

Pilsen, 25th August 2020
ZCU 019190/2020

Dean's Decree No. 1D/2020

on Study in Bachelor's and Master's Degree Programmes

Study in bachelor's and master's degree programmes at the UWB Faculty of Arts follows the rules set in the Study and Examination Regulations of the University of West Bohemia of 13th July 2017 (hereinafter referred to as SER).

This decree regulates other conditions of study in bachelor's and master's study programmes:

Article 1

Electronic Version of the Student Record Book

- (1) In accordance with Article 36(1) of the SER, **the Student Record Book at the UWB Faculty of Arts shall be kept in electronic form.**
- (2) The official copy of an entry in IS/STAG verified by the Faculty shall be considered a Student Record Book.

Article 2

Credit Limit for Course Registration

- (1) In accordance with Article 18(3) of the SER, for the bachelor's and master's programmes, the upper limit for courses registration within one academic year and one study programme is 65 credits.
- (2) In justified cases, an increase of this limit may be requested through the Student Office.
- (3) The deadline for submitting the request for the increase referred to in the previous paragraph shall be the last day of the courses pre-registration.
- (4) In the case of approval of the request, the decision shall also include a deadline by which the student must appear at the Student Office to register the courses within the increased limit.
- (5) If the student does not complete the courses registration by the deadline or does not request a change of this deadline, the right to the increased credit limit shall expire.

Article 3
First Semester of Study

- (1) In accordance with Article 17(2) of the SER, the limit set for the minimum of credits obtained in the first semester of study is 10.

Article 4
Final Thesis

- (1) Final thesis (bachelor/master's thesis) verifies the student's ability to use the knowledge acquired during the study, to solve problems related to the field of study, and to transform achieved results and conclusions into a prescribed written form. Writing and submitting the final thesis (hereinafter referred to as the "thesis") is required for the state final examination (hereinafter referred to as "SFE").
- (2) The topics of theses for the given academic year are announced by the head of the relevant department and published on the department's website no later than the end of the summer semester of the academic year preceding the year in which the student should proceed to the defence of the thesis.
- (3) If more than one student is interested in one topic of the thesis, the head of department shall decide on assigning the topic. He or she also decides on assigning the topics to those students who have not requested the topic until the beginning of the last year of standard study time.
- (4) The department will provide the student with a written thesis assignment no later than the second teaching week of the last year of standard study time. The thesis assignment shall determine the student's topic of the thesis, his or her supervisor, or a thesis consultant from the ranks of teachers working at the UWB, employees of other institutions, or practising professionals. The assignment includes the guidelines for the elaboration of the thesis and the date of its submission. The thesis assignment shall be signed by the head of department and the Dean.
- (5) The Dean may permit changes in the assignment based on a written request.
- (6) The supervisor ensures the conditions for successfully completing the thesis, ensures the contact of the student with individual departments, advises the student in obtaining study materials and selection of literature, and gives consults on specific aspects of the thesis. The supervisor shall prepare a written evaluation in which he shall assess student's approach to solving the assigned task, level of work with sources, the contribution of the thesis, and student's during the process of thesis writing. At the end of this evaluation, he or she shall propose the grading.
- (7) The opponent will provide the report on the thesis in which he or she shall assess the thesis and indicate any deficiencies. At the end of the report, the opponent shall propose the grading.
- (8) The consultant, if appointed, shall advise the student on partial and specialized issues of the thesis and recommend adequate literature or other sources.
- (9) The student shall submit the thesis within the specified deadline at the relevant department and upload it on <http://portal.zcu.cz>.

- (10) The head of department shall allow the student to get acquainted with the evaluation (report) prepared by the supervisor and the opponent no later than five working days before the date of the SFE.
- (11) If the student fails to submit the thesis by the given deadline, he or she has the right to apply, within three working days following the deadline, for an alternative submission deadline. The student shall provide the reasons for this application and suggest an alternative deadline.
- (12) Studies of a student who fails to submit his or her thesis by the given deadline and also fails to apply for a new deadline, or whose request for a new deadline is denied by the Dean, shall be terminated for not meeting the requirements of a study programme in accordance with Article 65(1) h) of the SER.
- (13) The submitted thesis may not be subsequently modified or replaced by another thesis until the defence takes place.
- (14) In accordance with Section 47b of Act No. 111/1998 Coll., the final thesis submitted by the candidate must be offered to public inspection at the relevant department no later than 5 working days before the day of the thesis defence.

Article 5

Final Thesis Requirements

- (1) With the bachelor thesis, the author demonstrates the ability to independently theoretically approach the assigned topic. The analysis of a problem should include the author's own opinion on the most important issues of the topic. The actual text of the thesis usually does not exceed 50 standardised pages, the minimum extent is 30 standardised pages (54 000 characters).
- (2) The master's thesis exceeds the level of the bachelor thesis in the extent and depth. It shall have the character of a more extensive theoretical study, which brings a new perspective on the given problem or present a solid analysis of the researched problem and its solutions. The actual text of the thesis usually does not exceed 90 standardised pages, the minimum extent is 60 standardised pages (108 000 characters).
- (3) The actual text excludes introductory pages (title, pre-title, declaration, table of contents), list of references, illustrative annexes, etc.
- (4) The author of the thesis must not pass off texts, ideas, or data of other authors as his or her own; they must always be marked and the source cited.
- (5) The pages of the text, including the pages of attachments, must be numbered. Tables, pictures, diagrams, etc. shall have their own numbering referred to in the text. The source of the attachments, if they are not the result of the author's work, must be noted in the thesis.
- (6) Deficiencies in the logical segmentation of the thesis, the use of citations, the notes, the level of language, etc. reduce the grading of the thesis, and if they are detrimental to comprehensibility or purity of thought, they can also be a reason for not defending the thesis.
- (7) The thesis shall include:

- a) A title page with the name of the university and faculty, the “Bachelor Thesis” or “Master’s Thesis” heading, the title of the thesis, the name of the author, and in the lower part, “Plzeň” and the year of thesis submission.
 - b) A pre-title page containing the previous information supplemented with the name of the department, the name of the study programme (with the name of the study branch), the name of thesis’ supervisor (and, if applicable, the name of the consultant) and his or her department.
 - c) Declaration of completing the thesis with the author’s own efforts and using only the listed sources and literature.
 - d) A table of contents placed at the beginning of the thesis.
 - e) An introduction; the actual text divided into chapters; conclusion or summary.
 - f) Notes; the list of references.
 - g) A resumé in a foreign language.
- (8) Before submitting the thesis, the student shall fill in the electronic Document for Thesis Registration available at <http://portal.zcu.cz> – Study – Final Thesis. The student shall upload the thesis by the given deadline to <http://portal.zcu.cz>.
- (9) Requirements for copies of the thesis:
- (10) The student submits two printed copies (at least in ring binding) at the concerned department. One copy shall be returned to the student after the thesis defence. If the student submits one copy in hardcover and one in ring binding, the hardcover will be the one returned to the student.
- (11) The typesetting of the thesis, particularly the choice of font, its size, and the type of line spacing, shall be retained at the choice of the student, however, the text must be legible and printed on one side. The smallest acceptable font size is 12, in the case of footnotes, the font size 10 may be used. The range of the text is defined by the number of standardised pages, i.e. the number of characters, not by the number of printed pages. The printed form should follow the practice of academic writing that is customary in the given field.

Article 6

State Final Examination

- (1) The thematic areas for the SFE shall be published by the relevant department on their website no longer than the end of the first teaching week of the semester in which the SFE is held.
- (2) The SFE is held on dates determined by the Dean usually based on the proposal of the head of department. The SFE of one student usually takes place within one day.
- (3) The SFE may be held only in the presence of the chairperson or vice-chairperson and at least two other members of the committee. The SFE must be suspended if neither the chairperson nor the vice-chairperson is present, or if less than three of the committee’s members are present in the room where the SFE takes place.
- (4) The SFE shall begin with the defence of the final thesis. During the defence, the student shall present the committee with the content and conclusions of his or her thesis, comment on the possible reservations of the opponent and the thesis

- supervisor, and responds to the remarks and questions of the committee members. The discussion during the defence shall be led by the committee chairperson.
- (5) If the thesis defence is assessed with the grade “failed”, the committee shall decide by voting whether the student must rework or complement the thesis to be able to repeat the SFE, or whether he or she shall repeat only the defence. This decision must be included in the record of the SFE proceedings, and the student shall add his or her signature confirming that he or she is informed of the decision. An authorized employee of the department shall add a “not defended” stamp on the original copy of the thesis and state the date of the defence; this information shall be signed by the chairperson of the committee. The thesis is then deposited at the department, at least until the next defence.
 - (6) The thesis defence is followed by the examination in the SFE subjects. The duration of the oral exam in all subjects is a maximum of 60 minutes. The committee shall provide reasonable time for the student to prepare the answers to the questions that he or she draws. The preparation time is not a part of the duration of the examination.
 - (7) The committee shall prepare the Report of the SFE referring to the course of the examination and results, which shall be signed by the chairperson and all committee members present. The chairperson shall announce the results of the SFE to the student.

The following regulations shall be repealed by the issuance of this decree:

Dean’s Decision No. 7D/2012 of 27th August 2012

Dean’s Decision No. 6D/2012 of 27th August 2012

Dean’s Decision No. 3D/2016 of 7th October 2016

Dean’s Decree No. 2D/2016 of 8th June 2016

This Decree comes into effect on the day of the signature.

This Decree comes into force on 1st September 2020.

PhDr. David Šanc, Ph.D., m.p.
the Dean of the FA UWB