



*The Academic Senate of the Faculty of Arts of the University of South Bohemia in České Budějovice approved under Section 27 paragraph 1 b) of Act no. 111/1998 Coll., On Higher Education Institutions and on Amendments and Supplements to Other Acts (Higher Education Act) on ..... these Doctoral Degree Programmes Regulations at the Faculty of Arts of the University of South Bohemia in České Budějovice as the faculty's internal regulation.*

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*Mgr. David Skalický PhD*  
*Chair of the FA USB Academic Senate*

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*Prof. PaedDr. Vladimír Papoušek, CSc.*  
*Dean of the FA USB Faculty of Arts*

## **DOCTORAL DEGREE PROGRAMMES REGULATIONS AT THE FACULTY OF ARTS AT THE UNIVERSITY OF SOUTH BOHEMIA IN ČESKÉ BUDĚJOVICE**

The course of study in Doctoral degree programmes at the Faculty of Arts of the University of South Bohemia in České Budějovice is governed in particular by Section 47 of Act no. 111/1998 Coll., On Higher Education Institutions and on Amendments to Other Acts (Higher Education Act) and Study and Examination Regulations of the University of South Bohemia in České Budějovice.

### **Article 1 Admission Procedure**

- (1) Doctoral degree programmes at the Faculty of Arts of the University of South Bohemia in České Budějovice (hereinafter Faculty) are open to applicants who meet the requirements specified in the Conditions for admission to Doctoral degree programmes at the Faculty of Arts of the University of South Bohemia (hereinafter Conditions for admission).
- (2) Conditions for admission are issued annually by the Dean of the Faculty after a discussion in the Academic Senate of the Faculty of Arts of the University of South Bohemia in České Budějovice, no later than four months before the date of the entrance examinations.
- (3) Entrance examinations are carried out in the form of an interview. The admission interview is held in front of an Admission Board, which is appointed by the Dean of the Faculty upon the proposal of the relevant Doctoral Studies Board. The Board must have at least three members with the Chair usually being the chair of the Doctoral Studies Board. The aim of the interview is to assess the applicant's factual and methodological knowledge of the relevant field, their study abilities, i.e. the ability of independent research work and their envisaged focus of their Doctoral studies and the topic of their dissertation (the applicant submits a thesis of their intended Doctoral project and a list of studied literature for the wider focus of their work). The applicant also demonstrates the results of their professional work (deep reflection of the methodological and material aspects of the proposed topic, their diploma thesis, overall understanding of the field and publication activity if relevant). The entrance examination also includes an assessment of the applicant's world language skills.



- (4) In the interview, the overall prerequisites of the applicant for research work and the viability of the Doctoral project are assessed by two categories: "passed" or "failed".
- (5) The Board makes a record of the result of the entrance examination and votes by a simple majority of votes. If there is a draw, the vote of the Chair is decisive. When there is a larger number of applicants than the number to be admitted under the published Conditions for admission, the Board determines the order of admitted students. The Board also comments on the mode of study in the Doctoral degree programme for which the applicant is applying.
- (6) The total number of students admitted to the on-site mode of Doctoral degree programmes at the faculty is determined in the Conditions for admission.
- (7) The Doctoral student Supervisors are proposed by the Admission Board and are approved by the relevant Doctoral Studies Board, while the main condition is that the publishing activities of the Supervisors meet the requirements for granting the Associate Professor degree.
- (8) The Admissions Board recommends the admission or non-admission of an applicant on the basis of the documents submitted by them and of the outcome of the admission procedure.
- (9) On the basis of the Board's proposal and after obtaining a statement from the Director of the relevant Institute issued after the admission procedure, the Dean of the Faculty decides on the admission or non-admission of the applicant and notifies the applicant of their decision in writing.
- (10) The decision must be issued within 30 days from determining whether the admission conditions have been met in compliance with Section 49 (5). The higher education institution is not obliged to inform the applicant about their right to comment on the documents upon which the decision has been made. After being informed of the decision, the applicants are entitled to examine their materials. A higher education institution may provide applicants with copies of their materials instead of the possibility to examine original materials. Applicants are entitled to appeal against the decision within thirty days from its announcement. The appeal administrative body is represented by the Rector. The Rector shall review compliance of the negative decision and proceedings preceding the issuing of the decision with legal provisions, internal regulations of the higher education institution and the Faculty with admission requirements stipulated by the higher education institution or the Faculty.
- (11) Applicants who do not attend the admission procedure for serious reasons and who present a medical certificate attesting to their disability or no other plausible explanation of their absence no later than on the fifth working day following the set admission procedure date will be invited to attend on an alternative date. The date is determined by the Dean of the Faculty.

## **Article 2 Doctoral Studies Board**

- (1) Studies within the framework of Doctoral degree programme is monitored and evaluated by a Doctoral Studies Board, which is appointed for each Doctoral degree programme. It is possible to create a common Doctoral Studies Board for degree programmes in the same area of studies. Meetings of the Doctoral Studies Board are convened by its Chair as required, but at least once per semester. The Board also submits an annual report on the activities of the Doctoral Studies Board to the Vice-Dean for Science and Research.



- (2) The members of the Doctoral Studies Board are appointed and recalled by the Dean after being approved by the Faculty's Scientific Board for a maximum period of the validity of the Doctoral degree programme accreditation. The Doctoral Studies Board consists of at least five members, ranking from professors and associate professors or eminent experts in the course area holding a scientific or academic degree (PhD, ThD, Dr-, CSc., O.Se. or DrSc.), who have been professionally active in the field or fields of education of the given Doctoral degree programme in the last five years. At least two of the members must not be employed by the Faculty or other legal entities implementing the Doctoral degree programme in question.
- (3) The Chair of the Doctoral Studies Board is the guarantor of the Doctoral degree programme.
- (4) The activities of the Doctoral Degree Boards are directed by its Chair. As a rule, the Chair of the Doctoral Studies Board proposes to the Dean the necessary changes in, or additions to, the composition of the Board during its term.
- (5) The Doctoral Studies Board's responsibilities are mainly:
  - a) to prepare the admission procedure for the Doctoral degree programme and propose the members of Admission Boards,
  - b) to initiate and coordinate the programme of lectures, seminars and other forms of study,
  - c) to approve lecturers and examiners in the obligatory part of an individual curriculum if such is set,
  - d) to determine the requirements for individual curricula and Dissertations in the given degree programme,
  - e) to propose Supervisors who then selects Advisors,
  - f) to approve the students' individual curricula,
  - g) to review the annual assessment of students' studies and to monitor compliance with their individual curricula,
  - h) to approve proposed Dissertation courses,
  - i) to determine the requirements for the State doctoral examinations,
  - j) to propose members of the State doctoral examination and Defence of Dissertation Committee
- (6) In a case of a first nomination as a Supervisor, the Doctoral Studies Board will review the proposed person's research, pedagogical and publishing activities to date.
- (7) The Dean is responsible for the administrative provision of the Doctoral Studies Board.

### **Article 3 Supervisor**

- (1) A Supervisor is appointed by the Dean on a proposal of the Doctoral Studies Board. The Supervisor is selected from professors and associate professors, or other experts holding a scientific degree who have been approved by the Board; in the field of art, a Supervisor of a Doctoral degree programme may also be a professional with adequate artistic erudition. In case of experts without habilitation or a PhD degree, the Board is required to provide the Dean with a written explanation of this person's proposal for appointment as a Supervisor. The Dean is not obliged to accept the proposal.



- (2) Upon a Supervisor's proposal or a student's annual assessment or at the student's request or for other serious reasons, the Doctoral Studies Board may propose a change of the Supervisor to the Dean. The Supervisor may forfeit their duties for serious reasons.
- (3) A Supervisor is mainly required to:
  - a) take part in the student's admission procedure,
  - b) help the student to set up their individual curriculum,
  - c) propose Advisors and the Dissertation topic,
  - d) oversee the study and research activities of the student and provide consultations,
  - e) be responsible for the student's engagement in research activities and for adequate material and financial provision of their research work,
  - f) assess the student's work in each semester and on the basis of this assessment award the student credit for the course "Doctoral practice",
  - g) regularly assess the fulfilment of the student's individual curriculum obligations, and inform the Doctoral Studies Board of the results.
- (4) The ratio of Doctoral students per Supervisor must not exceed seven.

#### **Article 4 Studies**

- (1) Each course in the degree programme is evaluated by a certain number of credits, which expresses the degree of the student's workload needed for study of the course.
- (2) Students must earn at least 180 credits during the course of their studies.
- (3) Student must earn at least 40 credits in two consecutive semesters. The Dean of the Faculty may grant an exception for this condition upon the proposal of the Chair of the Doctoral Studies Board.
- (4) Students enrol in courses on the basis of their individual curriculum, which is drawn after consultation with the Supervisor and approved by the Doctoral Studies Board. Students also consult with their Supervisor the topic and methodology of their dissertation.
- (5) The basic forms of assessment of studies are credit and examination.
- (6) Conditions for obtaining credits are determined by the guarantor of the course. Examinations can only be sat on one regular date.
- (7) The examination is graded "passed" and "failed".
- (8) If the student does not meet the conditions for obtaining credits for a course, they may enrol in the course once more.
- (9) The standard length of study is three years; the maximum length of study is five years. The length of study does not include any interruption of studies, which may not exceed four semesters in total.

#### **Article 5**



### **Withdrawal from Studies**

- (1) A student who intends to abandon their studies reports this fact in a written statement addressed to the Dean of the Faculty. They can do so at any time during their studies.

### **Article 6 Closure of Studies**

- (1) The Doctoral degree programme is duly completed by a state doctoral examination and a public defence of the dissertation.
- (2) The Doctoral degree programme also comes to an end in the ways specified in Section 56 (1) of Act no.111/98 Coll. On Higher Education Institutions and on Amendments to Other Acts (Higher Education Act).
- (3) In case of non-fulfilment of the requirements arising from the degree programme, the Dean of the Faculty decides upon the proposal of the Chair of the Doctoral Studies Board to terminate the studies if the student:
  - a) did not earn at least 40 credits in in two consecutive semesters,
  - b) did not earn the credits for a course even after the second enrolment,
  - c) no longer has an opportunity to obtain the prescribed number of credits in a block of elective courses and this situation is self-inflicted,
  - d) failed to meet the conditions for sitting the state doctoral examination within the set deadline,
  - e) did not pass the state doctoral examination either at the resit date or in the time limit pursuant to Article 4, subsection 9.
- (4) The date of termination of studies under paragraph 3 is the day when the decision to terminate the studies came into force.

### **Article 7 State Doctoral Examination**

- (1) The student must defend their dissertation and pass the state doctoral examination no later than one year after fulfilling the conditions of study in the Doctoral degree programme, i.e. after obtaining 180 credits and completing all compulsory and elective courses. The date of the examination is set by the Dean.
- (2) The student submits an application for the state doctoral examination to the FA USB Department of Science and Research, which then informs the Chair of the Doctoral Studies Board and the Study Department.
- (3) On the basis of a proposal from the Doctoral Studies Board, the Dean of the Faculty appoints the members and Chair of the Board of Examiners for State Doctoral Examinations. The right to examine at state examinations is reserved for Professors, Associate Professors and specialists approved by the Faculty Board. The Board of Examiners must have at least five and not more than nine members, including the Chair. At least two members of the Board are members of the Doctoral Studies Board and at least two members of the Board come from outside the academic community of the University of South Bohemia. The Supervisor and Reader of the Doctoral dissertation may also be appointed members of the Board.



- (4) The Dean informs the Chair of the Doctoral Studies Board and the FA USB Department of Science and Research about their decision. The FA USB Department of Science and Research informs the members of the Board of their appointment and informs the student (at least three weeks before the examination) of the composition of the Board of Examiners and the date and place of the examination.
- (5) The state doctoral examination is administratively ensured by the Vice-Dean for Science and Research in cooperation with the relevant institute providing the examination (this involves registration of the application, sending of letters of appointment and other administrative tasks).
- (6) The state examination is conducted by the Chair of the Board of Examiners. The state doctoral examination and announcement of results are a public event; the conference of the Board of Examiners for state doctoral examinations on the outcome of the state doctoral examination is not public. Voting is done by a ballot. There must be at least five Board members present, of whom at least one must be from outside of the academic community of the University of South Bohemia. The outcome is decided by simple majority of votes. In the event of a tie, the vote is repeated and the Chair of the Board has two votes. The examination is graded as "passed" or "failed".
- (7) When the student fails, the examination can be repeated only once, two months after the first attempt at the earliest and within one year of the first attempt at the latest, while at least half of the members of the Board of Examiners must be changed. The student must re-enrol in the repeated examination within the set deadline and then proceed as in the first examination. The maximum length of study determined in Article 4, subsection 9 must be observed.
- (8) The Chair of the Board of Examiners submits all documentation, in particular minutes of the course and result of the state examination signed by all present members of the Board and other materials provided to the Board to the FA USB Department of Science and Research, which will forward them to the Study Department.

## **Article 8 Dissertation Defence**

- (1) Students submit the application for the dissertation defence with all its requisites to the FA USB Department of Science and Research together. The dissertation is submitted in four copies and on an electronic medium to be input into STAG database; the dissertation summary of 10-20 pages in 30 copies. The dissertation contains: (a) an obligatory title page (name of the university, name of the faculty, name and surname of Doctoral student, title of the dissertation, type of thesis - "Dissertation Thesis", the Supervisor's name, surname and employer, place of publication -České Budějovice- and the year of elaboration; (b ) a statement on the independent elaboration of the dissertation which contains the requisites specified in the Rector's Ordinance on Publication of Doctoral, Graduation, Bachelor and Rigorous Theses by USB Students no. R 156; (c) mandatory annotation of the thesis in Czech and English; (d) an optional page of acknowledgement and (e) a mandatory page of the dissertation content. After these sections follows the text of the dissertation itself.
- (2) By submitting the thesis, the author agrees with the publication of their thesis under Section 47b (1) of Act no.111/98 Coll., On Higher Education Institutions and on Amendments and Supplements to Some Other Acts (Higher Education Act) regardless of the outcome of the defence. Details of the publication of graduation theses are governed by the relevant Rector's Ordinance. Graduation Thesis submitted for defence must be published in IS STAG at least five working days before the defence and so that a check of the text in the register of higher



- education theses, which includes a system of detecting intentional an unauthorized usage of another person's work in gross violation of legal provisions concerning copyright protection pursuant to Section 47c subsection 2 b) of Act no. 111/98 Coll., On Higher Education Institutions and on Amendments and Supplements to Some Other Acts (Higher Education Act) can be carried out before defence of the thesis and the results of this check can be taken into account during the defence.
- (3) The publication of the Graduation Thesis or its part may be delayed for the duration of the barrier to publishing, but only for three years, in accordance with the provisions of Section 47b (4) of Act no. 111/98 Coll., On Higher Education Institutions and on Amendments and Supplements to Some Other Acts (Higher Education Act). Information about the delay together with the reasons must be published in the database of Graduation Thesis in IS STAG. After the defence of the thesis which is to be published with delay in compliance with the first sentence, the Faculty will send one copy to the Rectorate Office for Student Affairs which then forwards the copy of the thesis to the Ministry of Education, Youth and Sports.
  - (4) If the Dissertation contains papers created with co-authors, the Dissertation must include a statement from these co-authors on the extent of the student's participation.
  - (5) The FA USB Department of Science and Research informs the Chair of the Doctoral Studies Board and the Study Department of receiving an application for defence and all the required materials.
  - (6) The dissertation defence takes place in front of a Dissertation Defence Board, which is appointed by the Dean at the proposal of the Doctoral Studies Board, and which is usually the same as the Board of Examiners for state doctoral examinations or it may be enlarged by other members. The Board, which has at least five and no more than nine members, two of whom are usually the Readers, can only draw on Professors, Associate Professors, and Professionals approved by the Faculty Scientific Board for its members. If possible, the Chair of the Defence Board is the same as the Chair of the student's Board of Examiners for state doctoral examinations. At least 2 members of the Doctoral Studies Board should be represented in the Defence Board and at least 3 members must be from outside the academic community of the University of South Bohemia or the institution to which the Doctoral degree programme has been accredited. The Supervisor cannot be a member of the Dissertation Defence Board nor can be the dissertation Reader.
  - (7) The Dissertation Board appoints two Readers and its Chair sets the place and time of the defence. One of the Readers may be employed by the University of South Bohemia. The Reader's opinion must include a statement as to whether the Reader recommends or does not recommend the thesis for defence.
  - (8) The defence must take place within six months of submitting the dissertation and all the required documents. However, if the Defence Board finds out from the Readers' reports that the dissertation does not meet the required standards, considering that these deficiencies are removable, it may invite the student to remedy the shortcomings of the Dissertation within the time limit set by the Board.
  - (9) The administration of the dissertation defence is provided by the Vice-Dean for Science and Research in cooperation with the relevant institute where the defence takes place (this includes the registration of the application and all required documents, sending letters of appointment, invitation of the Supervisor, distribution of the dissertation and its summary to the Readers, and other administrative acts as defined by the Chair of the Defence Board).
  - (10) The Vice-Dean for Science and Research in cooperation with the relevant Institute and FA USB Department of Science and Research will also: (a) distribute the dissertation summaries with



notification of the date of defence to national Faculties of Arts and to selected institutes of the Czech Academy of Sciences; (b) inform the academic community of the defence by announcing the place and time of the defence at least a week before it is held; (c) submit the Readers' reports to the applicant and to the Chair of the Board no later than 6 days before the defence, and circulate the summaries and reports to the members of the Board. If the six-day period is not observed, the student has the right to withdraw from the defence, but they must inform the Chair of the Board of their decision no later than 48 hours before the planned start of the defence.

- (11) The defence of the dissertation is run by the Chair of the Defence Board. The defence is public, carried out in the language in which the study is accredited. With the consent of the Doctoral Studies Board participation of foreign Readers and the language abilities of the student and the Board members may be taken into account. The Supervisor (if they are not present, the Chair of the Board) present the applicant who then summarizes the results of their dissertation within 20 minutes. Then the Readers comment on the dissertation - the applicant may respond to their comments individually or collectively. If the Readers are not present (the Readers' personal presence is desirable and it is expected, especially when the Reader's opinion is negative), the Chair of the Board or a member appointed by them reads the Reader's report. Then there is a discourse followed by a closed conference of the Board. Members of the Doctoral Studies Board and Supervisor or Readers who are not members of the Defence Board may attend the closed conference of the Board without the right to vote. The Dissertation Defence Board decides by secret ballot by a majority of the present members - at least five members must be present and at least one of the members present must be from outside of the academic community of the University of South Bohemia. In case of a tie, the same procedure as in Article 7, subsection 6 is followed. The defence of the dissertation is graded as "passed" or "failed".
- (12) The Chair of the Defence Board submits all documentation, especially duly completed protocol on the course and outcome of the dissertation defence signed by all present members of the Board to the FA USB Department of Science and Research, which forwards it to the Study Department.
- (13) Under Section 47b of Act no. 111/98 Coll., On Higher Education Institutions and on Amendments and Supplements to Some Other Acts (Higher Education Act), the dissertation, Readers' reports and the record of the course and outcome of the defence (protocol) must be published on the public section of the Graduation Thesis database (this is the responsibility of the FA USB Department for Science and Research and the relevant institute where the defence takes place).
- (14) If the dissertation has not been defended successfully, the defence can be repeated once after six months, after reworking the dissertation according to the Readers or the Defence Board remarks. For the second defence, at least two Board members and one Reader must be changed. The procedure is the same as at the first defence.
- (15) Within one month of a proper and successful completion of a Doctoral degree programme, the student receives a diploma confirming the award of the title "doctor" (PhD). The day of closure of studies is the day when the state examination or its last part (defence of the dissertation) was performed.

## **Article 9** **Dissertation Thesis**

- (1) In the dissertation, the student submits the original results of their research, which they conducted during their studies and which bring new theoretical knowledge in the studied field. The thesis may also include partial results of their studies which have already been published or accepted for publication.



- (2) The formal requirements are governed by Article 8 (1) of these Regulations.
- (3) Requirements for the minimum scope and citations are governed by the practice of the field or they can be amended by the Doctoral Study Board.

**Article 10**  
**Proceedings for Statement of Invalidity of State Examinations**  
**or Their Parts or the Thesis Defence**

- (1) Proceedings on Statement of Invalidity of State Examinations or Their Parts or the Thesis Defence are governed by Sections 47c to 47e of Act no. On Higher Education Institutions and on Amendments and Supplements to Some Other Acts (Higher Education Act).
- (2) During the proceeding concerning the statement of invalidity of the state examinations or the thesis defence held at the USB, the decision will be made by the Rector.
- (3) The Rector shall express their decision of invalidity of the state examinations or their parts or of the thesis defence if the person whose state examinations or their parts or whose thesis defence is concerned,
  - a) has not met the conditions or requirements presented in the Higher Education Act, the degree programme, and the Study and Examination Regulations of the USB for passing the state examination or its parts or the thesis defence because of an intentional crime, or
  - b) has not met or only apparently met the conditions or requirements presented by the Higher Education Act, the degree programme, and the Study and Examination Regulations of the USB for completing the state examination or its parts or the dissertation defence because of an unauthorized usage of another person's work in gross violation of legal provisions concerning copyright protection or because of another intentional activity not mentioned in a), in case of permanent or repeated violation of good manners or in such a case where the possibility of gaining standard knowledge and skills by participants of the given degree programme was significantly disturbed.
- (4) In case of failing to meet conditions for completion of state examinations or their parts or the dissertation defence in accordance with paragraph 3 a) and b), such case is deemed to present an objective state of discontinuity between the actual state of affairs and facts confirmed by the higher education diploma when a higher education diploma has been issued without the recipient having passed the state examinations or its parts or the thesis defence.
- (5) If the Rector has not found any reasons for the statement of invalidity of the state examination or its part or the thesis defence in accordance with paragraph 3, proceedings for the statement of the invalidity shall be discontinued.
- (6) The documentation of proceedings for the statement of invalidity is represented by a statement of the Review Panel. The Review Panel consists of 7 members, 6 of whom are appointed by the Rector from amongst professors, associate professors, and other experts, while at least one of the members is in no employment relationship with the USB and the seventh member is appointed by the Rector from amongst the students of the USB. The Panel must include members of the academic communities of at least three faculties. The Review Panel shall decide by the absolute majority of all its members.
- (7) In the proceedings of the declaration of the decision of annulment, the Rector shall make their decision within one hundred and fifty days from the initiation of the proceedings. The Review



Panel shall submit their decision within ninety days from the Rector's request. If the Rector derogates from the statement made by the Review Panel, they are obliged to state the reasons for their decision.

- (8) There can be no appeal against the Rector's declaration of the decision of annulment of the state examinations or their part or of the defence of the Doctoral thesis. The decision comes to force on the first day after the period of two months after the declaration of the decision. Timely presentation of the claims at the administrative justice has a delaying effect.
- (9) On the effective day of the final decision of invalidity of the state examinations or their parts or of the thesis defence, the particular person loses their higher education credentials, which they have received because of their particular study along with their academic degree; from this day the degree certificate and its supplement also lose their validity.
- (10) If a student of a Doctoral degree programme stops, due to the decision in accordance with paragraph 9, to meet the condition for admission to studies under the existing degree programme in accordance with Section 48 (1) or (3), of the Act 111/98 Coll., On Higher Education Institutions and on Amendments and Supplements to Some Other Acts (the Higher Education Act), they shall be expelled from the studies under the existing degree programme on that effective day.
- (11) Student rights are not acquired based on decisions in accordance with paragraph 9. However, in special cases, the Rector of the public higher education institution can stipulate in their decision that on the effective day of the decision the specific person acquires the right of enrolment into a specified degree programme.

#### **Article 11 Final Provisions**

- (1) The Regulations of Doctoral Studies at the Faculty of Arts at the University of South Bohemia in České Budějovice issued by the Dean's Ordinance No. 14/2013 of 19 December 2003 are hereby repealed.
- (2) These Doctoral degree programmes Regulations at the Faculty of Arts of the University of South Bohemia in České Budějovice were approved by the Dean's Advisory Body on 24 April 2018 and by the FA USB Academic Senate on 2 May 2018.
- (3) These Doctoral degree programmes Regulations at the Faculty of Arts of the University of South Bohemia in České Budějovice become effective on 2<sup>nd</sup> May 2018.