

Pursuant to § 36, para. 2 of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (Higher Education Act), the Ministry of Education, Youth and Sports registered the Study and Examination Regulations in the Doctoral Degree Programmes of the University of Veterinary and Pharmaceutical Sciences Brno on 5 June 2017, file reference MSMT-16249/2017.

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**STUDY AND EXAMINATION REGULATIONS IN THE
DOCTORAL DEGREE PROGRAMMES OF THE UNIVERSITY
OF VETERINARY AND PHARMACEUTICAL SCIENCES BRNO**
Dated 5 June 2017

Article 1

Introductory Provisions

- (1) The Study and Examination Regulations in the Doctoral Degree Programmes of the University of Veterinary and Pharmaceutical Sciences Brno (hereinafter only as the “Study and Examination Regulations of the DDP”) shall be issued pursuant to § 17, para. 1, letter g) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (Higher Education Act), as amended (hereinafter only as the “Act”) and in accordance with the Statute of the University of Veterinary and Pharmaceutical Sciences Brno.
- (2) The Study and Examination Regulations of the DDP shall determine the rules of study in the doctoral degree programmes carried out pursuant to the Act at the University of Veterinary and Pharmaceutical Sciences Brno (hereinafter only as the “UVPS Brno”).

Article 2

Study Organisation

- (1) Students are provided with education in accredited doctoral study programmes carried out by the faculties in the full-time, part-time or distance form of study. The faculties may also carry out the doctoral study programmes (hereinafter only as the “DDP”) in cooperation with other faculties or universities and other scientific institutions on the basis of a cooperation agreement.
- (2) The Czech-language DDP may be completed by nationals of the Czech Republic and foreign nationals who study in the Czech or Slovak language. Upon request and after discussing with the doctoral programme guarantor, the Dean may also allow submitting the dissertation in a foreign language. All the other elements and requirements of the defence shall remain in the Czech or Slovak language.
- (3) The foreign-language DDP may be completed by nationals of the Czech Republic and foreign nationals in the language of the study programme.

Article 3

Doctoral Degree Programme

- (1) The DDP shall be drawn up in accordance with the content of the respective field of education, mission and strategic plan of educational and scientific, research, development and innovation, artistic or other creative activities of the UVPS Brno and its annual implementation plan in order to comply with the accreditation standards for the study

programme of the specific type and the graduate profile pursuant to § 78a, para. 2, letter b) of the Act and with respect to the profile of the graduate so that obtaining the qualification should correspond to the assumed general careers and professions of graduates.

- (2) The content of the study programme shall include, in particular:
 - a) The name of the study programme;
 - b) The area of education in which the study programme is carried out;
 - c) The form (full-time, part-time or distance) of the study programme;
 - d) The objectives of the study programme;
 - e) The standard length of study at the average load expressed in academic years;
 - f) The profile of the study programme's graduate (relevant to the specific field of education);
 - g) The description of courses (hereinafter only as the "course");
 - h) The length of practical training;
 - i) The conditions of studies for the proper completion of studies;
 - j) The content of the state doctoral examinations;
 - k) The academic degree awarded.
- (3) The content and time continuity shall correspond to the learning strategy of the study programme. The doctoral study programme is structured into individual courses, groups of lectures and, where appropriate, practical training, the content of which corresponds to the individual education directions within the respective graduate profile.
- (4) The standard length of study shall be at least three and no more than four years.
- (5) The doctoral study programme shall include the rudiments courses and essential theoretical courses of the rudiments. The rudiments course of the study programme shall mean the course the completion of which shall provide the student with the knowledge or skills which are essential for obtaining the professional knowledge or skills specified in the graduate's profile and which correspond, are related to or condition the knowledge or skills taken from the essential thematic areas verified by the state examination.
- (6) The essential theoretical course of the rudiments of the study programme shall mean a theoretical course related to the theoretical and methodological elements of the respective field of education, the completion of which shall provide the student with key knowledge which is essential for acquiring the professional knowledge specified in the graduate's profile and which corresponds, is related to or conditions the knowledge of essential thematic areas verified by the state examination. The essential theoretical course of the rudiments of the study programme shall belong among the rudiments courses of the study programme.

Article 4

Doctoral Board

- (1) Doctoral Boards (hereinafter only as the "DB") shall be established for individual accredited DDP. The Doctoral Board for the DDP study is the fundamental expert, management, and assessment body of the study. It shall report to the Dean. For the degree programmes from the same field of study, a common Doctoral Board may be established upon agreement.
- (2) The DB has at least five members. The members of the DB are leading academic staff members of the faculty and other universities or scientific centres or institutes. The members of the DB shall be appointed and dismissed by the Dean after being approved by the Scientific Board of the Faculty (hereinafter only the "SB").
- (3) The DB Chairperson is the guarantor of the doctoral degree programme. The DB Chairperson shall be appointed by the Dean.
- (4) The term of appointment of the DB shall generally correspond to the period of validity of the DDP accreditation. The members of the DB may be re-appointed.

- (5) The DB shall perform in particular the following activities:
- a) It approved the study programme and the study plan and submits it to the SB for approval;
 - b) It submits to the Dean the proposals for the appointment of supervisors in the DDP and for their dismissal;
 - c) It approves to the Dean the composition of admission boards for the DDP study and it determines the content of admission interviews;
 - d) It approves the themes of dissertations;
 - e) It evaluates the course of DDP study and fulfilment of sports duties of students in the academic year;
 - f) Its proposes to the Dean the Chairperson and members of the doctoral state examination board;
 - g) It proposes to the Dean the Chairperson, members of the board and opponents for the defence of the dissertation;
 - h) It submits to the Dean the proposals for terminating the DDP study for failure to fulfil the study duties;
 - i) It assessed the supervisor's work;
 - j) It assesses whether the publication activity relates to the issues dealt with by the student within the DDP study pursuant to Art. 14, para. 3;
 - k) Its draws up a summary report on the course of the DDP study.
- (6) The DB Chairperson shall perform in particular the following activities:
- a) He convenes and chairs DB sessions;
 - b) He presents to the Dean decisions, proposals and recommendations of the DB;
 - c) For the meeting of the doctoral state examination and the dissertation defence board, he prepares an opinion assessing the fulfilment of the conditions by the DDP student;
 - d) After a successful dissertation defence and completing the doctoral state examination, he presents to the Dean the proposal for awarding the academic degree of "Doctor" (abbreviated "Ph.D.").
- (7) The Chairman shall convene the DB Session as needed, yet at least once per year. Minutes shall be taken on the results of the session. The DB session may also be convened by the Dean.
- (8) The DB reaches the quorum if the majority of all its members are present. A valid resolution requires the consent of an absolute majority of the members. The DB Chairperson may also use electronic correspondence in order to determine opinions of the DB members.
- (9) The DB activity shall be evaluated once per year by the SB.
- (10) For the purposes of its decision-making, the DB may request an opinion of the supervisory workplace.

Article 5

Doctoral Study Programme Guarantor

- (1) The DDP guarantor shall, in particular, coordinate the content preparation of the study programme, supervise the quality of its implementation, evaluate the study programme and develops it.
- (2) The DDP guarantor may only include an associate professor, a professor or an extraordinary professor in the in a field corresponding to a specific degree programme or close or related programme and who has pursued scientific, research, development and innovation or other creative activity (hereinafter only the "creative activity") in the specific field in the last five years. The DDP guarantor is an academic staff member of the UVPS Brno.

Article 6

Study Plan and Courses

- (1) The study plan shall determine the binding time and content sequence of courses, the form of their study and the manner of verifying the study results. For each course, the study plan shall specify the number of hours of individual forms of tuition, the prescribed manner of completing the course and its credit value, including the practical training realised within the study plan.
- (2) The courses shall be classified as mandatory, mandatorily optional and optional. The mandatory courses shall mean the courses the completion of which shall be binding with respect to the study, including the prescribed manner of completion. The mandatorily optional course shall mean a course which forms part of a mandatory block out of which the student may choose. With respect to the study, other courses are optional.
- (3) The course is characterised by its syllabus. It further specifies the objectives of the course, the course content, the tuition and evaluation methods, the conditions for the completion of the course, and the recommended study literature. The course shall be completed by a credit or examination. A credit prior to sitting the examination may be required for the successful completion of the course with an examination.

Article 7

Course Guarantor

- (1) The course guarantor shall be responsible for the content, level and development of the specific course. They process the course description, the content and forms of tuition and the list of literature recommended for study and formulate the so-called learning outcomes for the course.
- (2) In cooperation with the guarantor of the relevant study programme, the course guarantor shall coordinate the course development with regard to the continuity with other courses and the quality enhancement of the tuition process. They propose to the DDP guarantor the scope and tuition within the specific course, the number of credits and the manner of completing the course, and the requirements for completing the course.
- (3) In cooperation with the head of the institute or the head of the clinic, the course guarantor shall be responsible for arranging for the tuition in the course. They shall propose to the head of the institute or clinic the share of individual teachers in the tuition and in cooperation with other teachers, they shall prepare the study materials for students.
- (4) The course guarantor shall be responsible for the correctness and completeness of all entries in the information system for the specific course according to the requirements in the STAG electronic information system.
- (5) The course guarantor shall arrange for opening the necessary number of examination terms and the share of individual teachers in examining the specific course. They shall also be responsible for recording the grades, credits and pre-examination credits into the STAG electronic information system.
- (6) The course guarantor shall provide the opinion on the student's application for recognising a credit or examination obtained within the previous study at the UVPS Brno or another faculty, university or college.
- (7) The course guarantor may determine the manner of substitute education in the case of the student's absence in the classes.
- (8) The course guarantor and individual teachers shall follow the instructions for study published by the Dean at a designated place, in particular on the website of the faculty or UVPS Brno and in the STAG electronic information system, and shall communicate via the electronic mail of the UVPS a Brno.
- (9) Upon the proposal of the DB, the course guarantor shall be appointed and dismissed by the Dean in accordance with the applicable legal regulation.

Article 8

Expert Supervision of the Student

- (1) The expert course of DDP study shall be provided by supervisor who may be only associate professors and professors and, if necessary, other scientific experts who have been carrying out the creative activity approved by the relevant SB in the specific field in the last three years.
- (2) The DDP student's supervisor shall be appointed any dismissed by the Dean upon the proposal of the SB.
- (3) As the supervisor, the DB may also propose an expert from a different workplace than the UVPS Brno with the necessary qualifications. Upon the proposal of the supervisor, the DB may also appoint the second student's supervisor – a specialist. As the supervisor – specialist, it is possible to appoint a person who is in employment with another employer or a sole trader.
- (4) The supervisor shall supervise the educational and scientific preparation of the student in the DDP study. In particular, they shall perform the following activities:
 - a) They shall assemble the individual study plan with the student;
 - b) They shall perform continuous monitoring of the fulfilment of the individual study plan of the student;
 - c) They shall present to the DB Chairperson the annual evaluation of the DDP student;
 - d) They shall propose to the Dean the student's study in another domestic or foreign institution;
 - e) They shall arrange for consultations with other experts, as appropriate;
 - f) They shall present the written opinion to the dissertation submitted by the student for defence;
 - g) They shall provide an opinion on the student's application for interrupting the studies;
 - h) They shall submit to the DB the proposal for expelling the student;
 - i) They shall submit to the dean the proposal for an extraordinary scholarship for students.
- (5) In the event that the supervisor fails to perform their duties properly, the Dean shall appoint a new supervisor at the DB's proposal.

Article 9

DDP Students

- (1) The student's rights and duties shall be defined by the Act. The student shall observe the internal regulations of the UVPS Brno and its constituent parts.
- (2) The DDP student has the right in particular:
 - a) To study according to their individual study plan;
 - b) To use the equipment and information technology necessary for the study in the DDP in accordance with the rules specified by the UVPS Brno;
 - c) To comment on the course of study and request the DB and the Dean to discuss the comments on the study;
 - d) After discussing with the supervisor, to propose the topic of their dissertation for the approval of the DB;
 - e) To take examinations under the conditions laid down in the study programme;
 - f) To enrol in another part of the study programme if they have fulfilled the obligations laid down in the study plan, the study programme, or these Study and Examination Regulations of the DDP;
 - g) To a scholarship from the UVPS Brno funds if they fulfil the conditions for awarding the scholarship specified in the Scholarship Regulation of the UVPS Brno;
 - h) To vote and to be elected to the Academic Senate.

- (3) Pursuant to § 63 of the Act, the student shall fulfil the duties arising from the study programme and these Study and Examination Regulations of the UVPS Brno, as follows
 - a) To pay the fees related to the study stipulated in the Statute of the UVPS Brno and state the facts decisive for their amount;
 - b) To communicate the address of service or the address of their data box to the UVPS Brno or its constituent part at which they are enrolled;
 - c) To report to the UVPS Brno the loss of medical fitness if this fitness was a condition for the admission to study pursuant to § 49, para. 1 of the Act;
 - d) Upon the invitation of the Rector, Dean or an authorised staff member of the UVPS Brno, to attend the hearing of the matters concerning the course of studies of terminating studies.
- (4) Failure to fulfil the duties specified in paragraph 3 attributable to the student shall result in the student's duty to compensate the expenses of the UVPS Brno caused by their action or omission.
- (5) In addition, the DDP student also shall:
 - a) Comply with generally binding legal regulations and internal regulations of the faculty and university;
 - b) Upon the invitation of the Rector, Dean or an authorised staff member of the UVPS Brno, attend the hearing of the matters concerning the course of studies of terminating studies;
 - c) Fulfil their individual study plan and the instructions of the relevant DB and supervisor;
 - d) Immediately notify the Office of Studies of any change in personal information and address of correspondence.
- (6) Students shall follow the instructions for study published by the faculties in the designated place, especially on the website of the faculty and the university and in the study agenda of the STAG electronic information system of the UVPS Brno (hereinafter only the "STAG electronic information system") and in the case of electronic communication, they shall use the electronic mail of the UVPS Brno.

Article 10 Admissions

- (1) The Academic Senate of the Faculty (hereinafter only as the "AS") shall approve the conditions for admission to the DDP.
- (2) The Dean shall publish the conditions of the admission procedure on the official board of the faculty and in the public section of the faculty's website. The Dean shall determine:
 - a) Study programmes and the forms of study in the DDP in which new candidates shall be admitted in the specific academic year;
 - b) Conditions for admission to study in individual study programmes;
 - c) Documents required for admission to study;
 - d) The deadline, place and manner of submitting the application;
 - e) Maximum number of students admitted;
 - f) Further information.
- (3) The essential condition for admission to study is the proper completion of studies in the Master's degree programme.

If required by the nature of the study programme, the medical fitness of the applicant may also be required in order to be admitted to study pursuant to § 49 of the Act.
- (4) Application to study in the DDP may be submitted by nationals of the Czech Republic and foreign nationals who fulfil the conditions under § 48, para. 5 of the Act. The candidates shall take the admission procedure in the language of the relevant study programme.
- (5) The Statute of the UVPS Brno shall determine the fee for the acts associated with the admission procedure pursuant to § 58, para. 1 of the Act and for the acts associated with assessing the fulfilment of the conditions for the admission to study pursuant to § 48, para.

7 of the Act.

- (6) Applicants for study shall submit their applications in the prescribed manner to the Faculty's Office of Studies within the term specified by the Dean. In the event of incompleteness of the application or its formal inaccuracies, the Office of Studies of the Faculty shall invite the applicant to complete the application within a reasonable time. If the applicant fails to do so within the time limit, they have not complied with one of the conditions for admission to study.
- (7) The eligibility of applicants for study shall be verified by the admission procedure. Its content, scope, forms and number of admitted applicants shall be approved by the Academic Senate of the Faculty upon the proposal of the Dean. The conditions of the admission procedure in accredited study programmes, approved by the Academic Senate of the relevant Faculty, shall be published in the public section of the faculty's website at least four months prior to the deadline for submitting applications for study.
- (8) The candidates who have submitted the requested documents within the specified time limit shall be invited by the Office of Studies to the admission examination in writing at least 14 days before the examination. If the candidate has failed to submit the documents under paragraph 2, letter c), the Dean shall dismiss their application.

Article 11

Admission Board

- (1) Upon the proposal of the relevant DB, the Dean shall appoint the admission boards for individual DDP and their chairpersons, consisting of the academic staff members of the faculty, for the purposes of conducting the admission procedure. The admission board shall have at least three members.
- (2) The examination content shall be specified by the DB. Within the admission examination, the candidate shall demonstrate, in particular, the professional skills and prerequisites for study and for the creative activity.
- (3) In a private sitting, the admission board shall assess the result of the admission procedure and on the basis of voting, it shall recommend to the Dean whether the candidate should or should not be admitted. Upon the decision of the Chairperson, voting may also be secret. In the case of the equality of the votes, the Chairperson's vote shall be decisive.
- (4) The admission board shall draw up a record of the result of the admission interview. If the admission examination is successfully passed by several candidates, the admission board shall determine the order of the candidates for admission to study.
- (5) The Chairperson of the admission board shall submit the record of the result of the admission examination to the Office of Studies within 3 days after the examination.
- (6) If the applicant cannot attend the admission examination for serious, especially health and well-documented reasons, upon written request, the Dean may allow them to take the admission examination on an alternative date. The request shall be served, together with the documents establishing the reasons for the absence, no later than five working days from the date of the regular admission examination to the Dean through the Office of Studies. Unexcused absence at the admission examination shall be assessed as failure to comply with the conditions for admission to study.

Article 12

Outcome of the Admission Procedure

- (1) In accordance with the limits of the number of students at the UVPS Brno, the Dean shall decide on the admission to study in the DDP in individual study programmes with respect to the order of candidates proposed by the admission boards. The decision shall be issued within 30 days upon the verification of conditions for the admission to study pursuant to § 49, para. 5 of the Act. Prior to issuing the decision on the matter, the UVPS Brno is not obliged to notify the applicant on the possibility to express an opinion concerning the documents for the decision.

- (2) The applicant has the right to consult the file only after notifying the result of the admission procedure.
- (3) Within the admission procedure, the UVPS Brno shall serve the documents to applicants for study either on its own or through a postal service provider. In the event the applicant is admitted, the decision may be served through the STAG electronic information system on condition that the applicant consented to the manner of service in advance in the application form. In such a case, the date of service and notification of the decision shall be deemed the first day after making the decision available to the applicant.
- (4) The candidate may appeal the decision within 30 days from the date of its notification. The appeal shall be submitted to the Dean in the manner specified in the instruction. The Dean shall assess the appeal and if he concludes that the decision was issued in violation of the legal regulations, internal regulations of the UVPS Brno or the conditions set forth for the specific admission procedure, he shall allow the appeal and change the decision. Unless the Dean finds the reason for changing the decision, he shall refer the appeal to the Rector.
- (5) The Rector shall assess the appeal and if he concludes that the decision was issued in violation of the legal regulations, internal regulations of the UVPS Brno or the conditions set forth for the specific admission procedure, he shall allow the appeal and change the decision of the Dean. In another case, he shall uphold the original decision.

Article 13

Enrolment in the Studies

- (1) The notification of the admission to study shall provide the candidate with the right to enrol in the study. On the date of enrolment, the candidate becomes the student of the UVPS Brno and obtains rights and obligations of a student pursuant to the Act.
- (2) Enrolment in the study or the next year of study shall take place within the terms specified by the Dean. The Dean shall determine the rules for electronic enrolment.
- (3) If the student cannot enrol in the study in the prescribed term for serious, especially health and well-documented reasons and if they fail to submit an excuse in writing within 5 working days, their study shall be terminated in accordance with § 56, para. 1, letter b) of the Act.

Article 14

Course of Study

- (1) The course of study shall be determined in the individual study plan of the student, consisting of the educational and scientific and research part. The student shall submit the individual study plan through the supervisor to the DB for approval within 30 days upon enrolment. The decision concerning the individual study plan shall be issued by the Dean.
- (2) The educational part of the individual study plan shall comprise a general area, including in particular the propedeutics of scientific work, and a specialisation area, usually comprising three special courses listed in the study programme of the relevant DDP, related to the field of education. The DDP student shall demonstrate the completion of the educational part of the individual study plan by completing the appropriate credits and examinations.
- (3) The scientific and research part of the individual study plan shall focus on solving specific research issues, publishing the results in a scientific journal and writing the dissertation.
- (4) The individual study plan may also include pedagogical activities in a specific study programme.
- (5) The individual study plan shall include in particular:
 - a) The commencement and expected date of completing the studies;
 - b) The course in which the student is required to pass an examination or a credit;
 - c) The expected topic of the dissertation, specifying the objectives and key methodological procedures when addressing the issues at hand;

- d) The name of the supervisor or supervisors and the workplace.
- (6) The study duties in the DDP shall also include completing a part of the study at a foreign institution in the length of at least one month or the participation in an international creative project with results published or presented abroad or another form of direct student's participation in international cooperation.
 - (7) The maximum length of study is 5 years.
 - (8) The course of study shall be provided by the academic staff or other specialists who meet the requirement of appropriate education and have experience in the creative activity and in scientific publishing
 - (9) Study materials shall be made available to students depending on the content of the selected study programme and in the extent required in the course of verifying the learning outcomes. The study programmes carried out in the part-time or distance form of study shall be provided through a set of information which will replace the full-time form of classes to the student.
 - (10) Students have the possibility to use the library, teaching and study spaces, classroom and laboratory equipment with devices and aids, and information technology under the conditions set by the UVPS Brno.

Article 15 Examinations

- (1) In terms of their content, examinations are focused on the assessment of the student's knowledge and the capacity to apply the acquired knowledge in the creative activity.
- (2) Examinations are public. The examination boards shall be appointed and dismissed by the Dean upon the proposal of the DB. Upon the request of the student or the examiner, the examination may take place before the board appointed by the Dean.
- (3) An examination in an enrolled course may not be taken more than three times. It shall be distinguished between one proper examination term, the first resit and the second resit. And extraordinary examination term cannot be allowed.
- (4) Examinations shall be provided by associate professors and professors or possibly other experts with a scientific degree who have performed the creative activity in the specific field in the last five years.
- (5) The student has the right to choose the examiner if the course is examined in parallel by more than one academic staff member.
- (6) The student may be subscribed to in one examination term only.
- (7) The student may unsubscribe from the examination without specifying any reason at least three working days prior to the examinations, unless the examiner determines a shorter notice.
- (8) If the student cannot attend the examination for serious, especially health and well-justified reasons, the course guarantor may, upon a written request, allow the student to subscribe to another term. The application shall be delivered together with the documents justifying the reason for non-participation within 3 working days from the date of the examination to the course guarantor. If a student fails to attend the exam and fails to provide an excuse of their absence in the specified term, they shall be classified as "Failed F" (4; F).
- (9) If the student fails to subscribe to a prescribed examination or credit in the examination period, they shall be classified as "Failed F" (4; F). The examiner or course guarantor shall record this fact in the STAG electronic information system without delay, yet within 5 working days after the end of the regular examination period.
- (10) The examination may be oral, written, practical or combining these forms. The written examination shall also mean a computer-assisted examination. The course guarantor shall determine the form of the examination.
- (11) According to the ECTS principles, the examination results shall be classified as follows:

Verbal assessment	ECTS label	Numerical value	Evaluation definition	English equivalent
Excellent A	A	1	Excellent, almost flawless knowledge	Excellent
Excellent B	B	1.5	Excellent performance with a few mistakes	Very good
Very good C	C	2	Good knowledge with a higher number of	Good
Very good D	D	2.5	Satisfactory knowledge with some shortcomings	Satisfactory
Good E	E	3	Knowledge showing the minimum success criterion	Sufficient
Failed	F	4	Passing the examination requires further study	Fail

- (12) Withdrawing from an examination in its course shall be classified as “Failed F” (4; F).
- (13) The result of the successfully passed examination shall be recorded to the student’s academic records. The result shall be recorded using the verbal evaluation (possibly even with a grade). The examination date and the examiner’s signature shall be attached to the result.
- (14) The examiner or the course guarantor shall record the examination results, including every grade “Failed” (4; F), in the STAG electronic information system.
- (15) The student shall continuously check their study results in the STAG electronic information system and their compliance with the academic records if they are introduced at the faculty and immediately notify the examiner or course guarantor of any discrepancies.
- (16) In the case of discrepancies in the information specified in paragraph 15, the information contained in the STAG electronic information system shall apply.

Article 16 Credit System

- (1) A Credit Study System is applied at the UVPS Brno following the principles of the credit system based on the European Credit Transfer System (hereinafter only as the “ECTS”), which is the quantification criterion for the study management. Each course of the study plan shall be rated with a specific number of credits. The credit assessment of the course or its semester part shall be approved by the Scientific Board of the Faculty.
- (2) One credit shall be defined as 1/60 of the average annual study load of a student enrolled in a study programme during the standard length of study. It is a numerical value assigned to the unit of teaching which characterises the amount of workload which the student has to expend on completing it (lectures, practical and laboratory training, seminars, consultations, work outside the institute or clinic, self-study, examination, and other activities related to the student assessment).
- (3) The student obtains credits by successfully completing the course or its semester part in the prescribed manner; in the case of courses completed with the credit, by means of granting the credit, and in the case of courses completed with an examination, only after completing this examination with the classification of at least “Good E” (3; E).
- (4) In each study, the credits for the same course may be obtained only once.

Article 17 Enrolment in the Next Year of Study

- (1) In order to be enrolled in the next academic year of study, the student shall fulfil the enrolment criteria. The enrolment criteria are as follows:
 - a) To be enrolled in the 2nd year of study, they shall obtain a total of at least 50 credits;

- b) To be enrolled in the 3rd year of study, they shall obtain a total of at least 100 credits;
 - c) To be enrolled in the 4th year of study, they shall obtain a total of at least 150 credits;
 - d) To be enrolled in the 5th year of study, they shall obtain in the 4th year of study at least another 60 credits.
- (2) Credits shall be obtained, in particular, for completed examinations, credits, publishing activities and, if necessary, other successfully completed activities in accordance with an individual study plan.
 - (3) Credits may only be obtained for student's publishing activities relating to the issues addressed by the student in the course of the DDP studies.

Article 18

Recognising Courses and Credits

- (1) After assessing the content of the course by the course guarantor and taking into account the time elapsed after completing it, the Dean shall decide on recognising the credits for the courses completed within the study at another university or college
- (2) The completed courses and the related credits may be recognised to the student if they successfully completed the course not more than five years before and provided that the course was classified with a grade not worse than "Very good C".
- (3) Parts or individual examinations of the state doctoral examination shall not be recognised.
- (4) The credit value of a recognised course shall be calculated in the extent belonging to the relevant course in the student's degree programme.
- (5) Successfully completed courses obtained during a foreign study stay shall be recognised within the study at the UVPS Brno are in accordance with the mobility agreement. The recognised courses shall be provided with a credit value in accordance with the mobility agreement
- (6) The Dean shall decide on recognising examination and credits.

Article 19

Dissertation

- (1) The dissertation is the result of solving specific scientific issues. Through the dissertation, the student demonstrates the capacity of independent creative activity. The dissertation shall include the original scientific results. The dissertation shall contain the original results or the original processing of a coherent part of the subject matter of the specific field at a level corresponding to the publishing standard of the field.
- (2) The dissertation may be presented in the form of a dissertation or as a thematically complete set of publications, with a brief commentary. In this context, publications shall mean the original scientific results admitted for publishing or published in any scientific journal.
- (3) The dissertation shall be written in the language in which the study programme is carried out, or in another language, if authorised by the Dean upon the student's written request.
- (4) The author of the dissertation shall take due care in order not to violate Act No. 121/2000 Coll., on Copyright and Rights Related to Copyright and on Amendment to Certain Acts (Copyright Act), as amended, in particular the unauthorized use of the work pursuant to § 47c, para. 2, letter b) of the Act.
- (5) The student shall draw up the dissertation in such a manner that they respect the principles of intellectual property protection and the formal and content requirements of the final thesis prescribed by the Dean.
- (6) The text of the submitted dissertation shall be subject to comparison with the texts of the final theses and stored in the university database of the final theses and with the texts of other publications. The details concerning the comparison of the texts of theses shall be determined by the Rector. The results of the comparison shall always be made available to the student, the supervisor, the opponents, and the examination board members for the

relevant part of the state examination. The result of the comparison shall be assessed by the supervisor and if the supervisor concludes that there is a reasoned suspicion that the thesis shows the signs of unauthorised use of the work, the supervisor shall immediately communicate this fact to the Dean.

- (7) The student shall submit the dissertation in the documentary and electronic version. The documentary version of the dissertation shall be printed or otherwise reproduced and bound in a manner suitable for archiving and submitted to the Office of Studies. The electronic version of the dissertation shall be uploaded, through the STAG electronic information system, to the database for the publication of the final theses located in the public section of the UVPS Brno website. The conformity of an electronic and paper version shall be confirmed by the student's signature. By submitting the final thesis, the author grants their consent to its publication, regardless of the result of the defence pursuant to § 47b of the Act.
- (8) The dissertations shall be published pursuant to the provisions of § 47b of the Act. Publishing the dissertations shall take place by means of the database of the final theses located in the public section of the UVPS Brno website and through the Central Library of the UVPS Brno
- (9) The supervisor shall draft an opinion of the submitted dissertation. The opinion shall include the assessment of the level of the final thesis in terms of its content and form.

Article 20

Dissertation Defence

- (1) The DDP student shall submit an application for the defence of the dissertation through the Office of Studies. The DB shall approve the application for dissertation defence and its parts. On the basis of the approved application, the Dean shall initiate the acts leading to the dissertation defence.
- (2) The application for the dissertation defence shall include:
 - a) A curriculum vitae;
 - b) A list of published works;
 - c) The dissertation in four copies.
- (3) The DDP student's authorship of at least one publication in a scientific impacted journal shall serve as a prerequisite for the dissertation defence. The student shall be the first or corresponding author. The DB shall assess the fulfilment of these conditions.
- (4) The dissertation defence shall take place before the dissertation defence board. The dissertation defence board shall be appointed by the Dean upon the proposal of the DB. It has at least five members and at least two of its members shall be from a different workplace than the UVPS Brno. The dissertation defence board shall consist of the chairperson, opponents and other members. In the event that the supervisor or supervisor – specialist is appointed as a member of the board, it is necessary to increase the number of the dissertation defence board so that the total number of the members of the dissertation defence board is odd.
- (5) The DB shall propose to the Dean for approval at least three opponents who are experts in the relevant scientific field. At least one opponent shall be a professor or an associate professor, and at least one opponent shall be from another university or scientific institute outside the UVPS Brno. The DDP student's supervisor cannot be appointed as an opponent.
- (6) The opponent shall assess the dissertation and draw up a written opinion, to be submitted within 6 weeks to the relevant board chairperson through the Office of Studies for the purposes of the dissertation defence, or the opponent shall notify the chairperson within 14 days that they cannot draw up the opinion. If the opinion has not been drawn up in the specified time limit or if the opponent has notified that they cannot draw up the opinion, the DB shall propose a new opponent.
- (7) Each opponent of the dissertation shall draw up a separate opinion, which shall conclude

an unambiguous conclusion whether they recommend the dissertation for the defence or not.

- (8) Within a month upon the receipt of all the opinions of the opponents, the chairperson of the dissertation defence board shall propose to the Dean the date and place of the dissertation defence. The defence shall take place within 6 months upon the receipt of the application for the defence, accompanied with all the documents, provided that all the prescribed requirements and conditions of the defence have been satisfied.
- (9) Through the Office of Studies, the chairperson of the dissertation defence board shall publish, at least 4 weeks in advance, the time and place of the dissertation defence and shall notify in writing the DDP student and the board members.
- (10) At least 14 days before the date of the dissertation defence, the chairperson of the dissertation defence board shall send the opinion of the opponents to the DDP student and board members through the Office of Studies.
- (11) The dissertation defence shall take place in the presence of at least two thirds of all members of the dissertation defence board. If one of the opponents cannot attend the defence for exceptionally serious reasons, the defence may take place on the condition that the absent opponent has submitted a positive opinion. In such a case, the absent opponent's opinion shall be read during the defence. The defence cannot take place in the absence of two opponents and the chairperson of the board shall provide the student with a substitute term of the defence.
- (12) The dissertation defence shall be chaired by the chairperson of the dissertation defence board, exceptionally by another board member on the grounds of their delegation. The opponent and supervisor cannot chair the defence. The board chairperson shall arrange for a record, which they shall sign.
- (13) The dissertation defences is conducted as a scientific discussion between the DDP student, the opponents, the members of the dissertation defence board, and other participants in the defence.
- (14) After completing the dissertation defence, a private session is held in which the dissertation defence board shall assess its course and decide on the result using a secret ballot. The defence shall be assessed with grades pursuant to Art. 15, para. 11.
- (15) The dissertation shall be defended if the absolute majority of the present members of the dissertation defence board assess it with the minimum grade "Good E". A protocol signed by all the voting members shall be drawn up on the result of the vote.
- (16) The result of the vote shall be announced by the chairperson of the dissertation defence board. The minutes of the dissertation defence and the voting protocol shall be submitted by the chairperson of the board to the Office of Studies at the Dean's Office within than 14 days after the date of the defence.
- (17) The dissertation defence may be repeated after the necessary revision or completion of the dissertation only once.
- (18) If the student cannot attend the defence of their dissertation on the stipulated term, they are obliged to submit an excuse within five working days to the chairperson of the dissertation defence board, who, if they accept the reason for the excuse, shall determine a substitute date. If a student does not appear to defend their dissertation without a serious reason, or if they withdraw from the examination, they shall be assessed with the grade "Failed F".

Article 21

State Doctoral Examination

- (1) The state doctoral examination shall serve for the student to demonstrate the theoretical knowledge in the selected DDP.
- (2) The DDP student shall submit an application for the state doctoral examination to the DB after completing all prescribed examinations, submitting a dissertation and fulfilling other duties prescribed by the DDP. Obtaining the number of credits in the amount of at least 60

times the number of the years of the standard length of study and a successful dissertation defence shall serve as prerequisites for the admission to the state doctoral examination. The state doctoral examination may only take place after the successful dissertation defence.

- (3) The state doctoral examination shall be public and shall take place before a state doctoral examination board appointed by the Dean upon the proposal of the DB. The state doctoral examination board has at least three members. In the event that the supervisor or supervisor – specialist is appointed as a member of the state doctoral examination board, it is necessary to increase the number of the state doctoral examination board so that the total number of the members of the state doctoral examination board is odd. At least one member shall be from another university or scientific institute. The board shall discuss the result of the examination in a private session and shall resolve by an absolute majority of the votes of the present members. In the case of the equality of the votes, the vote of the chairperson shall be decisive. The state doctoral examination shall be assessed with grades pursuant to Art. 15, para. 11. A protocol signed by all the voting members shall be drawn up on the result of the vote.
- (4) If a student fails to pass the state doctoral examination, they may repeat it no more than once, on a date determined by the relevant state doctoral examination board, yet not earlier than in 3 months, not later than in 6 months.
- (5) The protocol of the state doctoral examination shall be drawn up, signed by the chairperson and other members of the state doctoral examination board. The chairperson of the board shall submit the protocol to the Office of Studies at the Dean's Office within 3 days.
- (6) If the student cannot attend the state doctoral examination on the stipulated term, they are obliged to submit an excuse within five working days to the chairperson of the state doctoral examination board, who, if they accept the reason for the excuse, shall determine a substitute date. If a student does not appear to take the examination without a serious reason, or if they withdraw from the examination, they shall be assessed with the grade "Failed F".

Article 22

Interruption of Studies

- (1) Upon the request of the student, the Dean may allow them to interrupt their studies, while determining the beginning and end dates of the interruption. In the course of the studies, the total length of interruption shall not exceed three years; individual partial interruptions shall be added together.
- (2) The student has the right to interrupt the studies:
 - a) Prior to enrolment in the academic year, if they fulfil the conditions for enrolling in the next year of study;
 - b) In the course of the academic year for serious, especially health reasons;
 - c) Always in connection with pregnancy, childbirth or parenthood, for the entire period of parenthood. The right to interrupt the studies shall also be granted to a student during this period in connection with receiving the child into care replacing parental care, based on the decision of the competent authority under the Civil Code or the legal regulations regulating the state social support. The period of interruption of studies after a recognised parental period shall not be counted towards the total period of interruption of studies referred to in paragraph 1 or the maximum period of study.
- (3) During the interruption of studies, the person does not have the status of a student.
- (4) The study officer shall record the interruption of studies into the student's academic records and the STAG electronic information system.
- (5) Upon the request of the student, the Dean may extend or shorten the allowed period of interruption of studies.

- (6) Upon the expiry of the period of interruption of studies, the person whose studies have been interrupted is entitled to enrol in further studies. If they fail to attend the enrolment within 5 working days after the expiry of the period of interruption of studies or if they fail to request another enrolment term within this time limit, they shall be considered as failing to meet the requirements of the Study and Examination Regulations and pursuant to § 56, para. 1, letter b) of the Act, their studies shall be terminated

Article 23

Completing the Studies

- (1) The study in the doctoral degree programme shall be properly completed by defending the dissertation and passing the state doctoral examination. The day of completing the studies shall be the day when the student completed the state doctoral examination.
- (2) The student may terminate their studies at their own discretion. They shall notify accordingly the Dean in writing through the Office of Studies. The student who submitted the notification of terminating their studies shall be provided with a certificate of obtained credits and successfully completed examinations. The certificate shall state that the student terminated the study at their own request. The day of terminating the studies shall be the date when the UVPS Brno or the faculty where the student is enrolled is served their written declaration of terminating the studies in accordance with § 56, para. 1, letter a) of the Act.
- (3) The student who failed to meet the requirements of the study programme pursuant to the Study and Examination Regulations shall have the study terminated pursuant to § 56, para. 1, letter b) of the Act. The date of terminating the study shall be the date on which the decision to terminate the studies shall come into effect.
- (4) The study may also be terminated by expelling the student pursuant to § 56, para. 1, letter g) of the Act. The student may also be expelled pursuant to § 65, para. 1, letter c) or pursuant to § 67 of the Act

Article 24

Awarding the Academic Degree

- (1) The UVPS Brno shall issue to graduates who have successfully completed the study in the doctoral degree programme:
- a) A university diploma specifying the degree programme and the academic degree of the “doctor” (abbreviated as “Ph.D.”);
 - b) A diploma supplement.
- (2) The university diploma shall be handed over to the graduates usually in a ceremonial manner.

Article 25

Declaring the Invalidity of the State Doctoral Examination or the Defence of the Dissertation

- (1) The decision to declare the invalidity of taking the state doctoral examination or its part or the dissertation defence by the student shall be initiated ex officio. The procedure shall be initiated by the Rector.
- (2) The procedure shall follow the provisions of § 47c to 47e of the Act.
- (3) The rules for the composition and appointment of the members of the review board and the manner of its resolution shall be determined by the Statute of the UVPS Brno.
- (4) All documents and decisions concerning the student issued on the date of initiating the procedure shall be served in person or through the postal service provider solely to the addressee at the address of their domicile.
- (5) The decision of the Rector to declare the invalidity of the state doctoral examination or its part or the dissertation defence cannot be appealed. The decision shall become effective on the first day following the expiry of 2 months from the date of notification of the

above-mentioned decision. Filing an administrative action in the timely manner shall have the suspensory effect.

Article 26

Decision-Making on Rights and Duties of Students

- (1) The UVPS Brno decides on the rights and duties of students. Decisions on students' rights and duties shall be issued by the Dean.
- (2) The student is the only party to the procedure on the rights and duties of the student.
- (3) A file shall be kept for each procedure. For students enrolled in degree programmes conducted in a foreign language, the procedure on study matters shall be held in the language in which the relevant degree programme is carried out.
- (4) In the cases in which the procedure concerns failure to fulfil the requirements arising from the study programme pursuant to these Study and Examination Regulations of the DDP, the student may, prior to issuing the decision, express their opinion on the documents for the decision-making. The student shall be served a written invitation through the STAG information system.
- (5) The student may appeal the Dean's decision within 30 days upon its notification. The decision shall also contain instructions regarding the conditions for lodging an appeal. The Rector shall serve as the appellate administrative body.
- (6) The Rector shall examine the conformity of the contested decision and the procedure preceding the decision with the legal regulations and internal regulations of the UVPS Brno and those of the relevant faculty.
- (7) The provisions of Act No. 500/2004 Coll., Administrative Code, as amended, shall apply, by analogy, to the procedure of handling complaints.

Article 27

Service of Documents to Students

- (1) Decisions on students' rights and obligations specified in the provisions of § 68, para. 1, letters a), b), and d) of the Act, granting the student's application shall be served on students through the STAG information system, or possibly in any other demonstrable manner. The date of notification of the decision shall be deemed the first day after making the decision available to the student in the STAG information system.
- (2) Decisions on the matters stipulated in § 68, para. 1, except the cases stipulated in paragraphs 1 and in § 68, para. 1, letter e) of the Act, shall be served on the student solely to the addressee by the Office of Studies of the corresponding faculty or they shall be served through the postal service operator solely on the addressee to the address specified by the student as the address of service. The date of notification of the decision shall be deemed as the day when the student received the served document.
- (3) Service of decisions pursuant to the provisions of § 68, para. 1, letter e) is set out in the Scholarship Regulation of the UVPS Brno.
- (4) Decisions which could not be served on the student as solely to the addressee shall be served through a public notice published on the official board of the UVPS Brno.

Article 28

Temporary Provisions

- (1) The procedures initiated pursuant to the existing Study and Examination Regulations shall be completed pursuant to the Study and Examination Regulations of the Doctoral Degree Programmes of the UVPS Brno.
- (2) The rights and duties of students who commenced their studies prior to the entry into force of these Regulations shall be governed by these Regulations, with the exception of the provision concerning the duty to complete a part of the studies at a foreign institution pursuant to Art. 14, para. 6 and criteria for the enrolment in the next academic year.
- (3) The existing division of study programmes into fields of study shall be maintained for the

period of 3 years upon the entry into force of the Act or until obtaining the accreditation.

Article 29

Final Provisions

- (1) The Study and Examination Regulations of Doctoral Degree Programmes of the UVPS Brno, registered by the Ministry of Education, Youth and Sports on 4 May 2007 under file reference 12 345/2007-30, shall be set aside.
- (2) These Study and Examination Regulations of the DDP were adopted pursuant to § 9, para. 1, letter b), point 3 of the Act by the Academic Senate of the UVPS Brno on 25 May 2017.
- (3) Pursuant to § 36, para. 4 of the Act, these Study and Examination Regulations of the DPP shall come into effect on the date of registration by the Ministry of Education, Youth and Sports.
- (4) These Study and Examination Regulations of the DDP shall enter into effect on 1 September 2017.

Prof. MVDr. Ing. Pavel Suchý, CSc.
Rector