyond the applicable Agreement; in this case, a special request is made under paragraph 6.
- (9) In order to recognize parts of the State Final Examination, a special application must be submitted (one common application is sufficient for all parts of the FSE), while the application is proceeded according to paragraph 5 or 6 as applicable. When recognition



of the Defence of the graduation thesis is requested, the student concurrently requests (on the same application form) the recognition of seminar or seminars on Bachelor's / diploma thesis. Recognizing the defence of the Bachelor's thesis must not be in violation of SEC USB Article 27 (13) (a) and (b).

(10) The Defence of the graduation thesis can only be recognized if it has taken place at FT USB during the previous three years with assessment no worse than "very good" but without successful completion of study and a diploma awarded.

(11) The Dean, apart from the provisions of the SEC USB Article 25 (7) (a) to (c), shall not grant the application for recognition of subjects listed as optional in the relevant student's study plan.

(12) When recognizing course credit and examinations based on subjects completed at a foreign higher education institution, the following procedure is followed:

(a) If the subjects concerned were completed abroad within a study stay as a part of the current study, the procedure set out in the relevant Dean's ordinance is followed.

(b) In other cases, recognition of the subjects referred to in paragraph 6 takes into account the status and nature of the foreign higher education institution.

(13) Controversial cases concerning the recognition of subjects are assessed by the Vice-Dean for Study and Pedagogical Activities.

(14) By submitting the application for recognition of a subject, the student acknowledges that if the request is granted, the student loses their right to complete the subject in the manner prescribed by the study plan and their potential registration for the recognized subject will be invalidated by the Study Department. In the event that the recognition of subjects reduces the total number of credits corresponding to the subjects the student has registered for below the limit of 20 credits, the relevant Study Administrator notifies the student of this fact in writing.

Article 15

Interruption of Study and Re-enrolment

(1) Excessive workload or study are not considered significant reasons for request for non-standard interruption of study under SEC USB, Article 26 (5).

(2) In cases of interruption of studies connected with pregnancy, childbirth or parenthood, the appropriate ordinances of the USB Rector are followed.

(3) Interruption of studies cannot be used to solve situations that would only lead to postponement of the termination of study.

(4) A student who decides to conclude the interruption of study prior to the original end date of interruption period shall notify the Study Department in writing indicating the semester in which they wish to resume their study. This should be done before the enrolment for the relevant semester commences. If the re-enrolment date does not coincide with other circumstances, the Study Department subsequently sets the date for enrolment.

(5) During the interruption of study, it is not possible to sit examinations or gain course credit. However, in agreement with the Teachers, it is possible to carry out preparation for the student's obligations, which the student will be required to fulfil after the termination of the study interruption.

(6) Controversial cases concerning the interruption of study are assessed by the Vice-Dean for Study and Pedagogical Activities.

Article 16

Content, Form, Conditions and Organizational Provision of State Final Examinations



(1) A student may sit a State Final Examination if they have obtained the number of credits required to complete the study within the meaning of the SEC USB Article 28 (1) and have completed the obligatory subjects of their study plan and obtained the minimum number of credits in the blocks of elective subjects prescribed by the study plan.

(2) State final examinations of a programme of study, where the State Final Examination consists of a defence of the thesis and a maximum of two other sub-components, shall be taken on one date. State final examinations of other programmes can be divided between two dates; in this case the student is obliged to apply for the defence of the thesis and at least one other part of the State Final Examination on the first date, and on the second date take the remaining parts of the state final examination.

(3) The Dean appoints members of the Examination Committee for State Final Examinations, and at the same time appoints the Chairpersons of the Examination Committees for the State Final Examination sub-sections. In case the Chairperson of the Examination Committee is an external lecturer, the Dean also appoints their Deputy.

(4) State Final Examinations are held in the form of an oral examination before an Examination Committee. The examination may be conducted only if at least three members of the Examination Committee are present. The course of the examination is governed by the instructions of the Chair of the Examination Committee, or in their absence by the Dean-appointed delegate. For the purpose of Defence of a specific thesis, the leader and reviewer of this final thesis are considered members of the Examination Committee; if present, they also have the right to participate in the eventual vote on the final evaluation of the Defence of the thesis.

(5) The Chairperson of the Examination Committee is responsible for the proper procedure of the State Final Examination and for the completion of a factually correct record of the course and outcome of the State Final Examination or its part into the relevant protocol. The members of the Examining Committee confirm their consent to the record of the examination, or its part by signing the protocol. At the request of a Committee member, the record must be supplemented or modified so that all members of the Examination Committee agree with the final version of the record.

(6) State Final Examinations are held according to the schedule of the respective academic year. The timetable for the State Final Examinations is published on the Faculty's website no later than 14 days before they are held.

(7) Students register for components of the State Final Examination through IS STAG using the same procedure as for registration for the usual examinations during their study.

Article 17

Assigning, Submitting and Assessment of Graduation Theses

(1) Internal Teachers are obliged to update the list of the Bachelor's and Master's thesis topics published in IS STAG on the date set in the academic year schedule. This is in particular means removing expired topics from the list and adding a sufficient number of new ones. From the organisational point of view, approximately 10 graduation thesis topics correspond to 1.0 workload. The Heads of Departments in co-operation with the Guarantors of the programme of study ensure that the topics of the graduation theses offered are adequate to the field of study and that their number is sufficient to provide for the students of all programmes. Upon discovering any deficiencies, these shall be remedied by the end of the calendar month following the original date of updating the list set by the academic year schedule. Teachers are required to continuously and timely update the list of topics listed in IS STAG indicating which topics have already been taken



and which are still available to students. Students can select topics from the first day after the end of the topic review period set for the Heads of Departments and the Guarantors of the programme of study.

(2) Guarantors of the programme of study may condition approving of a topic by the assignment of an expert consultant who, if appropriate, directs the student to elaborating the topic within the profile of the given programme of study.

(3) In the penultimate academic year of the standard period of study at the latest (i.e. in the Bachelor's degree programme in the 4th semester of study, in the Master's programme of study in the second semester of study), the student either selects the appropriate topic of their graduation thesis according to letters (a) and (b) of this paragraph, or submits to the Study Department a written declaration according to letter (c) of this paragraph. Non-compliance with these obligations will be seen as a reason for termination of study according to the SEC USB Article 31, paragraph 1, letter j) and Article 6 paragraph 2, letter b).

(a) Bachelor's and Master's theses topics are selected by the students according to the focus of their programme of study from the list of topics published in IS STAG. In cases of particular consideration, teachers may accept topics proposed by students (within the meaning of Section 62 (1) (f) of the Act), but only with the consent of the Guarantor of the relevant programme of study. The Guarantor may, with the agreement of the AC, set additional conditions for the choice of topics.

(b) The student enters the topic of the graduation thesis in IS STAG and completes the printed "Bachelor's / Diploma Thesis Assignment Form" signed by the thesis supervisor (if the subject is chosen outside the IS STAG topics, then signed by the Guarantor of the programme of study), which they submit to the Study Department, no later than the date specified in the schedule of the academic year.

(c) If the student does not select the graduation thesis topic within the appropriate deadline (see letter b), e.g. due to an intention to extend the length of their study, then within the deadline set, they submit a written declaration of this, stating their intention to extend the length of their study and the deadline by which they intend to select the topic of the final thesis. The deadline for submission of the Graduation Thesis Assignment Form may be postponed repeatedly, to a maximum of 2 years in total. The duration of study interruption is not counted in this period.

(4) The Bachelor's or Master's thesis Supervisor can be an internal Teacher of the FT USB or, in exceptional cases and with the approval of the Head of the Department, an external Teacher of the FT USB (the status of academic staff as internal or external teacher is available on the website of the relevant Department). A Bachelor thesis can be supervised by the Teacher holding at least the academic degree Mgr. A master's thesis is usually supervised by a lecturer holding a PhD., ThD. or another degree corresponding to this level, unless decided otherwise by the Head of the Department concerned and only in cases of particular consideration. In these cases, the Head of the Department expresses their approval by signing the Graduation Thesis Assignment Form (next to the student's signature and the signature of the Supervisor of the graduation thesis).

(5) The maximum number of graduation theses supervised by one academic staff member is 20. The Head of the Department may reduce the maximum number of supervised graduation theses for their Department or its particular member.

(6) Within the selected topic, the student with the consent of the Supervisor specifies the title of the thesis. If the student requests a change of the assigned topic of the final thesis, i.e. a change of the thematic focus of the thesis, they submit a request to the Study Department, as a new duly completed Graduation Thesis Assignment Form including signatures, i.e. the signature of the thesis Supervisor and the Guarantor of the



programme of study. If the request has all the required particulars, the application is granted.

(7) If the student requests a change of the Supervisor of the graduation thesis, they submit a request on the relevant form to the Study Department, attached by the new Supervisor's statement of consent and a consent of the Head of the relevant Department (the form is available for download on the Faculty website). The application will be further substantiated by the statement of the current Supervisor of the graduation thesis and the statement of the Head of the relevant Department (if there is a change in the Department where the thesis is supervised) confirming that they take note of this change. If the request has all the required particulars, the application is granted. A request for a change of the graduation thesis topic may be submitted at the same time as a request for a change of the graduation thesis Supervisor but it must contain all the necessary particulars of both of the applications.

(8) A Bachelor's thesis usually ranges from 30 to 50 pages of original text (from introduction to conclusion). A Master's thesis usually ranges from 70 to 90 pages of the text itself (from introduction to the conclusion). The standard page is defined as 1500 characters excluding spaces.

(9) When elaborating a Bachelor's or Master's thesis, the students follow the Methodological Support for Graduation Theses, published on the FT USB website.

(10) Graduation Thesis must be submitted no later than 31 March of the academic year in which the Defence is to be held. Students submit their Graduation Thesis to the administrator of the Department of the Supervisor responsible for the thesis. The Departmental Administrator will accept the work only if the student has fulfilled all the conditions stipulated in paragraphs 11 and 12.

(11) Before submitting the graduation thesis, the student is required to complete all the Bachelor's / Master's theses seminars; this is confirmed by the Supervisor granting the course credit in IS STAG. Before submitting the final thesis, the student is also obliged to complete all the necessary data about the graduation thesis in IS STAG; as governed by the relevant ordinance of the USB Rector.

(12) The graduation thesis is submitted in 2 copies and once in an electronic form uploaded to IS STAG in accordance with the relevant Rector's ordinance. The student submits their thesis in person and certifies that they have been awarded credit for the Bachelor's / Master's thesis seminar by submitting a copy of the IS STAG record. The thesis must include a signed declaration of personal elaboration.

(13) A graduation thesis report is elaborated by the thesis Supervisor and its Reviewer. Reviewers of the graduation thesis are appointed by the Dean on the basis of a proposal prepared by the Vice-Dean for Study and Pedagogical Activities in cooperation with the Heads of Departments and Guarantors of the relevant programme of study. Signed reports and copies of the reviewed theses must be delivered via the Departmental Administrator to the Study Department on the deadline set by the Vice-Dean for Study and Pedagogical Activities after consultation with the staff of the Study Department who submit the reports to the IS STAG. Reviews must be published in IS STAG no later than 3 working days before the date of Defence.

(14) The Defence of the final thesis is public and takes place before an Examination Committee, to which the final thesis thematically belongs. The final thesis is assigned to the relevant Examining Committee by the Dean on the basis of a draft prepared by the Vice-Dean for Study and Pedagogical Activities in cooperation with Guarantors of programmes of study and the Chairperson of the Examination Committee.

(15) The Defence of the graduation thesis must be held even if the Supervisor's or Reviewer's report expresses the "Not recommended for defence" opinion.



(16) In the event of a first unsuccessful Defence, the student has the opportunity to re-elaborate the thesis. The subject of the thesis, its Supervisor and Reviewer remain the same and the student submits their work and defends it in the next academic year. The topic of the thesis, its Supervisor and Reviewer may be changed only at an explicit recommendation of the Examination Committee before which the student defended the thesis; the same way, the student may, at an explicit recommendation of the Examination Committee, submit the work earlier and defend it in the autumn term of the State Final Examinations. These explicit recommendations must be included in the record on the course of the graduation thesis Defence.

(17) The record of the course of the Defence of the graduation thesis is published by the Study Department of the FT in IS STAG within 30 days from the end of the State Final Examinations, as set out in the academic year schedule.

Article 18

Change of the Form of Study and a Change of the Model Study Plan

(1) A transfer may be granted between the model study plans of one programme of study or between different forms of study within the same programme of study. The transfer between different programmes of study within the FT USB is only allowed if the accreditation of an existing programme of study expires. In these cases, the points described below are followed accordingly.

(2) The transfer of a student according to SEC USB Article 29 (2) is always carried out according to the most recent study plan of the given form of study. If the model study plans of the different forms of study differ substantially or if the student requests a transfer to another study plan within the same form of study, the statement of the Guarantor of the programme of study accompanying the application must also include a statement on recognition of similar subjects.

(3) If the Dean approves of the transfer, the notification of this will include a notice on the recognition of corresponding identical or similar subjects.

PART FIVE

STUDY IN DOCTORAL DEGREE PROGRAMME

Article 19

Study in a Doctoral Degree Programme

(1) An obligatory study record in the Doctoral degree programme (hereinafter referred to as DDP) apart from IS STAG is a Study Record Book (see SEC USB Article 14 (4)).

(2) The enrolment in the DDP is carried out individually within the deadline specified by the Dean for each student. The student registers for their selected subjects for the whole academic year in the Study Record Book; this registration is subject to the approval of the relevant DDP Subject Area Board. After the subject registration has been approved, the DDP Administrator enters it into IS STAG and confirms in the Study Record Book by their signature. Within the subject registration, the DDP student presents their results to the Subject Area Board of the relevant DDP and defends them.

(3) The basis of the study consists of three obligatory seminars. Teachers of these seminars are appointed by the Dean on the basis of recommendations of the DDP Subject Area Board. The seminars include: Elementary Doctoral Seminar, Specialization Doctoral Seminar and Individual Doctoral Seminar.

(a) The Elementary doctoral seminar is four semesters long and is shared by a number of DDP students. If there are more parallel groups within this seminar, the



- student's membership to a group is determined by the Subject Area Board. Participation in seminars is obligatory. Elementary seminars may have related content, in which case they are prerequisites toward each other. The schedule of individual seminars is determined by the Teacher at the beginning of the semester.
- (b) The Specialisation doctoral seminar is four semesters long and is shared by a number of DDP students. Participation in seminars is obligatory. Specialisation seminars may have related content, in which case they are prerequisites toward each other. The schedule of individual seminars is determined by the Teacher at the beginning of the semester.
- (c) The Individual doctoral seminar is eight semesters long and is determined by the Subject Area Board for each student with regard to their study focus. The schedule of individual seminars is determined by the Teacher at the beginning of the semester. The Teacher of the individual seminar is the student's Supervisor. The individual doctoral seminar corresponds to "doctoral practice" in the sense of the SEC USB Article 36 (3), letter f).
- (4) The student is obliged to pass a language examination as part of their DDP.
- (a) All DDP students must pass a test of their active knowledge of one foreign language at the level of a researcher and a test of their passive knowledge of one foreign language at the level of professional communication. Specific languages are approved by the Subject Area Board unless otherwise specified in the Accreditation File.
- (b) In addition to the obligation under (a), students of the DDP in Theology and Philosophy are required to pass an examination in Latin or another language within their chosen specialization according to the accreditation file.
- (c) The Subject Area Board may set the student, depending on their specialisation, a test in other languages.
- (d) The relevant Examiner of the subject is appointed by the Subject Area Board.
- (e) The passive language test consists of reading, translation and interpretation of a text. The active knowledge test verifies the active knowledge of the professional language with respect to the field of study.
- (f) Specific conditions and the date of the test are determined by the Examiner.
- (g) Students can register for the language test every year. The number of examination dates depends on the Examiner's and the student's agreement.
- (5) Any DDP student must publish 3 articles in professional peer-reviewed journals during their study.
- (6) The Subject Area Board of the relevant DDP may stipulate for students in full-time form of study a minimum of one-month study stay abroad.
- (7) The Subject Area Board of the relevant DDP may, with regard to the student's specialisation and in order to improve their scientific and research activity, set further study obligations arising from the programme of study. In this case a Teacher responsible for verifying the fulfilment of these obligations will also be appointed.
- (8) FT USB regularly organizes so-called international seminars for DDP students, inviting significant experts from abroad. For full-time DDP students, attendance at these seminars is obligatory. Students of the combined form of study are encouraged to participate. The timetable for international seminars is set by the Vice-Dean for Foreign Relations in consultation with the Chairpersons of the Subject Area Boards at the beginning of each semester. DDP students are promptly informed of this schedule by e-mail.
- (9) A DDP student can only be involved in teaching after advancing to the second year. They can independently lead seminars and practical classes but not lectures.



(10) The assessment and remuneration of DDP students is governed by the Dean's Ordinance on Scholarship for Students of Doctoral Degree Programmes.

(11) Students in full-time form of study are prescribed certain activities that are designed to prepare them for further academic activity at the University. Their content and method of determination is regulated by the Dean's ordinance on Scholarship for Students of Doctoral Degree Programmes. Failure to comply with the activities is deemed as a failure to fulfil the obligations of the programme of study.

Article 20

State Doctoral Examination

(1) The State Doctoral Examination is held as an oral Examination in two parts. A protocol signed by all members of the Examination Committee is kept on the course of the Examination.

(2) The first part of the Examination takes a form of a demonstration lecture. The doctoral Supervisor proposes four topics of the lecture, along with five thematic areas of questions for each topic of the lecture, no later than at the beginning of the seventh semester of the Individual Doctoral Seminar. These topics and subject areas are subject to approval of the DDP Subject Area Board. At the beginning of the Examination, the student draws one of the approved examination topics. The first part of the Examination takes 45 minutes, 30 minutes of which are given to the lecture itself and 15 minutes to answering questions related to the lecture.

(3) The second part of the Examination takes 40 minutes. The student answers questions of the State Doctoral Examination Committee regarding the 5 topics related to the selected lecture topic.

Article 21

Dissertation Thesis and its Defence

(1) The expected extend of the dissertation is 150–250 standard pages.

(2) The DDP student submits the dissertation to the DDP administrator in 5 copies. At the same time, they submit 8 copies of the dissertation abstract including an abstract of the thesis in English, and upload the dissertation in pdf format onto IS STAG.

(3) The dissertation is written in a language in which the relevant programme of study is accredited. The Subject Area Board may exempt from this rule.

(4) The dissertation is reviewed by two Reviewers appointed by the Dean at the proposal of the Chairperson of the DDP Subject Area Board. The reviews are published in IS STAG at least 10 working days before the Defence by the DDP Administrator.

(5) The dissertation Defence is held no later than 3 months after submission of the dissertation. The course and results of the Defence of the dissertation are recorded in a protocol signed by all members of the Examination Committee. Attached to the report are the Reviewers' reports.

(6) Within 10 days of the Defence, the DDP Administrator inputs the record of the course of the Defence of the graduation thesis to IS STAG.

Article 22

State Rigorosum Examination



(1) State Rigorosum Examination in accordance with Section 46 (5) of the Act in order to obtain the degree ThLic. presented before the name takes place at the FT USB in the field of Theology.

(2) The agenda of Rigorosum Examinations and applications is held by the Vice-Dean for Science. Upon their discretion, the Vice-Dean may appoint a consultant to a particular candidate. The role of a consultant may be taken on only by an internal Teacher of the FT USB or, in exceptional cases and with the agreement of the Head of the Department, an external Teacher of the FT USB, a holder of a Ph.D. or another degree corresponding to that level. The maximum number of Rigorosum Thesis assigned to one Teacher as a consultant is 5.

(3) The application must be submitted to the DDP FT USB Administrator on the prescribed form (available for download on the Faculty's website). The applicant may submit it at any time during the academic year. Attached to the application are certified documents of reached level of education and qualifications, a structured CV, the graduation thesis resume, a list of publication and other professional activities and the title and summary of the Rigorosum Thesis and possible the choice of the subject of the Rigorosum Examination according to point 5 of this article, if applicable.

(4) If the candidate has not obtained a Master's degree in the fields of study referred to in paragraph 5 or in similar areas, the Faculty returns the application with the appropriate explanation. If the application is incomplete, the Faculty invites the candidate to remedy the shortcomings within 15 business days. If the application is not remedied by this deadline, the Dean terminates the proceedings on the application for the Rigorosum Examination.

(5) The State Rigorosum Examination consists of an oral examination and a Rigorosum Thesis Defence. The applicant submits a list of studied professional literature for the State Rigorosum Examination. Requirements for the State Rigorosum Examination are published on the Faculty's website. The oral examination has the following form:

(a) a graduate of the Master of Theology degree programme (or a programme of a corresponding content) sits the Rigorosum Examination in two subjects, one of which is the subject of the Rigorosum Thesis and the other is chosen from biblical studies, systematic theology and theological ethics.

(b) Graduate of the Master's Teacher of Religious Education degree programme or Theology of Service degree programme (or similar programmes) sits the Rigorosum Examination in three subjects: Biblical Studies, Systematic Theology, and Theological Ethics.

(6) Within 60 days of receipt of the application, the Faculty provides applicants with details of the requirements for the Rigorosum Examination and its course. Within 30 days of receipt of this document, the applicant is required to pay, in accordance with point 12 of this ordinance, a fee for the administrative costs associated with the admission and conduct of the Rigorosum Examination and submit their Rigorosum Thesis.

(7) The Rigorosum Thesis corresponds to the completed degree programme and demonstrates the ability of the applicant to pursue independent scientific work. It usually ranges 120-150 standard pages (including comments, bibliography and a summary in a world- wide language). The thesis must be submitted as 2 hardcover copies and in electronic form in pdf format. Formatting of the thesis is governed by Methodological Support for Graduation Theses, published on the FT USB website. Pursuant to Section 47b of the Act, the Rigorosum Thesis, together with the Reviewer's reports and the record of the course of the Defence, must be published in electronic form on IS STAG.

(8) Within 30 days of the submission of the Rigorosum Thesis, the DDP Administrator notifies the applicants of the date of the Rigorosum Examination.



(9) The Examining Committee, including its Chairperson, is appointed by the Dean from the ranks of professors, associate professors or experts of the relevant field holding a doctoral degree. The Examination Committee has at least three members. The Chairperson of the Committee appoints two Reviewers of the Rigorosum Thesis. The Reviewers elaborate written reports stating clearly whether they do or do not recommend the submitted Rigorosum Thesis for defence. The Reviewers reports are made available to the candidate at least 10 working days before the date of the Rigorosum Examination.

(10) The course and the outcome of the Rigorosum Examination, which also includes the Defence of the Rigorosum Thesis, are recorded in a protocol signed by all members of the Examination Committee. Attached to the protocol are the Reviewers' reports. The outcome of the Rigorosum Examination is classified as "passed" or "failed". The grade "passed" can only be obtained by successful completion of all the parts of the State Rigorosum Examination.

(11) Individual components of the Rigorosum Examination, including the Defence of the Rigorosum Thesis, can be repeated only once. If the applicant fails to defend the Rigorosum Thesis, the Committee determines whether it is necessary to re-elaborate or supplement the thesis. Resit of a Defence is possible within 6 months at the earliest.

(12) Costs associated with the Rigorosum Examination are paid by the applicant in the form of a fee. The amount of the fee is determined by the relevant ordinance of the Dean.

Article 23 Final Provisions

(1) This ordinance repeals the following ordinances of the Dean of the FT USB:

- (a) No. 163/2010, issuing the Rigorosum Administration Code at the FT USB;
- (b) No.200/2012, on Recognition of Subjects and Course Credit at the FT USB;
- (c) No.217/2014, on Organization of State Doctoral Examinations and Dissertation Theses Defences for Study of Theology at the FT USB
- (d) No.224/2014, on Determining Responsibility for Updating Selected Data in IS STAG Portal;
- (e) No.225/2014, on Holding State Final Examinations in Bachelor's, Master's and Follow-Up Master's Study at the FT USB;
- (f) No.227/2015, on determining the Conditions of Transfers within Study at the FT USB;
- (g) No.229/2015, on Interruption of Study;
- (h) 244/2016, on Foreign Language Examinations in Doctoral Degree Programmes;

(2) This ordinance becomes effective on 1 December 2017.

Assoc.Prof. ThDr. Rudolf Svoboda, ThD
Dean of the FT at the USB