

# **Provision of the Dean D 48 on the Organisation of Study at the Faculty of Science USB in the Bachelor's and Master's Study Programmes**

**on 25 October 2011  
in wording from 15 October 2018**

This provision is based on Act No. 111/1998 Coll. on Higher Education Institutions and on Modification and Amendment of other Acts (the Higher Education Act) and on the Study and Examination Rules of the University of South Bohemia in České Budějovice and specifies the conditions of study at the Faculty of Science (hereinafter FS) at the University of South Bohemia (hereinafter USB). This provision is accompanied by provisions of vice-deans and other internal regulations which determine in detail the rules and conditions for study on the Bachelor's, Master's, and Doctor's study programmes and the conduction of rigorous procedures at FS USB. The regulations applicable to departments and institutes are also applicable, where appropriate, to other parts of FS USB.

## ***Article 1. Study on the Bachelor's and Subsequent Master's Study Programme***

- (1) The general rules for enrolling on and studying subjects, awarding credits, and sitting examinations are determined by the Study and Examination Rules of USB. The content and form of, and the conditions for, examinations of English are determined by a decision of vice-deans. The manner of organisation, guarantee, and conduction of practicals, field trips, and intensive residential courses are determined by decisions of the relevant heads of departments/institutes of FS.
- (2) In any case of doubt concerning study the decision of the vice-dean for curriculum and enrolment is decisive. The student has the right to appeal to the Dean.
- (3) Pre-enrolment and enrolment for study and enrolment for individual subjects take place twice a year, always for the relevant semester. Pre-enrolment and enrolment is carried out according to the dates set by the academic calendar of the given academic year. Before the beginning of the semester the Dean sets the recommended minimum number of students for the opening of the subject in the given semester; the final decision on the opening of a subject with a smaller number of enrolled students rests with the head of department/institute of FS. The student is to enrol on subjects within the set structure in order to gain, from subjects absolved, 20 credits per semester. In the event of a student failing to participate in pre-enrolment or enrolment within the dates set and failing to announce this and to apply for an extension of pre-enrolment or enrolment date, their study will be terminated<sup>1</sup>.
- (4) By the end of the sixth week of the teaching period of the given semester enrolment in a course may be cancelled or a new course may be enrolled in, if the free capacity of the course allows. From the seventh week of the teaching period onwards, it is possible in exceptional circumstances to apply to the vice-dean for curriculum and enrolment for a change in course enrolment. The tariff for a change in enrolment is determined by the Provision of the Dean, D69, on the determination of tariffs for administrative steps for which students are not entitled.
- (5) Teaching staff are obliged to announce at least two initial and two retake examination dates. In the event of there being a small number of students in the course, there may be only three such dates (the middle date being both an initial and a retake date at once).

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<sup>1</sup> See Article 20, Paragraph 11 of the Rules for Study and Examinations of USB

- (6) A student has the right to view their examination papers after marking and classification on a date set by the examiner.
- (7) Examinations on the second retake date are to be held before an examination panel to be named by the head of the department/institute of FS responsible for the subject. At the request of the student, the Dean may require that an examination taking place on an initial or first retake date be held before an examination panel.
- (8) After the end of the summer semester examination period the student is required to call in at the Department of Student Affairs for the courses absolved during the academic year to be checked (closure of the student record book). The dates for this check are to be found in the academic calendar for each given academic year. Students in the first year of the Bachelor's study programme and the subsequent Master's study programme are required to call in at the Department of Student Affairs to have the courses absolved during the academic year checked after the end of their first semester of study.
- (9) The student who in the first semester of the Bachelor's study programme or the subsequent Master's study programme fails to complete two or more courses or to gain at least 20 credits will have their study terminated in accordance with Art. 56, Par. b) of the Higher Education Act.
- (10) The student who
  - a) fails to successfully complete four or more courses in any given academic year
  - b) fails to gain at least 40 credits for the two semesters in any given academic year (in the case of an interruption of study for one semester in the given academic year, at least 20 credits).
  - c) fails to successfully complete a course for the second time,will have their study terminated.

The student is permitted to gain a lower total number of credits for successfully completed courses only during the academic year in which they are to take their state final examination.

- (11) Regarding study the provisions in the Study and Examination Rules USB are generally applicable, especially those in Article 22<sup>2</sup>, Article 31<sup>3</sup>, Article 27<sup>4</sup>, Article 28<sup>5</sup>, being of particular relevance. Interruption of study is covered by Article 26<sup>6</sup>. A condition for the interruption of study is the closure of the previous semester.

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<sup>2</sup> If the student fails to fulfil the conditions for gaining the credits for the subject, they may enrol for the subject once more; however, neither the new enrolment nor successful completion of the course annuls the previous grade, i.e. the original unsuccessful absolution is counted in the calculation of the overall average. In the event of a repeated enrolment any credits gained during the previous study of the subject are invalidated.

<sup>3</sup> The article details all possible reasons for the termination of study due to non-fulfilment of the conditions of the study programme in accordance with the Study and Examinations Rules of USB.

<sup>4</sup> The article details the defence of the Bachelor's/Master's Thesis, the state final examination and the date by which it must be held as well as the classification of the state final examination – see also Article 2 of this provision.

<sup>5</sup> Graduating in Bachelor's and Master's Degree programmes.

(12) No later than the beginning of the fifth semester of study on the Bachelor's study programme the student is to choose the topic of their Bachelor's thesis, the completed form (Bachelor's Thesis Application Form), complete with all necessary signatures<sup>7</sup>, is to be submitted to the Department of Student Affairs, a copy is to be submitted to the appropriate head of department/institute of FS. Students of interfaculty combinations who have an assignment at a faculty other than the Faculty of Science will hand over the assignment printed from STAG (with the date and signature) to the Department of Student Affairs.

(13) During enrolment on the first semester of the subsequent Master's study programme, the student is required to enrol on the "Zadání diplomové práce" course. The credit for this course is signed by the head of the relevant department/institute of FS after submission of the Master's thesis application form by the given student. If the student fails to gain this credit during the first semester, their study is to be terminated. Students of interfaculty combinations who have an assignment at other than the Faculty of Science will hand over (with the date and signature) to the Department of Student Affairs.

## ***Article 2. State Examinations, Bachelor's Thesis and Master's Thesis, Defence of the Bachelor's Thesis and Master's Thesis***

(1) The state final examination (hereinafter, SFE) at the Bachelor's level of study comprises the defence of the Bachelor's thesis, and examinations from the subjects (subject areas) of the Bachelor's examination. The SFE at the Master's level of study comprises the defence of the Master's thesis and examinations from individual subjects (subject areas) or one examination formed into individual levels for the state Master's examination.

(2) The student is to register in writing for the Bachelor's and Master's examinations and the defence of the Bachelor's thesis and Master's thesis. The student is to submit a completed registration form for SFE and for the defence of the Bachelor's/Master's thesis, and submit copies of the thesis to the Department of Student Affairs within the dates set by the academic calendar for the given academic year. The standard form of the thesis and the number of copies to be submitted is set by Provision of the Vice-dean for Curriculum and Enrolment, P1, regarding submission of Bachelor's and Master's thesis at FS USB. Before submission the student is required to upload an electronic version of the thesis onto the STAG database. The student is to state in the registration form for SFE subjects (assuming it is relevant to their field of study) whether they will be examined orally or in writing. The decision of whether to allow the examination from the SFE subject group to take place in writing rests with the head of the department/institute which guarantees the study field. The head of the department/institute is to inform the Department of Student Affairs in writing of their agreement to allow the examination from the SFE subject group to take place in writing no later than one week before the deadline for the submission of registrations. The student may cancel registration for an examination from the subjects (subject groups) of the state examination by submitting an application for cancellation of the examination no later than four weeks before SFE is to take place; a late cancellation is considered to be a failed examination attempt.

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<sup>6</sup> The student may, with the exception of the first year, interrupt their studies without providing a reason. Such an interruption, and the length of its duration, is to be announced in writing at the Department for Student Affairs not later than the beginning of the semester. Such interruptions may only take place in the form of whole semesters, and with a limit of four semesters at most in total within the given degree of study.

- (3) The state Bachelor's examinations in the biology study fields, namely Biology, Biomedicine Laboratory Technique, Environmental Care, and Biology for Education is organised by the vice-dean for curriculum and enrolment; state examinations in other study fields are organised by the department or institute of FS which guarantees the given study field. The list of subjects for the state Bachelor's examinations and the list of subject groups for the state Master's state examinations are to be found in the List of Lecture Courses for the given academic year. Defence of the Bachelor's thesis is organised by the relevant department/institute of SF.
- (4) The Bachelor's thesis may take the character of a literary review (i.e. an overview and critical analysis of published research on the given topic), or may be structured as a typical research paper (with an introductory overview of relevant literature, an experimental part detailing materials, methods, techniques and results, a discussion of results, and a conclusion). The Bachelor's thesis (particularly in the vocational Bachelor's study fields) may take the form of a practically focused project. The student is to present their thesis as work in progress at a seminar of the given department/institute of FS at least once a year. The finished Bachelor's thesis is to be submitted in both written and electronic form, in a form and number of copies set by the appropriate provision of the vice-dean for curriculum and enrolment. A student studying in two study fields is to submit two Bachelor's theses, one for each study field. This regulation is not applied to a student studying a combination of field for education (double major) – in this case the student elaborates one thesis on the field they choose.
- (5) The Bachelor's thesis is assessed by an opponent nominated by the head of the department/institute of FS. If there is serious disagreement between the supervisor and the opponent on assessment of the Bachelor's thesis, another opponent is to be nominated by the head of the department/institute of FS. During the defence the opinions of both opponents are to be taken into account. The defence of the thesis is assessed by a panel nominated by the Dean on the recommendation of the head of department/institute of FS at which the thesis was written; in the case of vocational study fields the panel is proposed by the head of the department/institute which guarantees the study field. The opponent is a member of the panel; the supervisor is a member of the panel with no voting rights. The grade awarded for the defence is set as an arithmetic mean of the grades awarded by individual members of the panel in such a way that the thesis is awarded with the grade excellent if the arithmetic mean is lower than 1.50, with the grade very good if the arithmetic mean is exactly 1.50 or higher and lower than 2.50, with the grade good if the arithmetic mean is exactly 2.50 or higher and lower than 3.50 and as long as a majority of the panel vote for accepting the thesis (i.e. did not award a grade of unsatisfactory), and with the grade unsatisfactory if the arithmetic mean is exactly 3.50 or higher and at least half of the panel are against accepting the thesis. The members of the panel are all the members nominated for the defence by the Dean on the recommendation of the head of the department/institute of FS including the opponent/s and the supervisor. In the event of an opponent not attending the defence the grade proposed by them in the evaluation is not to be included in the final grade. The supervisor is a member of the panel without voting rights.
- (6) In the first semester of the subsequent Master's study programme the student is to elect the topic of their Master's thesis, which may continue that of their Bachelor's thesis. The student is to submit the completed form (Master's Thesis Application Form) complete with all necessary signatures to the Department of Student Affairs and a copy to the head of the relevant department/institute of FS. The student is to present their Master's thesis as work in progress at a seminar of the given department/institute of FS at least once a semester. The Master's thesis may take the form of an article for a scientific journal; the original data may be attached to the thesis as an appendix. The Master's thesis is to be submitted in paper and electronic form, in a form and number of copies set by a provision of the vice-dean for curriculum and enrolment (see Paragraph 1). A student who studies two master study fields completes two diploma theses, one in each field. This condition does not apply to the combination of two fields of Teaching for Secondary Schools - in this case, the student will complete one thesis in the field of their choice.

- (7) The Master's thesis is evaluated by two opponents nominated by the head of the department/institute of FS. The defence of the Master's thesis is assessed by a panel nominated by the Dean on the recommendation of the head of department/institute of FS. The rights and duties of the members of the panel are viewed in the same manner as in connection to the Bachelor's thesis (see Paragraph 4). Grades arising from the defence are awarded in the same manner as in connection to the defence of the Bachelor's thesis (see Paragraph 4). The state Master's examination and defence of the Master's thesis is organised by the relevant department/institute of FS.
- (8) The student must receive the evaluation of the opponents three days before the defence; if this condition is not met, the student has the right to withdraw from the defence. In this event the head of the department/institute is to organise an alternative date for the defence within the given semester.
- (9) The supervisor of the Bachelor's thesis and Master's thesis are nominated by the Dean on the recommendation of the head of department/institute of FS on the basis of the regular assessment of their scientific and pedagogical work.
- (10) If the Bachelor's thesis or Master's thesis is classified with the grade of unsatisfactory, the defence of the thesis may be repeated once after the addition or correction of the thesis. If the examination in the subject (subject group) or levels of the Master's examination graded in certain parts with the grade of unsatisfactory, the examination may be repeated once. In such a case the following parts are to be repeated:
- a) in the case of the state Bachelor's examination only the examination from the subject (subject area) which was awarded the grade of unsatisfactory.
  - b) in the case of the state Master's examination comprising individual subjects (subject areas), only the subject (subject area) which was awarded the grade of unsatisfactory.
  - (c) in the case of the state Master's examination comprising one unit arranged in individual levels, the whole examination from the given unit.

***Article 3. Effect***

This decision comes into effect on 15 October 2018

prof. RNDr. František Vácha, Ph.D.

Dean of the Faculty of Science, USB