**Faculty of Education**

**INTERNAL NORM FE PU**

**PdF-B-17/02**

**Implementation of the PU Study and Examination Code at the Faculty of Education, Palacký University in Olomouc**

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**Implementation of the PU Study and Examination Code at the Faculty of Education, Palacký University in Olomouc**

**Part I**

**General Provisions**

**Article 1**

**Purpose of the document**

Pursuant to the provisions of Section 28, Sub-section 1 of the Act on Higher Education Institutions, as last amended, and pursuant to the Study and Examination Code of Palacký University in Olomouc (referred to as ‘SEC PU’) as of 20 December 2016, I hereby issue this Norm on the implementation of SEC PU at the Faculty of Education, Palacký University in Olomouc (referred to as ‘FE PU’).

**Article 2**

**Definition of basic terms**

The provisions of Article 2, Clause 2 of SEC PU particularize the user roles in the STAG study agenda system for the purposes of FE PU by means of FE PU Dean’s Directive 2/2006, amendment of 2017, which defines the principles of use of the STAG system in the conditions of the Faculty of Education, Palacký University in Olomouc.

**Article 3**

**Organization of study**

According to Article 3, Clause 1 and 2 of SEC PU, the delegation of rights and responsibilities concerning the organization, administration and inspection of study in the study programmes is particularized by means of FE PU Dean’s Directive 2/2006, amendment of 2017, which defines the principles of use of the STAG system in the conditions of the Faculty of Education, Palacký University in Olomouc.

**Article 4**

**Study agenda**

According to Article 4, Clause 3 of SEC PU, the delegation of rights and responsibilities concerning the operation of the study agenda system is particularized by means of FE PU Dean’s Directive 2/2006, amendment of 2017, which defines the principles of use of the STAG system in the conditions of the Faculty of Education, Palacký University in Olomouc.

**Article 5**

**Students’ responsibilities in relation to study organization**

According to Article 5, Clause 3 of SEC PU, identification by means of the PU student’s card is particularized as follows:

Upon request of FE PU employees, students shall be obliged to prove their identity by means of the student’s card. If students fail to prove their identity by means of the student’s card upon the examiner’s request, they will not be admitted to the credit awarding procedure, colloquium or examination.

**Article 6**

**Study programmes and forms of study**

The method and implementation of combined forms of study shall be regulated by Rector’s Directive B3-12/SR-3 Combined study at Palacký University in Olomouc and Dean’s Directive 1S/2008, amendment of 2017 Application of combined forms of study at FE PU and 2S/2008, amendment of 2017 Implementation of combined forms of study at FE PU (+ Annexes) and relevant regulations.

**Article 7**

**Study courses**

According to Article 7, Clause 3 of SEC PU, the study of a foreign language (referred to as ‘FL’) at FE PU is particularized as follows:

1. In compliance with the plan of the study programme, in the Bachelor and Master study students at FE PU are obliged to take a course in foreign language (FL), provided that this course is specified as core elective (category B) in the study plan of their study programme.
2. Students of programmes aimed at the area of foreign language are exempt from the requirement to enrol for FL. Any missing credits must be achieved by enrolling for core elective courses of the respective study programme.
3. By enrolling for FL, the specific foreign language becomes mandatory. In a single study programme or field of study, the same course may not be enrolled for more than twice (pursuant to Article 14, Clause 3 of SEC PU).
4. The coordinator may change the student’s enrolment according to the timetable and classroom capacity, but only before the term starts.
5. In the case of repeated enrolment (for non-compliance with the conditions for proper completion of a course in the previous academic year), students shall be obliged to respect their possible re-assignment in groups and other conditions of study as defined by the coordinator.

**Article 8**

**Academic Year**

Article 8 complies with the provisions of Article 8 of SEC PU.

The plan of the academic year shall be defined by the Rector of PU for each academic year and shall be published on the Faculty website in the Students menu, administration.

**Article 9**

**Inspection of study**

According to Article 9, Clause 3 of SEC PU, the inspection of study at FE PU is particularized as follows:

1. The Study Department shall monitor and check the compliance of all students with their study responsibilities during the main inspection period as specified by the Dean in compliance with Article 9, Clause 2 of SEC PU.
2. The inspection of compliance with study responsibilities is based on the data in the electronic study records system. The details about the electronic records of students, participants, course and results of education at PU shall be defined by Rector’s Directive B3-11/7-SR Electronic records of students, participants, course and results of education at Palacký University in Olomouc.
3. If any discrepancies are found in the electronic study records system, the Study Department shall invite the student to report to the Study Department, resolve any discrepancies and rectify the situation in cooperation with the student and lecturer.
4. The Study Department shall inform the Vice-Dean for study affairs about any non-compliance with study responsibilities, which may constitute a reason for termination of study.

**Part II.**

**Outline of Study Programmes**

**Article 10 and 11**

**Credit System**

1. In each academic year, each student shall be obliged to enrol for core elective and optional courses as specified by the standard plan of the respective study programme in compliance with the rules defined by the FE Dean’s methodological guidance 1M/2009 Study in the credit system at FE PU.
2. Of the total number of credits that need to be achieved in the course of the study pursuant to Article 11, Clause 1 of SEC, the number of credits for core elective courses (category B) and for optional courses (category C) shall comply with the applicable accreditation of the respective study programme (field of study).
3. In terms of the responsibility to take mandatory and core elective courses set out in Clause 2, this obligation shall not apply to core elective courses and optional courses taken at a foreign university under exchange programmes recognized in compliance with Article 27, Clause 3 as specific one-time courses.

**Article 12**

**Records of study**

According to Article 12, Clause 2 of SEC PU, records of study are particularized as follows:

On a request made by a student who proves identity by means of a student’s card as specified in Article 5, Clause 3 of SEC PU, the Study Department of FE PU shall issue a statement from the electronic study records system provided with a PU legal stamp and signature of an employee authorized by the Dean

**Article 13**

**Enrolment and re-enrolment in study**

Article 13 complies with the provisions of Article 13 of SEC PU.

**Article 14**

**Enrolment for a course**

1. In compliance with Article 14, Clause 5 of SEC PU, a student who fails to take any of the optional courses that were enrolled for, shall not be obliged to re-enrol for these courses. In the case of core elective courses Foreign language for non-philologists 1 and 2, a student who fails to take this core elective course shall be obliged to re-enrol for the course in the following academic year. However, this obligation shall not apply to students in the graduation year who obtained a sufficient number of credits to meet their study responsibilities.
2. In compliance with Article 14, Clause 6 and 7 of SEC PU, the Study Department shall be entitled within 14 days after the enrolment (pre-enrolment) procedure is completed enrol a student for a course without the student’s written request. After this date the Dean of the Faculty may allow course enrolment for special reasons based on the student’s written request.

**Article 15**

**Enrolment cancellation**

In compliance with Article 15, Clause and 2 of SEC PU, the Study Department shall be entitled within 14 working days after the enrolment (pre-enrolment) procedure is completed to cancel enrolment of a student based on the student’s written request. After this date the Dean of the Faculty may cancel enrolment of a student for serious reasons based on the student’s written request. The student’s request for enrolment cancellation must specify the title and code of the course, reasons, lecturer’s statement, and statement of the head of the guaranteeing department.

**Article 16**

**Course of Study**

Article 16, Clause 1, Paragraph a) to h) of SEC PU is particularized as follows:

The obligation of the students to take part in lectures, seminars, workshops, courses, practical sessions, laboratory sessions, excursions and consultations is defined for each course and published by the lecturer in the electronic study records system prior to the enrolment (pre-enrolment) procedure.

Article 16, Clause 3 of SEC PU is particularized as follows:

The Dean shall approve an individual study plan on a student’s request. The application must specify the extent of the full-time study and the way of achievement of study obligations as set out by the lecturers and approved by the guarantor of the study programme.

**Article 17**

**Concurrent study at a different university**

Article 17 complies with the provisions of Article 17 of SEC PU.

**Article 18**

**Change of the form of study**

In compliance with Article 18, Clause 1 of SEC PU, the Dean may enable a change of the form of study only in the case of exceptional circumstances that deserve special attention.

**Article 19**

**Interruption of study**

Article 19 complies with the provisions of Article 19 and 19a of SEC PU.

**Article 20**

**Completion of a course**

and

**Article 21**

**Registration of dates of course completion**

According to Article 20 and 21, Clause 5 of SEC PU, the organization of course completion and registration of dates of course completion is particularized as follows:

1. The dates of colloquia and exams for each course delivered in the specific term for the following examination period must be announced in the electronic study records system no later than 7 days prior to the first date of such colloquium or exam, but no later than 7 days prior to the beginning of the examination period. Between the day of announcement of these dates and the day on which the students can register for any of the dates, there must be a period of at least 3 days. The capacity of the dates of colloquia and exams (i.e., the number of days depending on the number of students eligible to register for exam) must equal at least the number of students enrolled for the course in the specific term.
2. The dates of exams and colloquia in the retake exam period (Article 20, Clause 7 of SEC PU) must be announced no later than 14 days prior to the beginning of the retake period. Between the day of publication of these dates and the day on which the students can register for any of the dates, there must be a period of at least 5 days. The capacity of the dates of credit awarding procedures, colloquia and exams must be sufficient to enable each student to register for a retake date at least twice.
3. Students shall register for exams through the electronic study records system. Registration of a student for exams is mandatory.
4. Each student shall be entitled to cancel the registration for an exam or colloquium no later than 3 days prior to the exam date.
5. If a student withdraws from an exam or colloquium after its commencement, or if the student fails to appear without proper apology, which shall be assessed by the Chairperson of the Examination Board, or if the student seriously violates the rules of the exam or colloquium, such student will be marked as ‘failed’. In case of serious reasons, a student may submit an apology for non-appearance after the exam date, but no later than two days after the date for which the student was registered. The reasons of such apology shall be assessed by the examiner or the Chairperson of the Examination Board.
6. Any changes in the exam date shall be noted by the examiner or the Chairperson of the Examination Board in the electronic study records system and shall be communicated to the students in an appropriate manner (e.g., via e-mail, noticeboard or webpage of the Department).

**Article 22**

**Credit awarding procedure and colloquium**

Article 22, Clause 7 of SEC PU is particularized as follows:

The head of the department guaranteeing the course or the Dean of the Faculty shall decide about any students’ request for review of non-granting of credit or failure of a written colloquium, and such decision shall be communicated to the student’s email address generated after enrolment.

**Article 23**

**Examination**

Article 23, Clause 5 of SEC PU is particularized as follows:

The head of the department guaranteeing the course of the Dean shall decide about any students’ request disputing the result of a written exam and requesting its review, and such decision shall be communicated to the student’s email address generated after enrolment.

**Article 24**

**Board examination**

Article 24 complies with the provisions of Article 24 of SEC PU.

**Article 24a**

**Common provisions concerning credits, colloquia and exams**

Article 24a complies with the provisions of Article 24a of SEC PU.

**Article 25**

**State Final Examination**

Article 25 of SEC PU is particularized as follows:

1. The State Final Examination (referred to as SFE) shall take place on dates as specified by the plan of the academic year at FE PU and shall be public.
2. Each student shall be obliged to submit a written application for SFE to the Study Department of the Faculty on a date as specified by the plan of the academic year.
3. Each student shall be obliged to register for SFE courses in the electronic study records system together with the courses for the winter term of the graduation year.
4. The structure of SFE shall comply with the respective study programme. A precondition for students’ participation in the spring (autumn) term of SFE is fulfilment of all study requirements defined by the respective study programme (especially achievement of the required number of credits).
5. If approved by the Dean, in selected study programmes some SFE courses may be taken in the winter term (January). A precondition for the students’ participation in the winter term is fulfilment of all study requirements as defined by the respective study programmes (specializations within study programmes or fields of study) and the Addendum. If approved by the head of the respective department, those students who failed in the previous SFE terms might take SFE in the winter term.
6. In the case of combined inter-faculty programmes (or existing study programmes combined with fields of study delivered by other PU faculties) a student may take SFE after fulfilment of all conditions specified for the respective programme (or specialization within a study programme or within existing field of study) at the respective faculty. A student of inter-faculty study may take the defence of the final thesis only in the programme (or specialization within a study programme or within existing field of study), where all requirements specified by the study programme (or specialization within a study programme or within existing field of study) have been met.
7. SFE shall be taken in front of an Examination Board appointed by the Dean of the Faculty. According to SEC PU, the Examination Board shall have at least three members. The Chairperson of the Examination Board shall be appointed by the Dean of FE PU and shall be a professor or associate professor. Members of the Examination Board may be professors, associate professors or other professionals employed by the faculty, university or cooperating institutions, who were approved by the Scientific Board of the Faculty of Education, Palacký University. Members of the Examination Board shall be renowned specialists in the field appointed by the Czech Ministry of Education. For a single study programme (or specialisation within the study programme or field of study), more parallel Examination Boards might be appointed.
8. Administration and organization of SFE shall be ensured by secretaries of the Examination Board – these shall either be faculty employees or students of the doctoral degree programme. Members the SFE Examination Board shall be registered in compliance with the Methodological guideline of the Dean of FE PU No. 1/2016 Principles and rules for the registration of the members of State Final Examination boards at FE PU Olomouc.
9. The course of SFE shall be governed by the Chairperson of the Examination Board, who shall be responsible for other members and the secretary. The course and results of SFE shall be specified in a written report, which shall be part of the study documentation of each student. The report on the course and results of SFE shall be signed by the Chairperson, all members of the board present, Bachelor thesis supervisor and opponent (provided that they are not members of the Board). The publication of the defence procedure in the electronic system shall be governed by Dean’s Methodological Guideline 1M/2011 – amendment of 2017, Assignment of the topic, submission and registration of data on Bachelor thesis, Final Thesis, Advanced Master Thesis or Dissertation and method of their publication; Rector’s Instruction B3-09/3-PR Assignment of the topic, submission of data on Bachelor thesis, Final Thesis, Dissertation or Advanced Master Thesis and method of their publication; Addendum 1 and Addendum 2.
10. SFE shall be initiated by the Chairperson of the Examination Board in the presence of the members of the Examination Board, secretary and all students who take their SFE on that day.
11. The marking of individual parts (subjects) of SFE and the overall result of SFE shall be decided by the Examination Board during a non-public meeting on the day of SFE. The decision of the Examination Board shall be publicly announced by the Chairperson on the day of SFE. The overall result of SFE shall be announced by the Chairperson of the Examination Board together with the result of the final part of SFE.
12. In the case of serious reasons (written proof required), students shall be entitled to submit an apology for their non-appearance for SFE. The reasons of such apology shall be assessed by the Chairperson of the Examination Board.
13. If failed, SFE or its part can be retaken, but no more than twice, provided that the conditions stipulated in SEC PU are met. Any SFE retake requires a written application. Only that part of SFE assessed as ‘failed’ shall be retaken.

**Article 26**

**Final thesis**

Article 26 of SEC PU is particularized as follows:

1. The topics of the final theses shall be announced by the departments by 15 November of the respective academic year. Students shall be entitled to choose the topic of the final thesis or propose their own topic to the supervisor. The topic and the supervisor of the final thesis shall be approved by the head of the respective department upon consultation with the guarantor of the programme. Any changes in the topic of the final thesis must be approved by the supervisor and the head of the department where the topic is assigned.
2. In the process of assigning the topic and submission and registration of the data concerning the final thesis, both the student and the supervisor shall be obliged to comply with Dean’s Methodological Guideline 1M/2011 – amendment of 2017, Assignment of the topic, submission and registration of data on Bachelor thesis, Final Thesis, Advanced Master Thesis or Dissertation and method of their publication; Rector’s Instruction B3-09/3-PR Assignment of the topic, submission of data on Bachelor thesis, Final Thesis, Dissertation or Advanced Master Thesis and method of their publication; Addendum 1 and Addendum 2.
3. The date for the submission of the final thesis shall be defined by the plan of the respective academic year.
4. Each Bachelor thesis requires an opponent’s assessment. The opponent may be an employee of the Faculty or a specialist from other university or scientific departments, or another professional appointed by the head of the respective department.
5. A written assessment of each submitted thesis shall be made by the supervisor and the opponent; these assessments shall propose the marking of the thesis. The opponent may be an employee of the Faculty or a specialist from other university or scientific departments or a different organization. In compliance with Article 26 of SEC PU, the student shall have the right to read both assessments no later than 7 days prior to the date of the defence. The submission of the supervisor’s and opponent’s assessment for the defence shall be guaranteed by the head of the respective department. A copy of each assessment shall be enclosed to the Thesis Defence Record (SFE Record).
6. Sample assessment of a Bachelor and Master thesis are enclosed to this Directive as Annex 2.
7. The defence of both Bachelor and Master thesis shall be public. The defence shall take place in front of the SFE Board. The supervisor shall be obliged to inform the Chairperson of the Board about the proposed opponent sufficiently in advance prior to the date of the defence. The Chairperson of the Board or an employee appointed by the Chairperson shall invite the supervisor and opponent to the defence (unless they are members of the Board). At least one of them must be present. The course of the defence shall be governed by the Chairperson of the Board; if the opponent is not present, the Chairperson shall appoint one of the members of the Board to deputize the opponent for the defence. During the defence procedure, the student shall respond to the questions asked by the opponent, supervisor and other member of the Board.
8. The final thesis and its defence shall be assessed by a single mark. The marks shall be identical with the remaining parts (subjects) of SFE. The result of the defence shall be publicly announced by the Chairperson on the day of the defence.

**Article 27**

**Recognition of credits, colloquia and exams**

1. In the event that the student in compliance with Article 27 of SEC PU asks the Dean for recognition of credits, colloquia and exams achieved or performed under a study programme at PU or different universities or in the lifelong learning programme during the last three years before the submission of such request, the Dean may recognize these study requirements provided that the guarantor of the respective study programme (field of study) recommends so.
2. The request must be submitted in written.
3. The dean may in compliance with Clause 1 recognize identical or similar courses and determine the proportion of recognizable credits based on the recommendation of the head of the department guaranteeing the respective study programme (field of study).
4. Recognition in compliance with Clause 1 shall not apply to the State Final Examination and Dissertation Defence at Palacký University in Olomouc or at different universities or in the lifelong learning programme.

**Article 28**

**Termination of study due to non-compliance with the requirements of the study programme**

Article 28 complies with the provisions of Article 28 of SEC PU.

**Article 29**

**Assessment of study**

Article 29 complies with the provisions of Article 29 of SEC PU.

**Part III**

**Specifics of Study in the Doctoral Degree Programme**

**Article 30**

**Doctoral degree programme**

Article 30 complies with the provisions of Article 30 of SEC PU and includes additional provisions as specified by Clause 5:

1. If the Code does not specify otherwise in Part III, the study in the doctoral degree programme shall be governed by the provisions specified in Part II.
2. The study in the doctoral degree programme (also referred to as ‘doctoral study’) shall be supervised and assessed by the doctoral study Subject Area Board (referred to as the ‘Subject Area Board’) appointed in compliance with Section 47, Sub-section 6 of Act No. 111/1998 Coll., on Higher Education Institutions and on amendment to some acts, as last amended (referred to as ‘the Act’).
3. The doctoral study shall be carried out according to an individual study plan under the leadership of the supervisor. The supervisor shall be proposed by the Subject Area Board and appointed and dismissed by the Dean.
4. The achievement of the individual study plan shall be subject to regular assessment (on a yearly basis or more frequently).
5. The study in doctoral degree programmes guaranteed by the Faculty of Education, Palacký University shall be performed exclusively in the credit system. The assessment of meeting the study requirements by means of credits is stipulated in this Directive and is based on the applicable study programme.

**Article 31**

**Forms of study in the doctoral degree programme**

Article 31 of SEC PU is particularized as follows:

1. The forms of study in the doctoral degree programme are as follows:
2. a) Full-time,
3. b) Combined,
4. c) Mixed full-time and combined.
5. The full-time form of study in the doctoral degree programme usually takes place at the workplace of the supervisor or at another designated workplace (hereinafter referred to as ‘study workplace’).
6. The combined form of study in the doctoral degree programme usually takes place outside the study workplace and is mainly based on the student’s individual work.
7. The mixed combined and full-time form of study in the doctoral degree programme means that a defined part of the study is in the full-time form and another defined part is in the combined form. The two forms of study in the doctoral degree programme do not mutually overlap and the rights and obligations of students are derived from the respective form of study.
8. The Dean may decide on a change of the form of study on a doctoral student’s written request, and subject to the statement of the supervisor and the Chairperson of the Subject Area Board of the respective study programme.

**Article 32**

**Length of study in the doctoral degree programme**

Article 32 of SEC PU complies with the provisions of Article 32 of SEC PU.

**Article 33**

**Subject area board**

Article 33 complies with the provisions of Article 33 of SEC PU and includes additional provisions as specified by Clauses 2 and 5:

* 1. Members of the Subject Area Board shall be appointed and dismissed by the Dean subject to approval by the Scientific Board of the faculty. Proposals for changes in the structure of the Subject Area Board shall be submitted to the Dean by its Chairperson upon agreement by the Subject Area Board.
  2. The Subject Area Board shall have a minimum of five members, of whom at least two must not be members of the academic community of FE PU and at least one member must not be member of the academic community of PU. The Chairperson of the Subject Area Board shall be the guarantor of the doctoral study. The members of the Subject Area Board shall be bearers of the academic rank professor of associate professor in the respective field or related field of study. In reasonable cases, members of the Subject Area Board may be bearers of the following academic ranks: Ph.D., CSc. or DrSc.
  3. The period for which the Subject Area Board is appointed shall correspond to the period for which the accreditation of the programme of study is valid. Members of the Subject Area Board may serve repeatedly.
  4. The powers of the Subject Area Board include, but are not limited to, the following:

1. Discussing the proposals for dissertations and changes thereof,
2. Nominating members of the Admission Board,
3. Nominating supervisors,
4. Discussing the requirements for the State Doctoral Examination,
5. Proposing to the Dean nominations for the Chairperson, Vice-Chairperson and members of the Examination Board for the State Doctoral Examination,
6. Proposing to the Dean nominations for the Chairperson, Vice-Chairperson and members of the Dissertation Defence Board,
7. Nominating opponents of the dissertation.
   1. The meetings of the Subject Area Board shall be convened by its Chairperson, or the Dean from time to time, but not less than once a year.
   2. The Subject Area Board shall have a quorum if the majority of its members are present. For voting on proposals on changes in the Subject Area Board and proposals on the establishment of Subject Area Committees pursuant to Article 35, Clause 1 of SEC PU an absolute majority shall be required. For other matters, the majority of the members present shall be sufficient. Further details regarding the acts and decisions of the Subject Area Board may be stipulated by the Rules of Procedure, which shall be approved by the Dean upon proposal of the Subject Area Board.

**Article 34**

**Chairperson of the Subject Area Board**

Article 34 complies with the provisions of Article 34 of SEC PU and includes additional provisions as specified by Clause 1:

* 1. The Chairperson of the Subject Area Board shall represent the Board in the periods between its meetings in the following areas:
  2. Nominating members of the Admission Boards,
  3. Proposing to the Dean nominations for the Chairperson, Vice-Chairperson and members of the Examination Board for the State Doctoral Examination,
  4. Proposing to the Dean nominations for the Chairperson, Vice-Chairperson and members of the Dissertation Defence Board,
  5. Nominating opponents of the dissertation,
  6. Performing other activities as authorized by the Subject Area Board that are in the powers of the Subject Area Board in compliance with Article 33, Clause 4 of the Code.
  7. Unless stipulated otherwise in the Dean’s directive, the powers of the Chairperson of the Subject Area Board include, but are not limited to, the following:
  8. Coordinating the programme of lectures, seminars, and other study affairs,
  9. Approving individual study plans of doctoral students,
  10. Proposing to the Dean the dates for State Doctoral Examinations and Dissertation Defences,
  11. Proposing to the Dean the termination of doctoral degree studies for a failure to fulfil study requirements.

**Article 35**

**Subject Area Committees**

Article 35 of SEC PU complies with the provisions of Article 35 of SEC PU.

**Article 36**

**Supervisor of doctoral students**

Article 36 complies with the provisions of Article 36 of SEC PU and includes additional provisions as specified by Clause 3:

* + 1. The supervisor of a student in the doctoral degree programme (referred to as the ‘supervisor’) must be a professor, associate professor, or a renowned expert in the field or related field holding an academic rank of Ph.D., CSc. or DrSc.
    2. The supervisor shall be appointed by the Dean upon proposal by the Subject Area Board.
    3. The supervisor shall propose the topic of the dissertation and prepare the individual study plan of the doctoral student. The supervisor shall provide both expert and organizational guidance to the doctoral student during the course of study, check the fulfilment of his/her study requirements and provide the Subject Area Board with an annual assessment of the doctoral student. The supervisor shall provide guidance to the doctoral student regarding the dissertation. The supervisor may be present at the examinations that the student takes throughout the course of his/her study.
    4. In the event that the supervisor fails to fulfil his/her obligations pursuant to Clause 3, or cannot perform his/her duties, the Dean may, on the proposal of the Subject Area Board, dismiss the supervisor and appoint a new supervisor.

**Article 37**

**Doctoral students**

Article 37 of SEC PU complies with the provisions of Article 37 of SEC PU.

**Article 38a**

**Individual study plan of doctoral study and inspection of the results of doctoral study**

Article 38a complies with the provisions of Article 38a of SEC PU and includes additional provisions as specified by Clauses 7 to 9.

1. The individual study plan of doctoral study shall focus on scientific work, solving a research problem or a specific objective of a creative or artistic nature.
2. The doctoral individual study plan shall be proposed, or, as the case may be, annually specified, by the supervisor, together with the doctoral student. The doctoral individual study plan and, as the case may be, its modifications shall be approved by the Chairperson of the Subject Area Board or by another person authorized to do so by a Dean’s directive pursuant to Article 34, Clause 2 of SEC PU.
3. The doctoral individual study plan shall include:

a) Time and content sequence of study activities, forms of such activities and methods of checking the results of the doctoral student (including, but not limited to, oral exams, written reports, conference attendance) in accordance with the study programme,

b) Definition of the framework of the scientific research or creative activities of the doctoral student in the areas of research, development or theoretical or creative artistic work; the framework definition of the topic shall constitute the basis for the dissertation,

c) Studies and internships at other departments, if any, including international ones.

1. Completion of any exams shall be recorded in the electronic study records system. The student’s file shall include a confirmation of accomplishment of other stipulated requirements confirmed by the supervisor, as well as an annual assessment of the student by the supervisor.
2. During the course of doctoral study each doctoral student shall demonstrate his/her ability to communicate in a foreign language typical of the respective study programme.
3. The work arrangements of the doctoral student are subject to his/her agreement with the supervisor.
4. The doctoral individual study plan is defined by the general framework stipulated by the applicable accreditation of the programme.
5. During an academic year, each student shall be required to obtain a minimum of 40 credits for completion of all study requirements.
6. The study requirements of the doctoral student shall include the following:
   1. Completion of mandatory and core elective subjects, as specified by the accreditation of the respective doctoral degree programme,
   2. Completion of scientific-research activities, artistic and publication activities; throughout their study, all doctoral students must meet the following minimum common requirements:

ba) Research activities:

* + - Active participation in a scientific conference involving nationwide participants;
    - Active participation in a scientific conference involving international participants;
    - Involvement in a research project in the Czech Republic;
    - Involvement in an international research project.

Multiple involvements in a research activity of a higher degree can substitute for an activity of a lower degree, not the other way round (to be assessed by the supervisor).

bb) Publication activities:

* + - Peer reviewed article beyond the list of creditable outcomes;
    - Peer reviewed article in the Czech language published in a journal from the list of reviewed non-impacted journals;
    - Peer reviewed article in a foreign language published in a journal from the list of reviewed non-impacted journals;
    - Article in a journal listed in a world renowned database.

Multiple publications in a higher category can substitute for publication in a lower category, not the other way round (to be assessed by the supervisor).

Publication activities – publication outcomes of the doctoral student in relation to the doctoral study and corresponding with the required number and quality of publication outcomes; the publications must be provided with affiliation and dedication clearly showing the link to the lecturing department and the specific research grant of the lecturing department. Otherwise, these outcomes cannot be acknowledged as outcomes eligible for the doctoral study.

A corresponding responsibility is to specify this information (affiliation and dedication) when a record is made in the Personal Bibliographical Database, PU in Olomouc.

bc) Scientific-research placement

Part of all doctoral programmes at FE PU is a mandatory one-month foreign scientific-research placement. For students in the combined form of study the placement can consist   
of several shorter foreign stays throughout the whole period of study, however, the overall length must be at least four weeks. Students in the full-time and combined form of study must take the placement for at least one month without interruption. Only placements at foreign scientific-research institutes will be recognized. Work placements can be recognized provided they correspond with the topic of the dissertation. A scientific-research placement shall not be considered participation in conferences or study visits.

Failure to take a scientific-research placement constitutes non-fulfilment of study responsibilities; as a result, such study cannot be completed. Recognition of a scientific-research placement shall be administered by submitting an application form to the Doctoral Study Office;

Any exceptions relating to this study requirement must be approved by the Dean of FE PU.

* 1. The completion of predefined activities as part of teaching activities is defined by the accreditation and conditions of the doctoral student’s department.

1. At the end of the academic year (deadline of the respective academic year) each student of the doctoral degree programme shall produce an annual report for the previous academic year and submit the report to the Doctoral Study Office when enrolling for the following academic year together with the supervisor’s assessment, which shall evaluate fulfilment of study responsibilities. Fulfilment of the individual study plan shall be checked by the Doctoral Study Office and the Vice-Dean for doctoral study.

**Article 38b**

**Course of study**

* + - 1. The study consists of the following three parts:
  1. Study part (lectures, seminars and individual study) and completion of mandatory and elective disciplines of study, as specified by the accreditation of the respective doctoral degree programme;
  2. Scientific or artistic part (scientific-research, publication and artistic activity) - completion of a scientific, artistic and publication activity in a minimum extent as specified by the accreditation of the respective doctoral degree programme;
  3. Educational part (teaching and related activities) - completion of predefined educational activity as specified by the accreditation and the conditions of the doctoral student’s department.
     + 1. Of the mandatory 180 credits required for the completion of the doctoral degree programme in the three-year form, 50 credits must be obtained by taking disciplines (lectures, seminars and consultations) accredited under the doctoral degree programme, at least 50 credits by undertaking scientific-research, publication or artistic activity, at least 20 credits by undertaking educational activity. 20 credits must be obtained by successful completion of the state doctoral examination and 40 credits by successful defence of the dissertation.
       2. Of the mandatory 240 credits required for the completion of the doctoral degree programme in the four-year form, at least 50 credits must be obtained by taking disciplines (lectures, seminars and consultations) accredited under the doctoral degree programme, at least 80 credits by undertaking scientific-research, publication or artistic activity, at least 50 credits by undertaking educational activity and other related activity. 20 credits must be obtained by successful completion of the state doctoral examination and 40 credits by successful defence of the dissertation. Credits awarded for specific activities undertaken by students of the doctoral degree programme Education (four-year study) shall be governed by the accreditation of this study programme.
       3. A transfer between the three-year and four-year form of study in the doctoral degree programme is permissible only in exceptional cases based on a recommendation of the Subject Area Board for the doctoral degree programme. Such transfer shall be approved by the Dean according to the recommendation of the Subject Area Board.
       4. The disciplines carried out under the doctoral degree programme are divided into a group of mandatory (A) – 7 credits and core elective (B) – 5 to 7 credits. The structure and number of courses to be taken must comply with the accreditation of the respective doctoral degree programme.
       5. In one academic year a student of the doctoral degree programme may register study obligations corresponding to a maximum of 90 credits.
       6. A student of the doctoral degree programme can obtain credits by studying at a different faculty including foreign faculties (credit transfer), provided the student was sent to such faculty to fulfil the individual study plan and provided that such faculty has a credit system in place. Recognition of these credits shall be decided by the Vice-Dean of FE PU for doctoral study. Before a student is sent to a different faculty, the possibility of credit recognition must be negotiated with the supervisor and the Vice-Dean of FE PU for doctoral study. If a student of the doctoral degree programme takes lectures or seminars at a different faculty, the syllabi of these lectures or seminars signed by the guarantor must be submitted for recognition.
       7. If a student of the doctoral degree programme obtains a minimum required number of credits (40) in the recommended structure according to the accreditation of the respective doctoral degree programme, such student shall advance to the following year. Enrolment in the following year shall be organized by the Doctoral Study Office.
       8. If a student of the doctoral degree programme fails to obtain the required number of credits by undertaking educational activity (this can especially apply to students of the doctoral degree programme in the combined form of study), such student is permitted to obtain the remaining number of credits by undertaking a scientific-research, artistic or publication activity.
       9. For the first academic year a student of the doctoral degree programme must obtain at least 40 credits, for the second academic year also a minimum of 40 credits. If a student fails to obtain the required number of credits, the supervisor shall propose termination of study in the assessment of the respective academic year.
       10. A student of the doctoral degree programme can apply for the State Doctoral Examination in the three-year form upon obtaining a minimum of 80 credits (provided that the student has successfully completed all mandatory and core elective courses according to the study plan of the respective accredited study programme). A student of the three-year doctoral degree programme can apply for the dissertation defence upon obtaining a minimum of 140 credits (provided that the student has successfully completed all mandatory and core elective courses according to the study plan of the respective accredited study programme).
       11. A student of the four-year doctoral degree programme can apply for the State Doctoral Examination upon obtaining a minimum of 120 credits (provided that the student has successfully completed all mandatory and core elective courses according to the study plan of the respective accredited study programme).
       12. A student of the four-year doctoral degree programme can apply for the Dissertation Defence upon obtaining a minimum of 180 credits and successful completion of the State Doctoral Examination.

**Article 38c**

**Principles of foreign language examination as part of completion of doctoral degree programmes at FE PU in Olomouc**

* + 1. Each student of the doctoral degree programme at FE PU shall be obliged to take a foreign language examination. The specific form of the foreign language examination is based on applicable accreditation of the respective study programme.
    2. Foreign language examinations within the doctoral degree programme at FE PU shall be guaranteed and organised by the Chairperson of the Subject Area Board for the doctoral degree programme. The Chairperson of the Subject Area Board may appoint another person for organizing such examinations.
    3. The primary foreign language is referred to as Foreign Language I, and the secondary foreign language is referred to as Foreign Language II. The terms Foreign Language I and Foreign Language II stand for one of these languages: English, German, French or Russian. A student is required to prove his/her active knowledge of such language by taking an examination in accordance with the form stipulated by accreditation of the respective doctoral degree programme.
    4. The Subject Area Board may also approve another world language, however always upon approval of the Vice-Dean for doctoral study at FE PU. A language once selected may only be changed during the period of study on the basis of a decision granted by a respective Subject Area Board.
    5. The specifications applicable to Foreign Language I and Foreign Language II examination are defined for the entire faculty, regardless of the specific doctoral degree programme:
  1. Foreign language I examination shall be taken in front of the Examination Board. The Examination Board shall consist of three members, and shall be appointed by the Dean of FE PU on a proposal of the Chairperson of the Subject Area Board for the doctoral degree programme. The examination board shall include at least one philologist (PU academic employee), who shall assess the examination from a linguistic perspective. The Chairperson of the Examination Board shall be an authorized employee of the department guaranteeing the respective doctoral degree programme, who shall together with another specialist assess the level of the student’s presentation.
  2. As part of completing Foreign Language I, students are upon registration for an announced examination date required to submit an abstract of their presentation in the foreign language in an extent of 1,800 to 3,200 characters. Student shall deliver or personally submit this abstract in an electronic form, at least five days prior to the examination date to the Chairperson of the Examination Board.
  3. Foreign Language I examination from English, French, German and Russian shall be taken orally in the form of a public presentation, which needs to meet the following requirements:

1. It relates to a particular issue of the dissertation,
2. It uses various findings from resources and literature in the language of the examination,
3. It meets the recommended time limit for the presentation and discussion to check feedback and answer questions asked by the Board or the plenum.
   1. The requirements for Foreign Language II shall be specified by the doctoral degree programme and the Subject Area Board, which guarantees the doctoral degree programme. The knowledge of Foreign Language II is verified and confirmed in the doctoral student’s study credit book by the supervisor in compliance with the applicable accreditation of the study programme.
   2. The foreign language Examination Board shall be appointed in compliance with Clause 2 by the Dean of FE PU on a proposal of the Chairperson of the Subject Area Board for the doctoral degree programme.

**Article 38d**

**Recognition of examinations**

1. A student in the doctoral degree programme, who has already studied or completed his/her studies in a doctoral degree programme at PU or a different university in the Czech Republic or abroad, may apply for recognition, and the Dean may recognize some of the examinations or a part of the study.
2. The student must provide due documentation about successful completion of his/her examination or a part of study. The application is reviewed based on the submitted materials by an expert guarantor or guarantors appointed within the doctoral degree programme relevant to the application, and by the Chairperson of the Subject Area Board for the respective doctoral degree programme. Recognition of examinations or a part of study in accordance with Article 27, Clause 4) of SEC PU is not possible, if these study requirements were completed by the doctoral student more than 3 years prior to his/her recognition application.
3. An examination taken in the Bachelor or Master study programme including the State Final Examination, except foreign language, shall not be recognized within the doctoral degree programme.
4. The Dean of FE cannot recognise a state doctoral examination and dissertation defence performed at different universities in the Czech Republic or abroad in compliance with Article 27 of SEC PU.
5. Foreign Language I and Foreign Language II examinations may be recognised provided that the students took the State Final Examination from foreign language as part of a relevant philological Master or follow-up Master study programme. Such foreign language examination shall be recognized by the Chairperson of the Subject Area Board for the doctoral degree programme upon submission of a certificate of completed examination.

**Article 39**

**Interruption of doctoral study**

Article 39 complies with the provisions of Article 39 of SEC PU.

**Article 40**

**Withdrawal from study**

Article 40 complies with the provisions of Article 40 of SEC PU.

**Article 41**

**Application for the State Doctoral Examination**

Article 41 complies with the provisions of Article 41 of SEC PU and includes additional provisions as specified by Clauses 3 and 4:

* + 1. After the student has fulfilled all study requirements of his/her individual study plan, an application for the State Doctoral Examination including his/her supervisor’s report shall be submitted to the Dean through the relevant Department of the Faculty.
    2. The Dean shall decide on the date of the State Doctoral Examination upon recommendation of the Chairperson of the Subject Area Board. The Dean’s decision shall be within 30 days of submitting the application for the State Doctoral Examination communicated to the Chairperson of the Subject Area Board, supervisor and the student of the doctoral degree programme.
    3. Together with the application for the State Doctoral Examination the student shall submit after supervisor’s inspection copies of at least three scientific articles, of which the student is the first author or co-author to the Doctoral Study Office. The articles submitted must be directly related to the topic of the dissertation and at least two must be original articles, not overview articles. At least one of these articles must be published in an impacted journal or periodical listed in the List of reviewed non-impacted journals (periodicals) issued in the Czech Republic. The student must be the first author of at least two of the articles submitted.
    4. In special cases a student of the doctoral degree programme can take the State Doctoral Examination and Dissertation Defence on the same day. In such case, the student shall submit a written application to the Dean and to the Doctoral Study Office together with the required number of dissertation propositions and copies of scientific articles in compliance with Clause 3 of this Article. Such application can only be submitted after meeting all study requirements stipulated by the respective individual study plan.
    5. Provided that the Dean does not grant the application in compliance with Clause 4 of this Article, the following procedure shall apply:
  1. On the proposal of the Chairperson of the Subject Area Board the Dean shall appoint the Examination Board for the State Doctoral Examination and dissertation defence; the Board shall consider the dissertation propositions and if approved the opponents shall be appointed. The student shall be notified in written about the result of the Board proceedings.
  2. In compliance with Article 45, Clause 1 of this Directive, the student shall submit the Application form for the State Doctoral Examination and dissertation defence to the Doctoral Study Office.
  3. The submitted dissertation shall be presented to the appointed opponents. After the opponents’ assessments are made, the date of the State Doctoral Examination and dissertation defence shall be determined.
  4. The student shall be informed in written of the content of the opponents’ assessments and the date of the State Doctoral Examination and dissertation defence.
  5. On the day of the State Doctoral Examination and dissertation defence the first shall be the State Doctoral Examination.

**Article 42**

**Examination Board for the State Doctoral Examination**

Article 42 complies with the provisions of Article 42 of SEC PU.

**Article 43**

**State Doctoral Examination**

Article 43 complies with the provisions of Article 43 of SEC PU and includes additional provisions as specified by Clause 4:

1. During the State Doctoral Examination, the doctoral student shall demonstrate his/her expert and theoretical knowledge in the given study programme, including the knowledge of the basic research methods, ability to adopt new scientific information, assess it and apply it in a creative way. The requirements as to the knowledge are based on the individual study plan of the doctoral study.
2. A majority of members of the Examination Board for the State Doctoral Examination, and its Chairperson or Vice-Chairperson, shall be present at the State Doctoral Examination at all times.
3. The State Doctoral Examination is public. During the public part of the State Doctoral Examination the supervisor shall be entitled to express his/her opinion; the same applies to the non-public meeting. This is followed by a non-public session of the Examination Board without the presence of the supervisor. The Examination Board for the State Doctoral Examination shall decide on the result of the State Doctoral Examination by secret vote. The result may be either ‘pass’ or ‘fail’. A majority of all members present voting ‘pass’ is required for a positive assessment.
4. If the Board cannot decide on ‘pass’ or ‘fail’ by a majority of all members present, the voting shall be repeated until a decision is achieved.
5. In the event that the student fails the State Doctoral Examination, the Chairperson of the Examination Board shall inform the doctoral student about the conditions stipulated by the Board for the retake. The State Doctoral Examination may not be retaken more than once. The deadline for retaking the State Doctoral Examination is the maximum length of study pursuant to Article 32, Clause 3 of SEC PU.

**Article 44**

**Dissertation**

Article 44 complies with the provisions of Article 44 of SEC PU.

**Article 45**

**Conditions for announcing the dissertation defence**

Article 45 complies with the provisions of Article 45 of SEC PU.

**Article 46**

**Dissertation defence board**

Article 46 complies with the provisions of Article 46 of SEC PU.

**Article 47**

**Dissertation defence**

Article 47 complies with the provisions of Article 47 of SEC PU and includes additional provisions as specified by Clauses 5 and 6:

1. The course of the dissertation defence shall be governed by the Chairperson of the Dissertation Defence Board, or the Vice-Chairperson in the absence of the former.
2. A precondition for the dissertation defence is the presence of the Chairperson, or Vice-Chairperson, at least one opponent and a minimum of two-thirds of the members of the Dissertation Defence Board, during the whole period of the dissertation defence.
3. The dissertation defence shall be public, but shall be assessed by the Board at a non-public meeting.
4. During the dissertation defence, the doctoral student shall be introduced to the Dissertation Defence Board and asked to deliver a short presentation of the results of the dissertation. Then the opponents’ assessments and the supervisor’s assessment shall be read. This shall be followed by a discussion. Each doctoral student shall be obliged to react to the opponents’ assessments and answer any other questions asked by the members of the Dissertation Defence Board.
5. The members of the Dissertation Defence Board shall be present during the assessment of the defence. During the public part of the Dissertation Defence and before the discussion on the assessment of the defence the supervisor shall be entitled to express his/her opinion; the same applies to the non-public meeting. This is followed by a non-public session of the Board without the presence of the supervisor. Apart from the Dissertation Defence Board members, the Chairperson of the Subject Area Board and the Dean may also attend the assessment. The right to attend the dissertation defence shall also be granted to the Vice-Dean for doctoral study at FE PU.
6. The Dissertation Defence Board shall decide on the results of the dissertation defence. The result may be either ‘pass’ or ‘fail’. A majority of all members present voting ‘pass’ is required for a positive assessment. If the Board cannot decide on ‘pass’ or ‘fail’ by a majority of all members present, the voting shall be repeated until a decision is achieved.
7. The Chairperson of the Dissertation Defence Board shall immediately inform the doctoral student of the results of the dissertation defence. The student shall sign a declaration stating that the Chairperson has informed him/her of the result.
8. If the student has not successfully defended the dissertation, the Chairperson of the Dissertation Defence Board shall inform the student of the result and instruct him/her on how to rewrite the dissertation.
9. A report shall be made on the course and results of the dissertation defence, which shall be signed by the Chairperson of the Dissertation Defence Board and its members present. The original copy of the report shall be deposited with the relevant department of the faculty.
10. After the dissertation has been rewritten, the doctoral student may not retake the dissertation defence more than once, and not earlier than six months after the first defence. The deadline for retaking the dissertation defence is the maximum length of study pursuant to Article 32, Clause 3 of SEC PU.

**Article 48**

**Due termination of doctoral study**

Article 48 complies with the provisions of Article 48 of SEC PU.

**Part IV**

**Decisions about Students’ Rights and Responsibilities**

**Article 49**

Article 49 complies with the provisions of Article 49 of SEC PU.

**Article 50**

**Annulled**

**Article 51**

**Annulled**

**Article 52**

**Annulled**

**Article 53**

**Exceptional remission of student’s responsibilities**

Article 53 complies with the provisions of Article 53 of SEC PU.

**Part V**

**Disciplinary Offences**

**Article 54**

Article 54 complies with the provisions of Article 54 of SEC PU.

**Part VI**

**Final Provisions**

1. This Directive shall annul Dean’s Directive No. 3S/2011 Implementation of SEC PU at FE PU.
2. This Directive shall come into force and effect on the date of issue.

Doc. Ing. Čestmír Serafín, Dr., m.p.

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