

Dean's Decree No. 1D/16

Rigorous Procedure Regulations

for the Faculty of Arts of the University of West Bohemia

Part One

Basic Provisions

Article 1

Introductory Provisions

In accordance with Section 46, Article 5 of Act No. 111/1998 Coll. on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (the Higher Education Act), as amended (hereinafter referred to as "the Act"), this decree regulates the principles of rigorous procedure at the Faculty of Arts (hereinafter referred to as "FA"), the submission of applications for the State Rigorous Examination (the 'SRE'), the requirements for the rigorous thesis, the examinations that are part of the SRE, and the payment of the fees for the SRE applications and other procedures connected with the SRE.

Article 2

Focus of the Examination

SRE, including the defence of the rigorous thesis, verifies whether the candidate has deepened the theoretical knowledge acquired through higher education and has obtained the ability to conduct independent scientific work and to use the knowledge in practice. At the same time, he or she must demonstrate that he has mastered the fundamentals of the methodology of research.

Article 3

Branches of SRE

The SRE may be held only in branches in which the faculty has been authorised to do so by law. These branches are listed on the official notice board of the Faculty.

Part Two

The Process of Rigorous Procedure

Article 4

Application Submission

- (1) Applications to the SRE may be submitted by a candidate who:
 - a) completed Master's study programme in the branch for which the Faculty is authorised to conduct the rigorous procedure, and acquired the academic degree of "Master" in that branch; or
 - b) meets the conditions of Section 99, Article 5 of the Act, and who has acquired an academic degree of "Master" in a branch comparable to that for which the Faculty is authorised to conduct the rigorous procedure.
- (2) The application must be submitted via the prescribed form and must contain the branch specification for the SRE. The application form is included in Annex 1 of this Decree.
- (3) Applications for the autumn exam must be submitted no later than 28th February, and no later than 30th September for the spring exam.
- (4) The application must include:
 - a) a certified copy of a Master's diploma or a certificate of acquiring the academic degree of "Master",
 - b) a certified copy of the Diploma Supplement or a certified copy of a certificate of State Final Examination,
 - c) for a graduate of a comparable field of a foreign higher education institution, an officially certified copy of a certificate of recognition of foreign education and qualifications in the Czech Republic pursuant to Sections 89 and 90 of the Act; this does not apply if the recognition of a university degree is given by a legal regulation or by an international treaty binding the Czech Republic,
 - d) a structured curriculum,
 - e) rigorous thesis meeting the requirements set out in Article 5,
 - f) a copy of the proof of payment of fees referred to in Article 10.
- (5) The rigorous procedure commences on the day of delivery of the application (including all annexes) to the Faculty Student Office.

Article 5

Rigorous Thesis

- (1) With the rigorous thesis, the candidate demonstrates the ability to conduct independent academic work in a given field and to present his or her own approach to the researched subject.
- (2) The extent of the rigorous thesis is a minimum of 180,000 characters (100 standardised pages) of academic text. The actual text excludes introductory pages (title, pre-title,

declaration, table of contents), autoreferate, list of references, notes, illustrative annexes, etc.

- (3) The rigorous thesis shall be submitted in two copies in hardback and shall contain:
- a) a title sheet with the name of the university and faculty, the “Rigorous 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, and the name of the study branch,
 - c) a declaration that the candidate has completed the thesis autonomously using only the referred sources. This declaration shall be completed with a signature and placed on the pre-title page or the next page,
 - d) a table of contents placed at the beginning of the thesis,
 - e) autoreferate in which the candidate indicates the objective of the rigorous thesis, the current state of the subject of research, the main results of the rigorous thesis, the contribution of the thesis in terms of results or methods, innovative approaches, practical benefits and usability, etc. In the case of a thesis with original research, this shall also include the research hypothesis, manners and extent of its verification, and the conclusions drawn therefrom. The autoreferate must not be longer than four standardised pages; the autoreferate is placed at the beginning of the thesis as a separate chapter titled “Autoreferate of the Rigorous Thesis” before the introduction,
 - f) an introduction, the actual text divided into chapters, conclusion or summary,
 - g) notes, list of references,
 - h) a resumé in a foreign language,
 - i) the heading “Rigorous Thesis”, the year of submission, and the name of the author.
 - j) One copy of the rigorous thesis must include a CD containing the thesis with all its annexes in the PDF format. The CD shall be inserted in a case attached to the inner side of the cover in the lower right corner.
- (4) The following can also be submitted as a rigorous thesis:
- a) a defended Master’s thesis on the recommendation of the State Final Examination Committee and the consent of the Head of Department who shall issue the consent only if the thesis meets the requirements of points 1 and 2,
 - b) a published monograph meeting the requirements of points 1 and 2,
 - c) a defended dissertation for obtaining the academic title of a Ph.D.,
 - d) a defended habilitation thesis or
 - e) a defended doctoral dissertation thesis for obtaining the title of a DrSc.
- (5) A thesis defined in point 4 does not need to meet the requirements of point 3, except for point 3(e).

Article 6
SRE Committee

- (1) The SRE Committee (hereinafter referred to as the “Committee”) has at least five members. Its members are professors, associate professors, and recognised experts who work in the relevant field or a related field.
- (2) The chairperson and members of the Committee are appointed and dismissed by the Dean on the proposal of the head of the relevant department and with the approval of the Faculty Scientific Board.
- (3) The composition of the SRE Committees shall be published in the form of a Decision on the official notice board of the Faculty.
- (4) The SRE is held in the presence of the Chairperson of the Committee and at least two of its members. The SRE must also have at least one opponent present who may be a member of the Committee at the same time.

Article 7
Opponents

- (1) The Chairperson of the Committee shall appoint two opponents of the submitted rigorous thesis who shall assess its content and the formal level. At least one of the opponents must be a professor or an associate professor or a recognised expert in a relevant or related field.
- (2) At the end of a report, each opponent shall state whether the rigorous thesis meets or does not meet the set requirements.

Article 8
Content and Form of the SRE

- (1) The SRE consists of two parts: the defence of the rigorous thesis and an oral exam.
- (2) The defence of the rigorous thesis is held in the form of a debate.
- (3) The oral exam consists of individual examinations usually of general scientific knowledge and field specialization. Specific requirements for individual subjects of the oral exam are set by the departments. The departments shall publish these requirements no later than 6 months before the date of SRE.
- (4) The defence of the rigorous thesis and oral examination that are part of the SRE shall be evaluated with the grade “passed” or “failed”.

Article 9
Preparation, Process, and Assessment of the SRE

- (1) Examinations in subjects that are part of the SRE are public and take place in the autumn (September – November) and spring (March – May) examination dates.

- (2) The date of the SRE is set by the Head of Department who shall notify the candidate thereof no later than 2 months in advance; simultaneously with the announcement, he or she shall provide the candidate with copies of the opponents' reports.
- (3) The SRE as a whole is assessed with the grades "passed" or "failed". If any of the parts of the SRE is assessed with the grade "failed", the overall result of the SRE is also "failed". The candidate passed the SRE if he or she received the grade "passed" in all parts of the exam.
- (4) The committee decides on the grade in a closed session on the day of the SRE with an absolute majority of votes of the present members of the committee. In the event of a tie, the Chairperson of the Committee shall have the casting vote.
- (5) The decision of the committee shall be announced by the Chairperson on the day of the SRE. The announcement of the results is public.
- (6) If the candidate did not appear at the SRE at the specified time and did not offer an apology stating a serious reason within five working days from this time, or his or her apology was judged as unfounded, he or she shall be assessed with the grade "failed". The head of the relevant department decides on the justification of the apology.
- (7) If the candidate has not passed in one or both parts of the SRE, he or she has the right to repeat the SRE only once. If the candidate failed in only one part, he or she has the right to repeat only this part. In case of repeating the oral part of the exam, it is necessary to repeat the exam in all subjects of which it consists.
- (8) The repetition of the SRE or its part can be carried out at the earliest on the next date set for the SRE.

Article 10 **Fees of the SRE**

- (1) The fee for the procedure associated with the submission of the SRE application and with the organizing of the SRE is determined by the relevant decision of the Rector in accordance with Section 45, Article 5, and Section 58, Article 2 of the Act.
- (2) The fee paid pursuant to point 1 is non-refundable.

Part Three Terminating the Rigorous Procedure and Issuing the Diploma

Article 11 **Termination of the Rigorous Procedure**

The rigorous procedure is terminated:

- a) by Dean's decision, if any of the information stated in the application or its annexes is revealed to be untrue,
- b) with a written statement of the candidate on the termination of the rigorous procedure,
- c) when the repeated SRE is assessed with the grade "failed", or
- d) when the SRE is completed successfully.

Article 12
Publication of Rigorous Theses

In accordance with Section 47b of the Act, rigorous theses that were successfully defended shall be published together with the reports of the opponents and the record of the defence via the UWB library and the Study Agenda (STAG). The publication of these theses is regulated by the Rector's Directive No. 26R/2013.

Article 13
Completion of the Rigorous Procedure

- (1) After the successful completion of the SRE, the Dean shall submit to the Rector a proposal for issuing the diploma of "Doctor of Philosophy" with the title of "PhDr." appearing before the name.
- (2) The diploma is handed over at the graduation ceremony of the Faculty graduates.

Part Four
Final Provisions

Article 14

- (1) Dean's Decree No. 4D/13 of 21st October 2013 is replaced.
- (2) This Decree comes into effect and force on the day of the signature.

doc. PhDr. Pavel Vařeka, Ph.D., v.r.
the Dean of the Faculty of Arts, University of West Bohemia

Annexes

Annex 1: The Application Form for the Rigorous Procedure

Annex 1

Application for the Rigorous Procedure at the Faculty of Arts of the University of West Bohemia

Branch of the rigorous procedure:

Title of the rigorous thesis:

Name, surname (including maiden name), academic titles:

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Date and place of birth:

Delivery address (including postal code):

.....

Phone number, e-mail:

University degree (institution, faculty, study programme, branch):

.....

I honestly declare that I did not complete postgraduate studies at any university in the Czech Republic before 31st December 1998. I honestly declare that the submitted rigorous thesis was not used as a thesis in another rigorous procedure. I honestly declare that I have not initiated a rigorous procedure in a similar field at any university in the Czech Republic.

I agree that after the successful completion of the rigorous examination, my rigorous thesis shall be stored in the UWB library for in-house loans while maintaining copyright.

In on (date)

.....

Signature

The annexes of the application as defined in Article 4, Point 3 of Dean's Decree No. 4VD/2013 on Rigorous Procedures (hereinafter referred to as "the Decree"):

- a) a certified copy of the Master's diploma or a certificate of acquiring the academic degree of "Master",
- b) a certified copy of the Diploma Supplement or a certified copy of a certificate of State Final Examination,
- c) for a graduate of a comparable field of a foreign higher education institution, an officially certified copy of a certificate of recognition of foreign education and qualifications in the Czech Republic pursuant to Sections 89

and 90 of the Act; this does not apply if the recognition of a university degree is given by a legal regulation or by an international treaty binding the Czech Republic,

- d) a structured curriculum,
- e) rigorous thesis meeting the requirements set out in Article 5,
- f) a copy of the proof of payment of fees referred to in Article 10.