



COLLECTION OF DECISIONS AND ORDINANCES OF THE DEAN OF FTH USB

No: 320/2024

České Budějovice, 23 September 2024

ORDINANCE OF THE DEAN OF FTH USB ON THE ORGANISATION OF STUDIES AT FTH USB

PART ONE GENERAL PROVISIONS

Article 1

Basic provisions

This ordinance is an internal standard of the Faculty of Theology of the University of South Bohemia in České Budějovice (hereinafter referred to as 'FTH USB') within the meaning of the Study and Examination Regulations of the University of South Bohemia in České Budějovice (hereinafter referred to as 'SER USB'), Article 2, Section 1.

Article 2

Procedure and responsibilities when introducing a new course

(1) When a new course is created, the following procedure is followed:

1. A degree programme guarantor who intends to include a new compulsory or compulsory elective course in the curriculum of the degree programme he/she guarantees consults on his/her intention with the head of the department that should implement the course, who appoints the guarantor of the new course;
2. The guarantor of the new course then fills in the course syllabus form (available for download on the faculty website), sends it in electronic form (MS Word) to the Vice-Dean for Accreditation and Internal Evaluation for checking the formalities and, if requested, adds the necessary information;
3. The prepared syllabus is sent by the guarantor of the new course to the Vice-Dean for Accreditation and Internal Evaluation, who submits it to the Degree Programme Board (hereinafter referred to as 'DPB'). If the DPB approves it, the officer of the Vice-Dean for Accreditation and Internal Evaluation establishes the course in the information system of the student affairs remit (hereinafter referred to as 'IS STAG');
4. The officer informs the course guarantor about the introduction of the new course into IS STAG; the guarantor then fills in the remaining items of the syllabus in IS STAG, including its English version.

(2) In cases worthy of special consideration, the introduction of a new course may be initiated by the



guarantor of the proposed course with the approval of the relevant department head, provided that the course is not part of any study plan as a compulsory or compulsory elective. In this case, the procedure in Section (1) shall be followed accordingly.

Article 3

Procedure and responsibilities for updating an existing course

(1) The course syllabus published in IS STAG in its Czech and English versions is the responsibility of the course guarantor listed in IS STAG. The head of the department that implements the course is responsible for the correctness of the name of the guarantor. A change of the guarantor is possible upon approval of the DPB.

(2) If an existing subject introduced in IS STAG needs to be updated, the following procedure is followed:

a) The course guarantor may change the following items at any time through IS STAG without prior approval of the DPB, but with the consent of the programme guarantors whose degree programme the course is included in:

- prerequisites, i.e. the knowledge, skills, etc., expected of the student when enrolling in the course;
- the competencies, i.e. knowledge, skills, abilities, etc., which the graduate of the course acquires, which must correspond to the graduate profile of each degree programme in whose study plan the course is included as a compulsory or compulsory elective;
- the content, i.e. the timing and framework characteristics of the content of lectures, seminars or tutorials;
- requirements, i.e. a detailed description of what is expected of the student (characteristics of the examination, requirements for the final thesis, etc.), including the deadline(s) by which the requirements are to be met (especially in the case of credit), while the course requirements imposed on the student must correspond to the graduate profile of the degree programmes in whose curricula the course is included and the number of credits of the course;
- methods, bibliography, etc.

b) Of the data that the guarantor cannot change in the IS STAG independently, the following data will be changed by the officer of the Vice-Dean for Accreditation and Internal Evaluation at his/her request: the form (lecture, seminar, tutorial, consultation) and scope of instruction, conditional and excluding courses. Even these changes must be consulted in advance with the guarantors of the programmes for which the course is compulsory or optional.

c) Other details such as the title of the course, department affiliation, number of credits, semester assignment, the status of the course within the degree programme, method of completion, course objectives, guarantor and teacher, etc. must be approved by the DPB, with the exception of routine language corrections.

d) Updates to the syllabus of a more serious nature may be made no later than the first week of the teaching period of the semester (see Article 10, Section 2, and also SER USB, Article 10, Section 7).

e) All changes must be made in parallel in both the Czech and English versions of the syllabus.

Article 4

Responsibility for training for work with IS STAG

The training of student affairs officers and departmental officers in technical issues of IS STAG



functionality is guaranteed by the Vice-Dean for Education and Studies in cooperation with the responsible staff of the USB Rectorate. The training of educators in the technical issues of the functionality of IS STAG is guaranteed by the officer of the relevant department.

Article 5

Course guarantor

There can be only one course guarantor in the sense of SER USB, Article 3, Section 3, and an exception can be approved by the Vice-Dean for Accreditation and Internal Assessment. Other educators involved in teaching have the status of lecturer, seminar leader or tutor.

Article 6

Lifelong learning courses

The subject of this ordinance of the Dean is studies in the bachelor's, master's and doctoral degree programmes. Accreditation of programmes and courses of lifelong learning and studies in these courses is the subject of another ordinance of the Dean.



PART TWO

DEGREE PROGRAMME STUDIES

Article 7

Student Applications

- (1) All requests concerning studies are submitted in writing on the appropriate form, either in paper form with the student's signature or electronically via email communication using the student's faculty address.
- (2) If the application is incomplete or otherwise defective, FTH USB may request An amendment. If the amendment is not made within 15 calendar days, the application will not be granted.
- (3) The Vice-Dean for Education and Studies decides on all disputed cases concerning bachelor's and consecutive master's studies and on applications submitted in accordance with SER USB and this ordinance. The student has the right to appeal to the Dean. The decision of the Dean is final unless it is an administrative act. Otherwise, the Rector is the appellate authority issuing the final decision.

Article 8

Compulsory courses beyond the obligations arising from the degree programme

- (1) Depending on the nature of the previous bachelor's studies, the guarantor of the degree programme may make certain subjects that have the status of elective subjects in the model study plan of the degree programme compulsory for the student in the consecutive master's degree programme. The list of such courses (abbreviation and title of the course, including any prerequisites) is compiled by the degree programme guarantor in cooperation with the candidate, if necessary, and submitted to the FTH USB Student Affairs Office at the latest one week before the end of the registration period of the semester of the first year so that the Student Affairs Office can process it and hand it over to the student before the end of this period.
- (2) In the case of the procedure set out in Section (1), the number of credits of all courses a student must complete during his or her consecutive master's studies as part of the compulsory and compulsory elective courses may not exceed 120.
- (3) When determining the above-mentioned additional compulsory courses, the degree programme guarantor shall ensure that he/she selects courses that are part of the current curriculum.

Article 9

Extension of the deadline for meeting the requirements of the course

- (1) A student's request for a new deadline for meeting the requirements of one or more courses as defined in SER USB, Article 10, Section 4 must:
 - a) be submitted before the end of the examination period (in cases of good cause, the Vice-Dean may also grant a request submitted after the end of the examination period),
 - b) include documented serious, usually medical, reasons that prevent the student from completing the course requirements and graduating on time,
 - c) include the consent of the educator of the course(s) to which the application relates (see SER USB, Article 10, Section 4),
 - d) include a proposal for the date by which the deadline should be extended,
 - e) include dates of previous unsuccessful attempts to complete the course,
 - f) include the date of the last deadline announced for the course.



- (2) The request may be granted if the student is applying for a regular, first or second resit exam and the reasons he/she gives have caused him/her to be unable to take advantage of previous dates or to be unable to take advantage of the announced future dates.

Article 10

Requirements for Students

- (1) Requirements of the educator for students (see SER USB, Article 10, Section 7) must be included in the course syllabus, including any deadlines for meeting these requirements (e.g. the deadline for submitting the seminar paper). If the course syllabus refers to the e-learning learning support, the requirements for students may be set out more generally in the course syllabus, and the specifics of these requirements may be specified in the e-learning learning support materials.
- (2) Meeting additional requirements beyond those listed in the course syllabus published in IS STAG in the first week of class cannot be required without the student's consent.

Article 11

Maximum and minimum capacities of courses

- (1) Since courses are automatically copied in IS STAG from year to year, the course guarantor is to check at the time of updating the course for the semester whether the maximum number of students who can enrol in the course as compulsory (A), optional (B) or optional (C) has been set correctly.
- (2) At the request of the course guarantor, the officer of the relevant department will adjust the maximum capacity of the course, usually when updating the course for a given semester. The maximum capacities may be increased at a later date:
- a) during the period specified for enrolment of courses at the request of the course guarantor;
 - b) after the end of the period set for course enrolment on the basis of the student's request, which is granted; an additional increase of the course capacity is carried out by the departmental officer, then the students in question are enrolled in the course by the Student Affairs Office.
- (3) The correct setting of minimum and maximum course capacities is the responsibility of the course guarantor. The minimum capacity of courses in parameters B and C must be set and is subject to the approval of the head of the department. The maximum capacity of courses that have the status of compulsory courses in a degree programme must be unlimited (usually set to 300). The maximum capacities for the status of a compulsory elective course (parameter B) must be set so as to enable the relevant compulsory elective blocks of all affected degree programmes to be completed.
- (4) Upon completion of the mandatory enrolment of courses according to SER USB, Article 21, Section 3, the officer of the Vice-Dean for Internal Evaluation and Accreditation will forward the lists of courses with unfilled minimum capacities to the heads of departments and divisions. The heads will then decide whether to close or retain the courses. The aforementioned officer will then close the courses concerned and cancel the students' enrolment in accordance with SER USB, Article 21, Section 4(c).

Article 12

Studies during the recognised period of parenthood

A student who is entitled to an individual study plan within the recognised period of parenthood and wishes to take advantage of this will apply for one. At the same time as the application, the student shall submit a draft of the parent's individual study plan. This includes the deadlines in accordance with SER USB, Article 11, Sections 1 and 2, in particular the deadlines for the conclusion of courses and classification and the deadline for the submission of the final thesis, for the entire period of recognised parenthood (the form can be downloaded from the Faculty's website). Once approved by



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the Vice-Dean for Education and Studies, the individual study plan becomes binding.



PART THREE

MONITORING AND EVALUATION OF STUDIES

Article 13

Organisation of credit and examination dates

(1) The examiner is obliged to follow these rules when listing examination dates:

- a) The examiner lists the dates via IS STAG. He/she also reserves a room in IS STAG for the purpose of examinations. The examiner may also test remotely; in this case, he/she shall indicate this in IS STAG and there is no need to reserve a room.
- b) The total capacity of scheduled exam dates must exceed the number of students enrolled in the course by at least 10%.
- c) The examiner must announce at least two scheduled dates for the course 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. If the number of students enrolled in the course is 7 or less, the minimum number of resit dates in the second half of the examination period is 1. Multiple courses may be combined in one examination period, but always taking into account the total capacity of the dates offered. For the purpose of determining the half-term, the holiday period shall not be included in the duration of the examination period.
- d) Examination dates announced during the instruction period must not be in conflict with scheduled instruction.
- e) If no students sign up for the date, the educator may change or cancel the date at any time, but the total capacity and number of terms offered must always meet the minimum requirements specified in (b) and (c).

(2) The manner and date of submission of the seminar papers or other requirements for the award of credits shall be specified by the educator in the course syllabus or in the e-learning support materials no later than in the first week of the course (see SER USB, Article 10, Section 7). If the educator decides to use the IS STAG to facilitate the administration of crediting and colloquia and to require students to register for discussions concerning crediting on specified dates similar to those for examinations, the total capacity of all announced dates must exceed the number of students enrolled in the course by at least 10% and at least two dates on different days must be announced for the course. The option of offering a resit or substitute term as defined in SER USB, Article 15 is left to the discretion of the educator.

(3) If the credit requirements are in the nature of credit tests or if the possibility of resit attempts is not otherwise defined in the course syllabus (and it is therefore assumed that two resit attempts are available to meet the specified requirements, see SER USB, Article 15, Section 3), the dates in IS STAG are listed analogously to the examinations, see Section 1 of this Article.

(4) The examiner may, at its discretion, increase the number and capacity of the dates offered at any time.

(5) In the event that, due to the composition of the dates offered, a situation arises where a student fails to pass the regular examination date and there are no available resit dates remaining before the end of the examination period, the examiner is obliged (in accordance with SER USB, Article 17, Section 8) to announce an additional resit date. If the student fails the first resit examination and there is no available resit period remaining, the examiner is not obliged under SER USB, Article 17, Section 8, to issue a further resit date.

(6) If the examination or crediting is conducted in the form of a written performance, the student has the right to inspect his/her assessed and graded work until the end of the respective examination



period.

(7) At the request of the student or the examiner, the Dean may schedule an examination before a committee on any date (i.e. not only on the second resit date, see SER USB, Article 17, Section 10).

(8) During the exam, the student demonstrates his/her own acquired knowledge and learned competencies, not the ability to use modern tools (unless this has been clearly stated by the educator in advance), etc. In case of violation of this rule (i.e. copying, cheating, use of artificial intelligence if it was not part of the assignment, etc.) the exam is evaluated as unsuccessful, and the student is subject to sanctions according to the Disciplinary Regulations of FTH USB. The same applies appropriately in the case of crediting or colloquia or any other verification of knowledge or the completion of assignments during the course of studies.

Article 14

Records of learning outcomes

(1) The examiner is obliged to record the (non-)award of credit, the marking of the examination or the fact that the student was excused from the deadline in IS STAG. If the student simultaneously keeps a record of his/her study results in a study report, which takes the form of a document recording in particular the courses and results of study monitoring (hereinafter referred to as the 'record book'), the examiner shall also enter the relevant record in the record book at the request of the student. The entry in the record book shall be for verification purposes only.

(2) The entry in IS STAG must be made within five working days of the term for which the student has enrolled. In the case of a date in the last week of the examination period, the examination grade or (non-)award of credits must be entered in IS STAG no later than the date specified in the timetable of the relevant academic year as the final date for the award of credits and examinations.

(3) If the student does not register or fails to appear for any of the regular examination dates, the examiner enters information into IS STAG on the date of the last regular examination date that the student has failed the course.

(4) Records of examinations and awards of credits taken after the end of the examination period (except as provided for in Section 6 of this Article) shall be invalid. The student affairs officer shall delete such invalid records from IS STAG when checking the student's fulfilment of his/her obligations.

(5) If a student excuses himself/herself from an examination for serious reasons, especially health reasons, the reason for the excuse is assessed by the examiner.

(6) At the end of the examination, as specified in the academic timetable, the student may be examined and a record of the examination taken or credit awarded entered into the IS STAG entered only if:

- a) the student submits to the examiner an approved request for an extension of the examination period (as per Article 9), or
- b) if the student is a student who is covered by study abroad arrangements (Erasmus scholarships, etc.) or a student who has been assigned an individual study timetable or an individual study plan by a parent.

In the event that recording in the IS STAG is not possible due to the end of the semester, the record of examination or the award of credits will be entered into the IS STAG by a student affairs officer at the request of the educator.

Article 15

Required number of credits earned

The provision under SER USB Article 31, Section 1(c) does not apply if the student has completed all



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PART FOUR

STUDIES IN BACHELOR'S, MASTER'S AND CONSECUTIVE MASTER'S DEGREE PROGRAMMES

Article 16

Course enrolment, late enrolment and cancellation of course enrolment

- (1) Course registration dates are set each year by the academic year timetable.
- (2) For serious health, family or other reasons, it is possible to request the Vice-Dean for Education and Studies to change the date of course registration. The alternative date of course registration is determined by the Vice-Dean for Education and Studies.
- (3) Enrolment in courses is separate for the winter and summer semesters, as follows:
 1. After the publication of the timetable for a given semester, students are obliged to register for the courses they intend to attend in IS STAG within the deadline set by the academic year schedule.
 2. Subsequently, a list of courses that will not be opened because the minimum number of enrolled students is not met is published on the faculty's website.
 3. During the advanced enrolment period, students have the option to make justified changes to their enrolled courses in IS STAG (see SER USB, Article 21, Section 8 for details).
- (4) The student enrolls in courses in a specified structure so that he/she can obtain at least 20 credits each semester in the compulsory and compulsory elective courses of his/her study plan by completing the enrolled courses. A student is not bound by this rule only if he/she has enrolled in or previously completed all the courses of his/her study plan open in a given semester that remain to meet the requirements for the proper completion of his/her studies.
- (5) A student who is not enrolled in the course cannot be awarded credit or be admitted to a colloquium or examination in the course. A student may request late enrolment in a course; the request must include written approval from the corresponding educator.
- (6) A student may request cancellation of course registration; if done within the first 3 weeks of instruction, it will be granted. If the student submits the request later, he/she must provide evidence of serious reasons (long-term illness, hospitalization, etc.) that prevent him/her from fulfilling the requirements of the course enrolled in. A course cannot be dropped if the student's evaluation has already begun.
- (7) Any changes to enrolled courses (additional enrolment and cancellation of enrolled courses) are made by the FTH USB Student Affairs Office (see SER USB, Article 20, Section 12).

Article 17

Recognition of courses and credits obtained in previous or concurrent studies

- (1) The Vice-Dean for Education and Studies decides on the recognition of courses and credits. The student has the right to appeal to the Dean. The decision of the Dean is final.
- (2) Courses taken during studies under a LLL course and the associated credits shall be recognised immediately after students are enrolled in the course of study, ex officio, if
 - a) these are identical courses, i.e. taken at the FTH USB with the same code, method of completion and credit evaluation, and at the same time
 - b) these are courses taken in the immediately preceding academic year.
- (3) Credits and examinations, with the exception of the procedure under Section (1), shall be accepted on the basis of an application submitted by the student to the studies:



- a) in the first semester of studies within one month of enrolment if the courses are courses taken in previous studies;
 - b) within 1 month from the date on which the situation requiring recognition of the course occurred, if the course was taken under concurrent studies.
- (4) If a student is in a double-track programme and some courses are part of both the major and minor curricula, the student completes them only once, but the completion counts as fulfilling an obligation in both curricula.
- (5) Courses are recognised where the completion of the course is intended to provide the student with knowledge, skills or competencies equivalent to those already acquired through the completion of another course or a combination of courses.
- (6) One or more courses may be recognised on the basis of the completion of one course; the recognition of one course may be supported by one or more completed courses.
- (7) The recognition of identical courses (i.e. courses taken at FTH USB with the same code, method of completion and the same credit evaluation) is done as follows:
1. The student completes the relevant form with the names, codes, type of assessment and credit value of the courses the recognition of which he/she is applying for and either submits the signed application to the Student Affairs Office in paper form with an attached signature or sends it (without the need for a signature) to the Student Affairs Office from his/her faculty email address. Courses Methodology Seminar 2–4, Bachelor's Thesis Seminar and Diploma Seminar 1 and 2 cannot be recognized.
 2. The student affairs officer processes the application, verifying whether the courses meet the relevant conditions according to SER USB, Article 25, Section 7; he/she excludes the non-compliant courses and confirms the result of the application processing with his/her signature; he/she records the accepted courses in IS STAG and subsequently informs the student about it.
- (8) Recognition of credits and examinations on the basis of similar courses proceeds as follows:
1. The student will fill in the appropriate form with titles, codes, type of assessment, and credit value of the courses for which recognition is requested (i.e. the courses that the student is to take according to the study plan at the FTH USB; the form is available for download on the Faculty's website).
 2. The student shall also provide a statement of studies within the meaning of Section 57 of Act No 111/1998, on Higher Education and Amendments and Additions to Other Acts (Higher Education Act), as amended (hereinafter referred to as the 'Act'), i.e. the records book or a confirmed statement of completed courses generated from the information system of the higher education institution, which will show the names of the courses on the basis of which recognition is requested, the grades, the date on which they were completed, and their credit value. Along with this, he/she will supply the syllabi of all the courses he/she has taken for which he/she is applying for recognition.
 3. The student submits the completed application form in electronic form and its attachments to the guarantor of the relevant degree programme for comment; the programme guarantor may require the applicant to submit additional documents informing about the scope and content of the courses taken or may request a statement from the guarantor of the course that is the subject of the application.
 4. The programme guarantor shall assess the application in the light of the condition referred to in Section (5) and in the light of the provisions of SER USB, Article 25, Section 7; he/she shall add the relevant assessment for the courses for which he/she agrees, exclude the non-compliant courses and add his/her comments to the application form or attach them to the application.



Courses will be recognised if the guarantor of the relevant degree program agrees.

5. The student submits the completed application with the statement of the degree programme guarantor to the Student Affairs Office in paper form with an attached signature or sends it together with the statement of the guarantor by email digitally from his/her school email address.

6. The student affairs officer records the recognised courses in IS STAG and subsequently informs the student.

(9) The following procedure shall be followed for the recognition of credit awards and examinations based on a contract concluded with a higher vocational school (hereinafter referred to as 'HVS') with which FTH USB has concluded a contract on the recognition of study results:

1. The student (a graduate of an HVS with which FTH USB has concluded an agreement on the recognition of study results) fills in the relevant form with the date on which he/she completed the courses listed above at the HVS and the grade obtained; the application is accompanied by a document showing the names of the courses on the basis of which he/she requests recognition, the grades and the date on which they were completed (the form is available for download on the Faculty website).

2. The student submits the completed application form and its attachments to the guarantor of the relevant degree programme.

3. The programme guarantor will assess the application in terms of the conditions set out in the relevant agreement with the HVS and in the light of SER USB, Article 25, Section 7; he/she will add the relevant assessment, exclude the non-compliant courses and add his/her comments to the application form or attach them to the application.

4. The student submits the completed application with the statement of the programme guarantor to the Student Affairs Office in paper form with the attached signature or sends it together with the statement of the guarantor by email digitally from his/her school email address.

5. The student affairs officer records the recognised courses in IS STAG and subsequently informs the student.

(10) The student may also apply for recognition of courses beyond the scope of the relevant contract; in this case, he/she shall submit a separate application in accordance with Section (8).

(11) The application for recognition of a partial part of the state final examination is submitted separately. The partial state final examination can only be recognised if no more than two years have elapsed since the completion of the examination at FTH USB and it has not been evaluated worse than 'very good' but without the successful completion of studies and the award of a diploma. Along with the partial state final examination, all courses that are listed as courses of the profiling basis in the given study plan are also recognised (the form can be downloaded from the Faculty's website).

(12) In case the student applies for recognition of the thesis defence, he/she shall simultaneously apply (on the same application form) for recognition of the seminar(s) for the bachelor's/master's thesis and for recognition of Methodological Seminars 2–4, if they are in his/her study plan. The recognition of the defence of the bachelor's thesis must not violate SER USB, Article 27, Section 13 (a) and (b).

(13) The defence of the thesis can only be recognised if it has been carried out at the FTH USB within the previous three years with a result no worse than 'very good' but without successful completion of studies and the award of a diploma.

(14) In addition to the provisions of SER USB, Article 25, Section 7(a) to (c), requests for recognition of courses listed as electives in the student's respective study plan will not be granted.



(15) Recognition of credits and examinations based on courses taken at a higher education institution abroad is as follows:

- a) In the case of courses completed abroad during a study stay in the course of the current studies, the relevant ordinance of the Dean is followed.
- b) In other cases, the recognition of courses is carried out in accordance with Section (8), taking into account the status and nature of the foreign higher education institution.

(16) By submitting an application for recognition of a course, the student acknowledges that in the event of a positive decision on the application, he/she hereby loses the right to take the course in the manner prescribed by the curriculum and any enrolment in a recognised course will be cancelled by the Student Affairs Office. In the event that the recognition of the courses would result in the total number of credits corresponding to the courses in which the student is enrolled falling below the 20-credit threshold, the relevant student affairs officer will notify the applicant in writing.

Article 18

Interruption of studies and re-enrolment

- (1) For the purposes of assessing a request for a non-standard interruption of studies under SER USB, Article 26, Section 5, reasons related to workload or study-related reasons are not considered to be compelling reasons.
- (2) In cases of interruption of studies in connection with pregnancy, childbirth or parenthood, the relevant ordinance of the USB Rector is followed.
- (3) Interrupting studies cannot address situations that would only lead to delaying the termination of studies.
- (4) A student who decides to terminate an interruption of studies before the expiry of the period for which the study was interrupted shall notify the Student Affairs Office in writing of his/her decision and the semester in which he/she wishes to start before the start of registration of courses for the relevant semester. If the date of re-enrolment does not conflict with other circumstances, the Student Affairs Office shall subsequently set a date for the student to enrol.
- (5) No exams or credits can be taken during the interruption of studies. However, it is possible to continuously prepare for the fulfilment of the study obligations that the student will fulfil after the interruption of studies by agreement with the lecturers.

Article 19

Content, form, conditions and organisational security of the state final examinations

- (1) A student may take the state final examination (hereinafter referred to as 'SFE') if he/she has earned the number of credits required for graduation as defined in SER USB, Article 28, Section 1, and if he/she has completed the required courses of his study plan and has achieved the minimum number of credits in the blocks of elective courses, in the composition prescribed by the study plan.
- (2) All parts of the SFE are taken on one date. The defence of the final qualification thesis, if prescribed for the degree programme, is considered part of the SFE.
- (3) The Dean appoints members of the examination committees for the SFE and at the same time appoints the chairpersons of the examination committees for the partial parts of the SFE. If the chair of the examination committee is an external lecturer, the Dean also appoints his/her deputy. The Dean may delegate this power to the Vice-Dean for Education and Studies.
- (4) SFEs are held in the form of an oral examination before an examination committee. The examination can only take place 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 his/her absence, by the instructions of the chair or a representative authorised by



the Dean. For the purposes of the defence of a particular thesis, the supervisor and the reviewer of that thesis are also considered members of the examination committee; if present, they also have the right to participate in any voting on the final evaluation of the defence of the thesis.

(5) The SFE may be conducted in a hybrid format provided that the student being examined and at least two members of the board are physically present and that the public nature of the examination is not compromised.

(6) SFEs are held according to the schedule of the respective academic year. The SFE timetable is published in IS STAG at least 14 days before they take place.

(7) If thematic categories or questions are set for the SFE, they must be published no later than 1 December of the previous calendar year.

(8) The student applies for the parts of the SFE via IS STAG in a manner analogous to applying for regular examinations during the course of studies.

Article 20

Record of the course of the state final examination

(1) A record of the SFE is made directly in the relevant form in IS STAG (hereinafter referred to as the 'record'). In the event of technical problems, the record may be made in another way, but an exact transcript of the record must be entered into the STAG IS no later than the next working day after the technical problems have been rectified and the STAG IS is operational.

(2) If the student took any part of the SFE in 2023 or earlier, the information mentioned in Section (4) of this Article will be included in the already printed SFE Record.

(3) The chair of the Examination Committee assigns the task of keeping a record of the state final examination or its part. The Vice-Dean for Study and Teaching may also assign the task of keeping a record if needed. The recorder may be a member of the committee or another person with appropriate authorisation in IS STAG who is present during the entire course of the examination or part thereof.

(4) The record must include:

- a) the date of the examination, or the date of the individual parts of the examination;
- b) the names of all members of the Commission present and the name of the chairperson. In the event that the state final examination consists of more than one part, this information shall be given separately for each part. If a member of the board is present remotely, this fact shall be stated in the record;
- c) a record of the examination or defence containing:
 - the question or topic to which the student has responded (if the examination specifies the examination questions or topics on which the student is tested);
 - the grade of each possible sub-exam and the overall grade of the state final examination;
 - other records of note as directed or at the discretion of the Chair of the Board;
 - if a member of the board or the student being examined expressly wishes it, their comments concerning the course or content of the state final examination shall be included in the record. The student may also raise his/her objections immediately after the examination has been taken, in which case they shall also be recorded in the record.

(5) The prepared record shall be submitted to all members of the committee, who must agree with the text of the record.

(6) The recorder shall be responsible for the accuracy of the information given in the record. The



record of the state final examination entered directly into IS STAG is not signed. In case of technical problems, the recorder will export the protocol to PDF format. Without undue delay, the obtained file is handed over to the chair of the committee, who signs it with his certificate issued by Cesnet, PostSignum or I.CA. The document signed this way will be delivered electronically to the Student Affairs Office without undue delay.

(7) The record on the course of the state final examination is closed by the Student Affairs Office after the last part of the examination has taken place within a specific examination period and after a formal check.

Article 21

Assignment, submission and evaluation of final qualification papers

(1) Internal lecturers are obliged to update the list of offered topics of bachelor's and master's theses published in IS STAG by the date set by the academic year schedule. This means, in particular, removing outdated topics from the list and adding a sufficient number of new topics. In terms of the functioning of the faculty, a 1.0 FTE corresponds to approximately 7 thesis topics. Heads of departments, in cooperation with programme guarantors, will ensure that the thesis topics offered are adequate in terms of subject matter and that the number of topics offered is sufficient for students in all programmes. In the event of deficiencies being identified, they will arrange for the matter to be rectified by the end of the following calendar month from the date set in the timetable for updating the list. Lecturers are obliged to update the list of thesis topics offered in the IS STAG on an ongoing basis and without undue delay to indicate which topics have been selected and which are still available so that it is clear which topics are available to students. Students can select the topics from the first day after the end of the period for a check of the announced topics by heads of departments and guarantors of degree programmes.

(2) The degree programme guarantor may condition the approval of the topic on the assignment of an expert consultant who will direct the student to work on the topic in the context of the profile of the degree programme.

(3) No later than in the penultimate academic year of the standard period of study (i.e. in the case of bachelor's degree programmes in the 4th semester of studies, in the case of continuing master's degree programmes in the 2nd semester of studies), the student either chooses a suitable topic for his/her final thesis according to (a) and (b) of this section, or submits a written declaration according to (c) of this section to the Student Affairs Office. Failure to comply with this obligation will be considered grounds for termination of studies according to SER USB, Article 31, Section 1(j) and Article 6, Section 2(b).

a) Students choose the topics of their bachelor's and master's theses according to the focus of their degree programme from the list of topics published in IS STAG. The degree programme guarantor may, with the approval of the DPB, set additional conditions for the choice of topics.

b) Any additions to and approval by the supervisor of the thesis in IS STAG must be made no later than the date specified in the academic schedule.

c) In the event that the student does not choose the topic of the final thesis by the relevant deadline (see b), e.g. due to the intended extension of the length of studies, the student shall submit a written declaration by the relevant deadline stating that he/she intends to extend the period of his/her studies, and at the same time, he/she will inform the deadline by which he/she intends to choose the topic of his/her thesis. The deadline for the submission of the thesis assignment may be postponed repeatedly, but not more than 2 years in total. The period of interrupted studies is not included in this time limit.

(4) The supervisor of the bachelor's or master's thesis is an internal educator of the FTH USB or, in



exceptional cases and with the consent of the head of the department, an external educator of the FTH USB (the classification of an academic staff member as an internal or external educator is indicated on the website of the relevant department). The bachelor's thesis may be supervised by an educator with at least the degree of Mgr. The master's thesis supervisor is normally an educator with at least a PhD, ThD or other degree equivalent to this level unless the head of the relevant department decides otherwise in cases of special consideration.

(5) The maximum number of theses that can be supervised by one academic staff member at the same time is 10. The head of the department may reduce the maximum number of supervised theses for his/her department or a specific member of it.

(6) Within the chosen topic of the thesis, the student, with the consent of the supervisor, specifies the title of the thesis. If the student requires a change of the assignment of the thesis topic, i.e. a change of the thematic focus of the thesis, he/she submits a request to the Student Affairs Office and prepares a new thesis assignment in IS STAG, which is approved by the thesis supervisor. If the request has all the required elements, it will be granted.

(7) If the student requires a change of the thesis supervisor, he/she submits an application to the Student Affairs Office on the appropriate form, accompanied by a statement of approval from the new thesis supervisor and a statement of approval from the head of the relevant department (the form is available for download on the faculty website). The application will also be accompanied by a statement from the current supervisor of the thesis and a statement from the head of the relevant department (if there has been a change in the department in which the thesis is supervised) that they acknowledge the change. If the application has all the required elements, it will be granted. A request for a change of thesis topic may be combined with a request for a change of the thesis supervisor but must contain all the elements of both requests.

(8) The bachelor's thesis is usually 30–50 standard pages of text (introduction to conclusion). The master's thesis is usually 60–90 standard pages of text (introduction to conclusion). A standard page is understood as 1500 characters without spaces. The programme supervisor may, with the approval of the DPB, define the nature, scope and form of the final thesis in more detail.

(9) Bachelor's and master's theses are written in the language in which the respective degree programme is accredited. The programme supervisor may grant an exception in the matter of language at the request of the student but must arrange for a reviewer together with the head of the department under which the thesis falls.

(10) When preparing bachelor's or master's theses, students are guided by the Methodological aid for the preparation of final theses, published on the FTH USB website.

(11) Final theses must be submitted no later than 31 March of the academic year in which the defence is to take place. Students submit their final theses to the departmental officer of the department to which the supervisor belongs, no later than 1 month after the credit from the relevant seminar for the bachelor's/master's thesis has been entered into IS STAG by the educator. The departmental officer will accept the thesis only if the student has fulfilled all the conditions specified in Sections (13) and (14).

(12) If the final thesis contains information that is classified within the meaning of Section 47b(4) of the Act, the Dean decides on postponing the publication of the thesis on the basis of a proposal by the head of the department or division where the thesis was written and who has agreed to the assignment of the thesis topic requiring the processing of such data.

(13) Before submitting the final thesis, the student is obliged to attend all prescribed seminars for the bachelor's/master's thesis; the completion of the seminar is confirmed by the thesis supervisor by entering the credits into IS STAG. Before submitting the thesis, the student is also obliged to complete all necessary information about the thesis in IS STAG; in doing so, he/she is guided by the



relevant ordinance of the USB Rector.

(14) Final theses are submitted in 2 print copies and once digitally by entering them into IS STAG in accordance with the relevant Rector's ordinance. The student submits the thesis in person and at the same time proves (e.g. by means of a statement of grades from IS STAG) that he/she has been awarded the credits for the seminar for the bachelor's/master's thesis. The thesis must include a signed statement of originality.

(15) The supervisor of the thesis checks in IS STAG whether the thesis is not plagiarized and enters this fact into IS STAG by 10 April of the respective year at the latest. If the student has a postponed deadline for the submission of the thesis, the assessment must be recorded within 10 days of the submission of the thesis. In case the thesis supervisor finds that the submitted thesis is plagiarized, he/she will notify the Dean of the FTH USB, who will make a proposal to the Disciplinary Committee of the FTH USB to initiate disciplinary proceedings.

(16) The review of the final thesis is prepared by the thesis supervisor and the reviewer. Reviewers of final theses are appointed by the Dean on the basis of a proposal prepared by the Vice-Dean for Education and Studies in cooperation with the heads of departments and guarantors of the respective degree programmes. The Dean may delegate the power to appoint thesis reviewers to the Vice-Dean for Education and Studies. The evaluations must be published in IS STAG at least 5 days before the start of the state final examinations set in the academic year schedule. Reviews are not signed by the thesis supervisor or the reviewer and are entered directly into IS STAG.

(17) FTH USB does not commission a third review, even in the case of serious discrepancies between reviews. The committee decides on the evaluation of the thesis on the basis of the opinions as well as on the basis of the defence and the student's performance during the defence.

(18) The defence of the thesis is public and takes place before the examination committee to which the thesis belongs. The decision on the assignment of the final thesis to the relevant examination committee is made by the Vice-Dean for Education and Studies in cooperation with the programme guarantors and the chairs of the examination committees.

(19) The defence of the thesis must take place even if the thesis supervisor or the thesis reviewer does not recommend the thesis for defence. A thesis that has been submitted and submitted for assessment cannot be withdrawn. If the student informs the Student Affairs Office in writing that he/she does not wish to defend the thesis, the thesis is evaluated with the grade 'failed' and the defence is considered to have taken place.

(20) If, during the course of the defence, there is a suspicion of unauthorised use of third-party data, information or texts, the committee may vote to postpone the determination and announcement of the outcome of the defence. The same procedure may be followed if disciplinary proceedings have already been initiated in the matter. Within 7 working days, the chair of the committee shall submit a petition to the Dean to initiate disciplinary proceedings, which shall include materials supporting the suspected disciplinary offence. The Dean shall review the complaint without undue delay. If he/she agrees with the opinion of the committee, he/she shall submit a proposal to the Disciplinary Committee of the Faculty to initiate disciplinary proceedings. After the Dean's disagreement or after the Disciplinary Committee has considered the matter, the examination committee shall, without undue delay, reconsider and grade the thesis defence.

(21) During the defence, the committee may ask questions to demonstrate the student's understanding of the topic and the independence of the thesis. If the student is not able to demonstrate an understanding of the problem or topic, procedures or conclusions of the thesis, and thus fails to demonstrate his/her own authorship of the thesis, the thesis is evaluated as unsatisfactory, and the chair of the committee may submit a motion to the Dean to initiate disciplinary proceedings. In the case of a motion to initiate disciplinary proceedings, the justification for doing so must be properly explained in the record of the defence.



(22) In the case of a first unsuccessful defence, the student has the opportunity to redo the thesis. The topic of the thesis, its supervisor and reviewer remain the same and the student will submit and defend the thesis in the following academic year. The topic of the thesis, the supervisor or the reviewer may be changed only on the explicit recommendation of the examination committee before which the student defended the thesis; likewise, the student may, with the explicit permission of the same examination committee, submit the thesis earlier and defend during the autumn SFE dates. This explicit recommendation or permission must be stated in the record of the course of the thesis defence.

Article 22

Change of the form of study and change of the model study plan

(1) Transfer between model study plans of one degree programme or between different forms of study of the same degree programme may be permitted. Transfer between degree programmes within the FTH USB is only allowed in the case of the expiring accreditation of an existing degree programme. In these cases, the procedure is analogous to the points described below.

(2) The transfer of a student according to SER USB, Article 29, Section 2 shall always be carried out in relation to the most up-to-date study plan of the form of study. If the model study plan of the individual form of study differs substantially or if the student applies to transfer to a different study plan within the same form of study, the statement of the programme guarantor accompanying the application must also include a statement on the recognition of similar courses.

(3) If the Dean grants the transfer request, the transfer approval notice will also include a notice of recognition of corresponding identical or similar courses. The Dean may delegate the authority to grant a transfer request to the Vice-Dean for Education and Studies.

Article 23

Double-track studies

(1) Some bachelor's degree programmes accredited at the FTH USB can be studied either separately or in combination in the mode of so-called double-track studies. Double-track studies is a form of studies that allows a student to acquire comprehensive knowledge and skills from two degree programmes. A student enrolls in a single degree programme in which he/she studies according to a main study plan (designated as a 'maior' or 'A1' study plan). In addition to this, he/she chooses a secondary study plan (designated as a 'minor' or 'A2' study plan). Students studying outside the double-track programme of study follow a core study plan designated as a 'maximus' or 'A'.

(2) At the FTH USB, only programmes allowing an asymmetric type of double-track studies are implemented, in which the credit load of the maior and minor curricula is close to a 2:1 ratio.

(4) Students in the double-track study mode always combine the maior study plan of the degree programme in which they are enrolled with one or two minor study plans of another degree programme.

(5) The state final examination, which duly concludes the double-track studies, consists of prescribed parts corresponding to the respective study plans of the double-track studies, while successful completion of the state final examination requires successful completion of the subparts of the examination corresponding to study plan A1 and at least one associated study plan A2.

(6) The condition for the inclusion of the associated study plan on the diploma is the completion of the relevant part of the state final examination, if this is part of the study plan.

Article 24



Double-track studies

- (1) Under bachelor's studies, all students enrol in the basic study plan A in the 1st year. The asymmetrical type of study at the FTH USB at the bachelor's level is designed in such a way that all associated A2 study plans assume instruction only in the 2nd and 3rd year of studies. As a result, students can only enter the double-track studies and choose the relevant associated study plan during the course of their studies, typically during the 1st year.
- (2) Students of bachelor's degree programmes may enter the asymmetric type of double-track studies on the basis of an application submitted no later than in the second year of studies. The application must be submitted in writing using the general application form by 31 May of the academic year in question. The application must specify the minor degree program in which the student wishes to enrol.
- (3) On the basis of a positive decision on the application pursuant to Section (2), the student affairs officer shall make an appropriate change to the study plan in the applicant's record card (in accordance with Article 29 SER USB), which shall be effective from the following academic year. The applicant's type A study plan is changed to a type A1 study plan, to which the type A2 study plan of the minor degree programme is added.
- (4) Applications for transfer to or termination of an associate degree (see Section (6)) are decided by the Vice-Dean for Education and Studies taking into account the recommendations of the guarantors of the respective maior and minor degree programme (see Article 29(3) SER USB). In justified cases (typically, e.g. for capacity reasons for the degree programmes concerned), the Vice-Dean may reject the application or, in a given academic year, set specific conditions for selected minor degree programmes that must be fulfilled by candidates for admission to the double-track studies.
- (5) If a student does not obtain credits for a compulsory course from the A2 study plan in the asymmetric study group even after the second enrolment or if he/she is no longer able to obtain the prescribed number of credits in a block of compulsory elective courses of the A2 curriculum through his/her own fault, he/she automatically leaves the mode of double-track studies. As part of the review of study obligations, the student affairs officer will change the A1 study plan to the A core plan of the degree programme in the student's record card and will draw his/her attention to this fact.
- (6) A student may request to terminate the minor degree and transfer to core study plan A; the request must be made in writing using the general request form. The change of curriculum will be made by the student affairs office upon a positive decision of the Vice-Dean on the application, effective from the following academic year.
- (7) Students in an associate degree programme who have successfully completed all the courses of the A1 study plan of their degree programme, all courses of the A2 minor study plan, and have successfully completed all the courses prescribed by the A2 study of any third degree programme as compulsory electives or elective courses, may have this third A2 study plan enrolled as a second minor stud plan. In this case, upon written notification from the student, the student affairs officer will check that the conditions have been met and, if the check is positive, will also assign the student a second minor study plan without undue delay and with immediate effect. If the conditions have not been met, the student shall be informed of this fact.

Article 25

State rigorosum examination

- (1) The state rigorosum examination pursuant to Section 46(5) of the Act is understood as part of the consecutive master's programme and is the responsibility of the guarantor of the relevant degree programme.



- (2) The remit of rigorous examinations and applications for them is managed by the Vice-Dean for Science. If he/she deems it appropriate, the Vice-Dean for Science may appoint a consultant to the candidate in a particular case. The consultant may only be an internal lecturer of the FTH USB or, in exceptional cases and with the consent of the head of the department, an external educator of the FTH USB with at least a Ph.D. degree or another degree corresponding to this level. The maximum number of rigorosum theses for which the educator is a consultant is 5.
- (3) The application must be submitted to the doctoral degree programme officer using the prescribed form (available for download on the Faculty's website). It may be submitted at any time during the academic year. The application form must be accompanied by certified evidence of education and qualifications, a brief curriculum vitae, a thesis resume, a list of publications and other professional activities, and the title and summary of the rigorosum thesis, or other requirements resulting from the accreditation file.
- (4) The rigorosum examination may be taken only by a person who has obtained a master's degree in a programme identical to the programme in which the rigorosum examination is accredited, or in a related field. In the latter case, the suitability of the previous studies is assessed by the guarantor of the programme in which the rigorosum examination is accredited. If the applicant's previous studies are unsatisfactory, the Faculty will return the application to the applicant with an explanation.
- (5) If the application is not complete, the Faculty will invite the applicant to remedy the deficiencies within 15 working days. If the deficiencies in the application have not been corrected by this deadline, the Dean shall issue a resolution on the termination of the procedure for the application to take the rigorosum examination.
- (6) The state rigorosum examination consists of an oral examination and a defence of the rigorosum thesis. For the state rigorosum examination, the candidate shall submit a list of the bibliography studied. The requirements of the state rigorosum examination are given in the accreditation file and are published on the Faculty's website.
- (7) Within 60 days of receipt of the application, the faculty will provide the applicant with further details of the requirements for the rigorosum examination and its process. Within 30 days of receipt of this message, the candidate is obliged, in accordance with the relevant ordinance of the Dean, to pay the fee for the actions related to the acceptance of the application for the rigorosum examination and the execution of this examination (see also Section 15) and to submit his/her rigorosum thesis.
- (8) The thesis corresponds in content to the relevant degree programme and demonstrates the candidate's capacity for independent scientific activity. It is usually 120–150 standard pages (with notes, bibliography and summary in English). The thesis must be submitted printed and bound in 2 copies and at the same time digitally in the PDF format. The editing of the thesis is governed by the Methodological aid for the preparation of final theses, published on the website of the FTH USB. In accordance with Section 47b of the Act, the rigorosum thesis, together with the thesis reports and the record of the defence, must be published digitally via IS STAG.
- (9) Within 30 days of receipt of the rigorosum thesis, the doctoral degree programme officer will send the candidate a notification of the date of the rigorosum examination.
- (10) The examination committee, including its chair, is appointed by the Dean from among professors, associate professors or experts in the relevant field with a doctoral degree. The examination committee shall have at least three members. The chair of the committee shall appoint two reviewers of the rigorosum thesis. The reviewers shall draw up written statements in which they clearly state whether or not they recommend the submitted rigorosum thesis for defence. The statements of the reviewers will be made available to the candidate at least 10 working days before the date of the rigorosum examination.



(11) A record is kept of the course and results of the rigorosum examination, which also includes the defence of the rigorosum thesis. The method of preparing the record shall be analogous to the preparation of records on the course of state doctoral examinations (hereinafter referred to as 'SDE'; see Article 28, Sections 10–13) and the statements of the reviewers shall be an integral annexe to the protocol. The result of the rigorosum examination is classified as either a pass or a fail. A candidate may only obtain the grade 'pass' if he/she successfully passes all parts of the state rigorosum examination.

(12) The rigorosum examination can also be taken in a hybrid format. In this case, the same rules apply as for the hybrid format of the SDE (see Article 28, Section 7).

(13) The sub-parts of the rigorosum examination, including the defence of the rigorosum thesis, may be repeated only once. If the candidate has not defended the rigorous thesis, the committee will determine whether the thesis needs to be revised or completed. A repeat of the thesis defence is possible at the earliest in 6 months and at the latest within 2 years.

(14) A work that has been submitted and presented for evaluation cannot be taken back. However, the candidate has the right to withdraw from the examination or defence. This fact shall be communicated in writing to the Dean of the FTH USB, and if he/she does so, the examination or defence shall be deemed to have taken place and the result of the examination shall be assessed as a 'fail', and the candidate shall not be entitled to retaking it (within the meaning of Section (13) of this Article).

(15) The costs associated with the rigorosum examination shall be paid by the candidate in the form of a fee. The amount of the fee is determined by the relevant ordinance of the Dean.



PART FIVE COURSE OF STUDIES IN THE DOCTORAL PROGRAMME

Article 26

Doctoral degree programme studies

- (1) The IS STAG is a mandatory report on studies in a doctoral degree programme (hereinafter referred to as 'DDP').
- (2) The student enrolls in the selected courses for the entire academic year in IS STAG within the set deadline; in the case of enrolment after the admission procedure in the winter term, the student enrolls only for the summer term. This enrolment is subject to the approval of the field of study board of the relevant DDP. As part of the enrolment process, the DDP student submits an Activity Report to the field of study board of the relevant DDP.
- (3) The basic studies consist of three compulsory seminars. These are the Basic Doctoral Seminar, the Specialisation Doctoral Seminar and the Individual Doctoral Seminar. The instructors of these seminars are approved by the DPB.
- (4) The Individual Doctoral Seminar corresponds to 'doctoral practical training' within the meaning of SER USB, Article 36, Section 3(f).
- (5) Students studying a DDP are required to take language exams depending on their study plan.
 - a) The course *Foreign Language Examination – Active* verifying active knowledge of a world foreign language at the level of a researcher must be taken by the DDP student during the second semester of studies at the latest. The active proficiency exam verifies professional active knowledge of the language with regard to the field of study. The course *Foreign Language Examination – Passive*, which verifies passive knowledge of one foreign language, usually a world language, at the level of professional communication, must be taken by DDP students no later than in the fourth semester of studies. The passive language proficiency exam consists of reading a text, translating it and interpreting it. Specific languages are discussed by the student with the programme supervisor and then approved by the field of study board.
 - b) Students of the DDP Philosophy are obliged to take the Latin examination no later than in the second semester of their studies and students of the DDP Theology no later than in the fourth semester of their studies.
 - c) DDP Theology students who study according to the model study plan for Biblical Theology are required to take the examination in the first prescribed biblical language no later than in the second semester of their studies and the examination in the second prescribed biblical language no later than in the fourth semester of their studies. Under the individual study plan, the field of study board will determine the order of language in which the examinations are to be taken, taking into account the focus of the dissertation.
 - d) Students of DDP Theology who study according to the model study plan for Ecclesiastical Law are obliged to take an examination in the second dead language no later than in the fourth semester of their studies.
 - e) Depending on the student's study plan, the field of study board may set an examination in other languages for the student.
 - f) The relevant examiner for the language in question is appointed by the field of study board.
 - g) The specific conditions and date of the examination are determined by the examiner.
 - h) If a DDP student does not pass the examination in any of the required languages according to



the study plan during the first enrolment, the student will be required to further enrol in the failed course according to the decision of the programme's field of study board.

ch) In the case of a student whose native language is a world language, the field of study board shall decide on the basis of a proposal by the programme guarantor to modify these requirements. In such a case, the student must pass at least an examination on passive knowledge of one world language at the level of professional communication during his/her studies, which must be a language other than his/her mother tongue.

(6) A DDP student must publish 3 articles in peer-reviewed journals during his/her studies. This does not affect the student's obligation to publish part of his/her dissertation as stipulated in Section 47, Section 4 of the Act.

(7) During the standard period of studies, a DDP student is required to complete at least two one-month stays at foreign universities. On the basis of a justified request, the field of study board may decide on an adequate substitution or fulfilment of this obligation in another form, or on the substitution of a university internship with a practical internship.

(8) The field of study board of the relevant DDP may, with regard to the student's field of study and in order to improve the quality of his/her scientific and research activities, determine additional study obligations resulting from the professional focus of the degree programme. In such a case, it shall always designate an educator who is responsible for verifying the fulfilment of these obligations.

(9) FTH USB regularly organises international seminars for DDP students, inviting important experts from abroad. Participation in these seminars is compulsory. The schedule of international seminars is set by the Vice-Dean for International Relations in consultation with the chairs of the field of study boards at the beginning of each semester. DDP students are informed of this schedule immediately by e-mail.

(10) A DDP student may conduct independent instruction in seminars and tutorials but may not conduct lectures independently.

(11) The evaluation and remuneration of DDP students is governed by the current Dean's ordinance on the provision of scholarships for DDP students.

(12) Students in full-time degree programmes are assigned a range of activities designed to prepare them for further academic work at a higher education institution. Their content and method of determination are determined by the Dean's ordinance on the provision of scholarships for students in DDPs. Failure to comply with the content of activities is understood as a failure to fulfil the obligations arising from the degree programme.

Article 27

Committee

(1) The state doctoral examination committee and the dissertation defence committee do not have to be identical.

(2) The appointment of the chair and members of both committees is identical: the chair of the disciplinary board proposes the composition of the committee, including the chair. The proposal shall be discussed and voted on by the field of study board and the proposal shall be accepted if a majority of the members of the field of study board are in favour of it. The chair and members of both committees are appointed by the Dean on the proposal of the field of study board; both committees (for the SDE and for the dissertation defence) are identical at least in the person of the chair and some of the committee members.

(3) The state doctoral examination committee has at least five and no more than nine members, including the chair. It shall consist of associate professors and professors or academics with scientific rank approved by the Scientific Board of the FTH USB. At least two members of the committee must



not be academic staff of the FTH USB or the Institute of Philosophy of the Czech Academy of Sciences for the examination in the Philosophy degree programme. The supervisor may be a member of an SDE committee consisting of at least two members of the field of study board and at least three members who are not USB academic staff.

(5) Neither the supervisor nor the consultants can be a member of the committee or a dissertation reviewer. The same applies to any co-authors of publications included in the dissertation.

Article 28

State doctoral examination

(1) A DDP student applies for the state doctoral examination at the earliest in the 8th semester of studies and takes the state doctoral examination only after fulfilling all the obligations arising from the degree programme in accordance with the individual study plan and the related internal standards of the faculty, but no later than within one year after the expiry of the standard period of study. The date of the examination shall be set by the chair of the examination committee.

(2) Students apply for the SDE by the deadline set by the academic year schedule.

(3) The student has the right to withdraw from the examination in an orderly manner no later than 40 working days before the examination. A student may excuse himself/herself later for serious reasons. The field of study board will decide on the validity of the excuse.

(4) The doctoral student's supervisor will propose four topics for a model lecture that are related to the programme studied and the focus of the specialisation seminars attended and will propose five additional topics for each of these topics, no later than when enrolling in the seventh semester of the Individual Doctoral Seminar. The thematic categories further develop and deepen the topic and its various aspects but are not the structure of the topic. Topics and thematic categories are subject to approval by the DDP field of study board.

(5) Both the supervisor and the field of study board ensure that the topics are sufficiently diverse to cover the content of the programme being studied, or its model curriculum and in-depth seminars. The Board of Studies may determine that a set of identical topics will be used for the SDE in the programme, or that only part of the topics will be identical, and the remaining part will be completed by the supervisor according to the professional focus of the specialisation seminars attended.

(6) At the beginning of the SDE, the student or a member of the examination committee authorised by the chair draws one of the approved examination topics. Subsequently, the SDE is conducted orally in two parts.

1. The first part of the exam takes the form of a model lecture on the randomly drawn topic and continues in the form of a debate over the lecture. It lasts 60 minutes, of which 30 minutes are for the actual lecture and 30 minutes for answering questions related to the lecture itself.

2. The second part of the examination lasts 40 minutes and during the examination, the examination committee discusses with the student five thematic categories that further develop and deepen the selected topic of the lecture.

(7) The state doctoral examination can be conducted in a hybrid format. The hybrid format of the examination allows remote participation of part of the committee. In this case, the doctoral candidate, the chair of the committee and at least one other member of the committee physically participate in the examination. The other members of the committee observe those present and communicate with them via IT. The technical arrangements for the meeting allow both the doctoral candidate and all members of the committee to see and hear the doctoral candidate and the remaining committee members, and voting is done in a unified way digitally. In the hybrid format of the examination, an audiovisual recording is made; by participating in the hybrid meeting, all participants consent to the making of this recording.



(8) The deliberations of the Examination Board on the outcome of the SDE are closed to the public. The committee decides on the student's grade by secret ballot by a majority of the members attending the meeting. The number of such members shall not be less than five. In the event of a tie, the opinion of the chair of the examination committee shall prevail.

(9) The actual course of the SDE and the announcement of the result are public. The SDE is graded 'pass' or 'fail'. If the grade is 'fail', the examination may be repeated only once, at the earliest in two months and at the latest within one year of failure, subject to the maximum period of study laid down in Article 7(2) of SER USB.

(10) A record of the examination is kept, which is entered directly into the relevant form in IS STAG. If the student took the SDE or defended the dissertation in 2024 and earlier, the data mentioned in Section (12) of this article will be included in the already printed SDE Record.

(11) In the event of technical problems, the record may be made in another way, but an exact transcript of the record must be entered into the STAG IS no later than the next working day after the technical problems have been resolved and the STAG IS is operational. The recorder appointed by the chair of the committee shall be responsible for the preparation of the record. The recorder may be either one of the members of the committee or another person who is present for the entire duration of the SDE.

(12) The record must include:

- a) the date of the examination;
- b) the names of all members of the committee present and the name of the chair. If any member of the committee is present remotely, this fact shall be stated in the record;
- c) a record of the examination containing:
 - the wording of the assignment of the winning topic on which the student presented his/her lecture;
 - examination grade;
 - other records of note as directed or at the discretion of the chair of the committee;
 - if a member of the committee or the student being examined expressly wishes it, their comments concerning the course or content of the state final examination shall be included in the record. The student may also raise his/her objections immediately after the examination has been taken, in which case they shall also be recorded.

(13) The record is submitted to all members of the committee, who must agree with its wording. The accuracy of the record is the responsibility of the recorder. The minutes of the SDE entered directly into IS STAG are not signed. In case of technical problems, the recorder will export the record to PDF format. He/she shall forward the obtained file to the chair of the committee without undue delay, who will sign it with their certificate issued by the Cesnet certification authority or PostSignum, or I.CA. The signed document shall be delivered digitally by the chair of the committee to the DDP officer without undue delay.

Article 29

Form of the SDE model lecture

(1) The student develops his/her model lecture independently and on the basis of generally accepted sources used in the given degree programme or its specialisation.

(2) The student prepares a summary of the main theses for each of the 4 lectures (lecture abstract) in the scope of one A4 page and a bibliography and other sources used in the preparation of individual lectures. The number of pages is not limited in the case of the bibliography. All these



materials must be submitted to the DDP Officer digitally no later than 10 working days before the examination date. The use of a computer presentation is optional and does not exempt the student from the obligation to prepare the above-mentioned documents (thesis summary and list of literature) for the committee.

(3) The student may prepare a handout of three pages of text (Times New Roman font, size 12, 1.5 line spacing) for each lecture. Schematics, graphs, and tables prepared on separate sheets are not included in these three pages.

Article 30

Dissertation and its defence

(1) The expected length of the dissertation is 150–250 standard pages. The formal arrangement of the thesis is governed by the Methodological aid for the preparation of theses at the FTH USB.

(2) The dissertation is written in the language in which the relevant degree programme is accredited. An exception to this rule may be granted by the Field of Study Board.

(3) The DDP student submits his/her dissertation to the DDP officer in 3 copies and the doctoral student uploads his/her dissertation in PDF format to the IS STAG according to the Rector's valid ordinance. At the same time, he/she will also submit the PDF version of the thesis to the DDP Officer, at the end of which the abstract of the thesis will be given in English. In addition, the student shall submit an electronic copy in PDF format of a summary of his/her publication and other creative activities to date, indicating the three publications that have been recognised by the Board as fulfilling the obligation under Article 19, Section 5, and the publications that have fulfilled the legal obligation to publish part of his/her dissertation in the sense of Section 47, Section 4 of the Act.

(4) The dissertation is assessed by two reviewers appointed by the Dean on the proposal of the committee, which decides on the reviewers by a per rollam vote. The statements are published in IS STAG at least 10 working days before the defence. The statements are entered into the IS STAG by the DDP officer.

(5) The defence of the dissertation shall take place within 4 months of its submission at the latest.

(6) A record is kept of the course and outcome of the dissertation defence. The rules for the record of the defence are analogous to the record of the SDE (see Article 28, Sections 10–13).

(7) The dissertation defence can be conducted in a hybrid format. In this case, the procedure is analogous to the SDE (see Article 28, Section 7).

(8) The student has the right to withdraw from the defence in an orderly manner no later than 40 working days before the defence. The student may excuse himself/herself later for serious reasons. The field of study board will decide on the validity of the excuse.

(9) A student applies for the dissertation defence by submitting his/her by a certain date set by the academic schedule.

Article 31

Final provisions

(1) This ordinance annuls the validity of the FTH USB Dean's Ordinance No 289/2021 of 29 June 2021.

(2) This ordinance annuls the validity of the FTH USB Dean's Ordinance No 300/2022 of 1 December 2022.

(3) This ordinance annuls the validity of the FTH USB Dean's Ordinance No 314/2024 of 15 May 2024.



Teologická
fakulta
Faculty
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Jihočeská univerzita
v Českých Budějovicích
University of South Bohemia
in České Budějovice

doc. Michal Opatrný, Dr. theol.
Dean

(4) This ordinance takes effect on 23 September 2024.

doc. Michal Opatrný, Dr. theol.
Dean, FTH USB