

B1-13/3-HN	PALACKÝ UNIVERSITY IN OLOMOUC MAIN REGULATION OF UP	B1-13/3-HN
<p>Code of the Rigorosum Procedure of Palacký University in Olomouc</p>		
Contents:	<p>The Code of the Rigorosum Procedure of Palacký University in Olomouc defines the procedure for applying for the State Comprehensive (Rigorosum) Examinations at Palacký University in Olomouc if such examinations are not included in the course of study, and stipulates further details of and requirements for the</p>	
Drafted by:	Vice-Rector for Communication and Further Education	
<p>Date the regulation comes into force: 2 July 2013 Date the regulation comes into effect: 1 September 2013</p>		

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Code of the Rigorosum Procedure of Palacký University in Olomouc

Article 1

Introductory Provisions

- 1) The Code of the Rigorosum Procedure of Palacký University in Olomouc (hereinafter the "Code") defines the procedure for applying for the State Comprehensive (Rigorosum) Examinations at Palacký University in Olomouc (hereinafter "UP") if such examinations are not included in the course of study, and stipulates further details of and requirements for the course and evaluation of such examinations. More detailed rules for State Comprehensive (Rigorosum) Examinations may be stipulated by means of the respective Dean's directives.
- 2) The present Code does not apply to State Comprehensive (Rigorosum) Examinations included in the course of study.

Article 2

State Comprehensive (Rigorosum) Examinations at Faculties of UP

- 1) State Comprehensive (Rigorosum) Examinations for which academic degrees under Section 46 (5) (a) to (e) of Act No. 111/1998 Sb., on universities and on the amendment and modification of other acts (the Universities Act), as amended (hereinafter the "Act"), are awarded may be held in fields where a Master's program of study is implemented at UP faculties and if the accreditation of the respective program of study includes an authorization under Section 78 (3) of the Act to award the respective academic degree.
- 2) The fields of study under the preceding Paragraph implemented by the respective UP faculty and requirements for State Comprehensive (Rigorosum) Examinations shall be published on the faculty's official notice board. Furthermore, names of guarantors of the fields of study under the preceding Paragraph and programs of study under the preceding Paragraph, if these are not subdivided into fields of study, shall also be published on the official notice board.

Article 3

Filing Applications for State Comprehensive (Rigorosum) Examinations

1) An application for the State Comprehensive (Rigorosum) Examination (hereinafter the "Application") may only be filed by an applicant who has graduated from a Master's program of study corresponding to the specialization of the State Comprehensive (Rigorosum) Examination; and

- a) has been awarded a Master's degree under Section 46 (4) (g) of the Act,
- b) has been awarded a Master's degree under Section 21 (2) (a) or Section 43 (2) of Act No. 172/1990 Sb., on universities, as amended, unless falling under Section 99 (9) of the Act (hereinafter the "Applicant").

2) Applications shall be submitted in writing on the prescribed form, which is published by the faculty on its website and its hard copies are available at the Dean's office of the respective faculty. Attachments listed in Paragraph 5 hereof or, as the case may be, other attachments which may be stipulated by the Dean of the respective faculty must be attached to the Application.

3) Unless stipulated otherwise by means of the Dean's directive, Applicants may file Applications with the respective Faculty at any time during the academic year.

4) Apart from the requirements set in the Dean's directive, Applications shall specify the field of the State Comprehensive (Rigorosum) Examination, corresponding to the topic of the Rigorosum Thesis, the topic and name of the Rigorosum Thesis, and they shall bear a signature and a date.

5) The following shall be attached to the application:

- a) a structured CV;
- b) an authenticated copy of Master's University Diploma or of a Certificate on the Awarding of an Academic Degree;
- c) an authenticated copy of the Diploma Supplement or, as the case may be, a report on the State Final Examination;
- d) for graduates from foreign universities, a certificate on the recognition of university qualifications under Sections 89 to 90 of the Act at the level corresponding to Master's degree, or its authenticated copy, unless the study is implemented as cooperation between UP and a foreign university under Section 47a of the Act;
- e) consent to process personal data required to be completed on the form under Paragraph 2 hereof and included in the obligatory attachments to the Application in order to take steps to accept the Application for the State Comprehensive (Rigorosum) Examination, to keep records of the Applicant by the respective faculty, to hold the State Comprehensive (Rigorosum) Examination and for communication with the Applicant related to the Examination;
- f) proof establishing that fees under Article 4 (1) have been paid, i.e. a postal order slip or a bank statement making it possible to identify the respective payment;

and other attachments as stipulated by means of a directive of the respective Dean.

6) Signed Applications shall be delivered by the Applicants personally or by mail to the address of the respective faculty. The Rigorousum Procedure commences on the date the Application is delivered.

7) As early as when filing the Application, Applicants may submit their Rigorousum Thesis complying with the requirements stipulated by the present Code.

8) If the Application is not duly and fully completed in accordance with this Code or if it lacks the attachments under Paragraph 5 hereof, the faculty shall invite the Applicant to remedy such defects, set a reasonable time limit to do so, and advise the Applicant of consequences resulting from his or her failure to do so. If the identified defects fail to be remedied within the time limit set under the preceding Sentence, the Dean of the respective faculty shall reject the Application for the State Comprehensive (Rigorousum) Examination, discontinue the Rigorousum Procedure and the faculty shall inform the Applicant hereof in writing and return the Application to him or her.

9) If, on the basis of a filed Application, it is not possible to take the State Comprehensive (Rigorousum) Examination in the field of the Applicant's Master's program of study at the faculty of UP, or in accordance with the requirements set by the Act, the Dean of the respective faculty shall reject the Application for the State Comprehensive (Rigorousum) Examination and discontinue the Rigorousum Procedure. The faculty shall inform the Applicant hereof in writing and send the Application back to him or her, together with the relevant explanation. To assess compliance with the Act, the Dean may request an opinion of the guarantor of the field of study or guarantors of more fields of study which may be relevant.

10) Within 60 days of the delivery of the Application, the respective faculty shall inform the Applicant of further details regarding the State Comprehensive (Rigorousum) Examination, and the related requirements for the Examination, as well as of rules for providing tutorials under Article 4 (5), and of the rules for using equipment and information technology necessary for the Examination. Within the same time limit, the Applicant shall be notified of the requirements for the Rigorousum Thesis under Article 6 and of the deadline for its submission. The above-defined period shall not include the time limit for remedying defects of the Application set under Paragraph 8 hereof.

Article 4

Fees

1) In accordance with Section 46 (5) of the Act, the fee for acts related to Applications for the State Comprehensive (Rigorousum) Examination and the holding thereof equals double the basic amount announced by the Ministry of Education,

Youth, and Sports of the Czech Republic (hereinafter the “Ministry”) for the respective academic year.

2) Under Paragraph 5 hereof, the payment for using the equipment and information technology necessary to prepare for the State Comprehensive (Rigorosum) Examination shall equal not more than double the basic amount announced by the Ministry for the respective academic year. The actual amount of such a payment shall be stipulated by a decision of the respective Dean.

3) The fee under Paragraph 1 hereof is intended for covering the costs related to the State Comprehensive (Rigorosum) examination. Should the Applicant retake the State Comprehensive (Rigorosum) Examination, or a part thereof, within the time limit under Article 5 (14), he or she may not be charged the fee a second time. Revenues from fees under Paragraph 1 hereof and payments under Paragraph 2 hereof are revenues from the principal activity of the respective faculty.

4) The fee under Paragraph 1 hereof shall be paid by the applicant by a postal order or wire transfer to the UP bank account, and a proof establishing the payment shall be attached to the Application for the State Comprehensive (Rigorosum) Examination.

5) If the Applicant wishes to do so and applies for it in writing, the Dean may allow the Applicant to use the equipment and information technology at UP necessary to prepare for the State Comprehensive (Rigorosum) Examination, and attend tutorials with full professors, associate professors and other experts employed by the faculty implementing the program of study under Article 2 (1), for consideration under Paragraph 2 hereof. Such an application may be attached by the Applicant to the Application for the State Comprehensive (Rigorosum) Examination, or filed with the respective faculty at any time before taking the State Comprehensive (Rigorosum) Examination or defending the Rigorosum Thesis. A written receipt for the payment under Paragraph 2 shall be issued by the respective faculty; such a receipt is necessary for using the services related to the preparation for the State Comprehensive (Rigorosum) Examination.

6) Should the Application for the State Comprehensive (Rigorosum) Examination be rejected by the Dean of the respective faculty in accordance with Article 3 (8), the Applicant shall not have the fee under Paragraph 1 refunded. Should the Application for the State Comprehensive (Rigorosum) Examination be rejected by the Dean of the respective faculty in accordance with Article 3 (9), the Applicant shall have the fee under Paragraph 1 refunded. Payments made under Paragraph 2 hereof are not refundable.

Article 5

State Comprehensive (Rigorosum) Examination

1) The State Comprehensive (Rigorosum) Examination consists of an oral examination and a defense of the Rigorosum Thesis (hereinafter also referred to as

“part of the State Comprehensive (Rigorosum) Examination”). The parts of the State Comprehensive (Rigorosum) Examination may be held on different dates if decided so by the Dean of the respective faculty upon the Applicant’s request.

2) The subject of the oral examination corresponds to the program and field of study, under the accreditation of which it was decided to award the relevant academic degree pursuant to Section 78 (3) of the Act, and to the focus of the Rigorosum Thesis.

3) The State Comprehensive (Rigorosum) Examination is held before an Examination Committee (hereinafter the “Committee”).

4) After the Rigorosum Thesis has been submitted, the President and members of the Committee are appointed by the Dean of the respective UP faculty from among associate professors, full professors, and experts approved by the Scholarly Board of the respective UP faculty. The Ministry may appoint other members of the Committee. The Committee shall have a minimum of three members appointed by the Dean of the respective faculty. A higher number of Committee members appointed by the Dean may be stipulated by means of the Dean’s directive. The Committee is quorate if a majority of its members are present with three members being the minimum.

5) After the Applicant has submitted the Rigorosum Thesis, the President of the Committee shall appoint two external reviewers, one of which shall be a person other than an academic staff member employed by UP. Each of the external reviewers shall draw up a review on the Rigorosum Thesis which shall include evaluation of the Thesis and proposed grade in accordance with Article 8 hereof. Each of the external reviewers may attend the defense of the Rigorosum Thesis and may express his or her opinion on the course of the defense and the evaluation of the Rigorosum Thesis. External reviewers may be appointed by Committee members.

6) The date of the State Comprehensive (Rigorosum) Examination is set by the Dean of the respective faculty; if the Applicant files a request under Paragraph 1 hereof, the Dean may decide that the parts of the State Comprehensive (Rigorosum) Examination be held on different dates. An invitation to the State Comprehensive (Rigorosum) Examination shall be delivered to the Applicant by the respective faculty not later than 30 days before the Examination is held. Reviews drawn up by external reviewers shall be attached to the invitation. The State Comprehensive (Rigorosum) Examination and the announcement of its results are always public.

7) A report is drawn up on the State Comprehensive (Rigorosum) Examination or its part; the report shall be signed by the President of the Committee and by all members of the Committee present.

8) Both parts of the State Comprehensive (Rigorosum) Examination may be graded as either “passed” or “failed”. Members of the Committee decide on the result of the State Comprehensive (Rigorosum) Examination by voting. If the voting

does not result in a majority as to the grade, the vote of the President of the Committee shall be decisive.

9) If the Applicant fails one part of the State Comprehensive (Rigorosum) Examination, the part graded as “passed” need not be retaken.

10) If the Applicant fails any of the parts, there is a maximum of one retake for the oral examination and for the defense of the Rigorosum Thesis.

11) In the event that one of the external reviews does not recommend the Rigorosum Thesis for the defense or grades it as “failed” after the defence, the Thesis shall be returned to the Applicant to be rewritten. Otherwise, the Applicant may take the Rigorosum Thesis back after it has been submitted, but not later than three business days before the date of the defense. However, the Applicant may exercise this right only once during the same Rigorosum Procedure. After the Rigorosum Thesis has been submitted again, the Applicant is entitled to defend it even if the external reviewers do not recommend so. If the Rigorosum Thesis is graded as “failed” after its defense, the Dean decides on the discontinuation of the Rigorosum Procedure.

12. Should the Applicant fail to appear at any part of the State Comprehensive (Rigorosum) Examination on the set date and fail to provide an excuse for his or her non-appearance within a maximum of three business days after the set date of the State Comprehensive (Rigorosum) Examination in writing stating a reason of a serious nature, he or she shall be graded as “failed”. The President of the Committee decides whether the grounds for the non-appearance are justified. If the President of the Committee concludes that there are justified grounds for the Applicant’s non-appearance, he or she shall set a new date for the Applicant to take the State Comprehensive (Rigorosum) Examination or a part thereof.

13) More detailed rules for State Comprehensive (Rigorosum) Examinations may be set by means of the Dean’s directive.

14) Applicants are required to submit the Rigorosum Thesis not later than two years after an Application has been filed under Article 3 (3) of the Code.

Article 6

Requirements for the Rigorosum Thesis

1) The Rigorosum Thesis shows the Applicant’s ability to carry out independent research, development or independent creative activities. Applicants may propose the topic of their Rigorosum Thesis (Section 62 (1) f) of the Act).

2) An unmodified Bachelor’s or Master’s diploma thesis, Doctoral Dissertation or Associate Professorship Thesis defended under the Act may not be submitted as a Rigorosum Thesis. Only a modified Bachelor’s or Master’s diploma thesis, Doctoral Dissertation or Associate Professorship Thesis defended under the Act, which may

be identical with the original thesis in not more than 50% of its content, may be submitted as a "Rigorosum Thesis." In such a case, Applicants are required to submit to the faculty the original thesis as well.

3) A set of scientific papers or works published, to which the Applicant adds a comprehensive introduction to the subject-matter and commentary, may be submitted as a "Rigorosum Thesis".

4) The Rigorosum Thesis is submitted in three hard copies and in an electronic form.

5) Deans of the faculties may further define the particulars of and further requirements for a Rigorosum Theses by means of the Dean's directive.

Article 7

Termination of the Rigorosum Procedure

1. The Dean shall decide to discontinue the Rigorosum Procedure if the Applicant has failed the State Comprehensive (Rigorosum) Examination or a part thereof under the conditions defined by the present Code.

2. The Dean shall decide to discontinue the Rigorosum Procedure if the Applicant withdraws his or her application. In such a case, the fee under Article 4 (1) and payment under Article 4 (2) are not refunded.

3. The Rigorosum Procedure is terminated successfully if the Applicants pass the State Comprehensive (Rigorosum) Examination.

4. The Rigorosum Procedure is also terminated upon the delivery of an Applicant's declaration to withdraw from the State Comprehensive (Rigorosum) Examination to the respective faculty.

Article 8

Award of the Diploma

After the State Comprehensive (Rigorosum) Examination has been passed, the Applicant shall be awarded by UP a diploma, a model of which is included in the Directive on the Issue of Documents Proving the Completion of Study, of Lifelong Education Programs, and of the Rigorosum Procedure at UP.

Article 9

Final Provisions

1) The State Doctoral Examination taken in accordance with Section 47 (4) of the Act may be recognized by the Committee as the oral part of the State Comprehensive

(Rigorosum) Examination on the basis of documents submitted by the Applicant. It is the Dean of the respective faculty who shall decide on such recognition.

2) The present Code was approved by the Academic Senate of UP at its meeting held on 12 June 2013.

3) Main Regulation No. B1-06/3-HN, the Code of the Rigorosum Procedure of UP of 28 June 2006 is hereby repealed.

4) The present Code comes into force once it has been signed by the Rector of UP, and into effect on 1 September 2013.

In Olomouc on 2 July 2013

prof. RNDr. Miroslav Mašláň, CSc., in his own hand
Rector of UP

Doc. Mgr. Miroslav Dopita, Ph.D., in his own hand
Chairperson of the Academic Senate of UP