

*Pursuant to Section 36(2) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (the Higher Education Act), on 17 July 2017, the Ministry of Education, Youth and Sports registered the Advanced Master's State Examination Rules of Jan Evangelista Purkyně University in Ústí nad Labem under Ref. No. MSMT-19435/2017.*

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*Mgr. K. Gondková*  
*Director of the Department of Higher Education Institutions*

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## **THE ADVANCED MASTER'S STATE EXAMINATION RULES OF JAN EVANGELISTA PURKYNĚ UNIVERSITY IN ÚSTÍ NAD LABEM OF 17 JULY 2017**

### **Article 1 Introductory Provisions**

1. These Advanced Master's State Examination Rules regulate the procedure for submitting applications to the advanced master's state examination, the details of the examination taken at the faculties of Jan Evangelista Purkyně University in Ústí nad Labem (hereinafter "UJEP"), its course and evaluation, as well as the fee for the application acceptance and the performance of the advanced master's state examination (hereinafter "the Fee") and the reimbursement of the costs related to the preparation for the examination.
2. The decision-making in relation to the advanced master's state examination shall be governed by Act No. 500/2004 Coll., the Code of Administrative Procedure, as amended, unless Act No. 111//1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (the Higher Education Act), as amended, (hereinafter "the Act"), contains a special regulation.
3. These Advanced Master's State Examination Rules apply to the advanced master's state examination performed at the UJEP faculties, unless the faculties adhere to the faculty's advanced master's state examination rules as their internal regulation (Section 33(2)(f) of the Act).

### **Article 2 Advanced Master's State Examinations Taken at UJEP Faculties**

1. Those who pass the advanced master's state examination are awarded the following academic degrees:
  - a) "doktor filozofie" ("Doctor of Philosophy", abbreviated as "PhDr.", used in front of the name) in the area of humanities, teacher education and social sciences,
  - b) "doktor přírodních věd" ("Doctor of Natural Sciences", abbreviated as "RNDr.", used in front of the name) in the area of natural sciences,and the examination can be taken at an UJEP faculty that provides a master's study programme with accreditation to award the corresponding academic degree stated under a) or b), or when such authorisation arises from the institutional accreditation for the concerned area of education.
2. The authorisation to award academic degrees under Section 1 can be performed only when UJEP is authorised to organise at least one doctoral study programme in the concerned area of education (Section 78(10) of the Act).
3. A master's study programme graduate may take the advanced master's state examination at a UJEP faculty provided that the content of the master's study programme the student has graduated from is comparable to the master's study programme organised by the faculty with related authorisation to award an academic degree under Section 1.

**Article 3**  
**Application Process**

1. The advanced master's state examination procedure commences when an application to the advanced master's state examination is submitted. The following applicants may submit an application to the advanced master's state examination:
  - a) graduates of a master's study programme who have been awarded the "Magistr" degree ("Master") under Section 46 of the Act,
  - b) university graduates who have been awarded the academic degree of "Magistr" ("Master") under Section 21(2)(a) or Section 43(2) of Act No. 172/1990 Coll., on Universities, (hereinafter "Act No. 172/1990 Coll."), except for cases specified in Section 99(4) of the Act,
  - c) whose foreign university education has been recognised by a public university or the Ministry of Education, Youth and Sports (hereinafter "the Ministry") as equal to university education obtained in a master's degree programme in the Czech Republic,
  - d) whose foreign university education is equal to education obtained in a master's degree programme in the Czech Republic based on an international treaty.
2. The application for the advanced master's state examination is submitted using a prescribed form together with a certified copy of the university diploma and diploma supplement, or a certified copy of the university diploma and final state examination certificate, or other documents issued under Section 25 or under Section 43(2) of Act No. 172/1990 Coll. The application for the advanced master's state examination shall include the name and basic synopsis of the intended advanced master thesis.
3. The written application for the advanced master's state examination signed by the applicant is submitted to the corresponding faculty. The particulars of the application, the amount, form of payment and due date of the fee and the compensation of costs under Art. 5 are published by the faculty on its public website.
4. When the application form for the advanced master's state examination is incomplete or it does not contain the enclosures specified in Section 2, or the fee has not been paid under Art. 5, the faculty shall ask the applicant to remove deficiencies by a reasonable deadline. The application is deemed not to be submitted when the deficiencies are not removed by the deadline. If the Fee or reimbursement of costs have been paid under Art. 5, the student shall be refunded.
5. When it is not possible to take the advanced master's state examination in the field of study in which the student has received the "Master" degree, the faculty shall return the application for the advanced master's state examination to the applicant with a corresponding explanation. If the Fee or reimbursement of costs have been paid under Art. 5, the student shall be refunded.
6. The faculty shall provide details about the held advanced master's state examination, the requirements for the advanced master's state examination and the rules of using equipment and information technologies required for the preparation of the examination to the applicant within 60 days after the receipt of the application; this time limit does not include the time period under Section 4.

**Article 4**  
**Advanced Master's State Examination**

1. The advanced master's state examination consists of two parts, an oral examination and the defence of the advanced master thesis.
2. The oral examination consists in subjects with areas of focus corresponding to the relevant master study programme. The subjects of the oral examination are approved by the scientific board of the faculty.
3. The advanced master thesis shows the ability of independent creative work. The provisions of Section 2 apply adequately to the theme of the advanced master thesis. The method of submission, scope, form and particulars of the advanced master thesis are stipulated by the Dean's directive.
4. The faculty shall inform the applicant of the date of the advanced master's state examination within 60 days after the receipt of the advanced master thesis.
5. The advanced master's state examination usually takes place in one day before an examination committee (hereinafter "the Committee"); the course and the declaration of results are public. The time limit for taking the advanced master's state examination after the submission of the advanced master thesis for defence by the applicant is stipulated by the Dean's directive.

6. The Chair and the members of the Committee are appointed from among professors, associate professors and experts active in the corresponding field of science by the Dean upon approval by the scientific board. The Ministry of Education, Youth and Sports may appoint other Committee members.
7. The course of the advanced master's state examination or its part is recorded and signed by the Chair and all present members of the Committee; the number of present members of the Committee shall not be less than three. The Chair of the Committee shall appoint at least two opponents who prepare reviews of the submitted advanced master thesis. At least one opponent, who can also be a member of the Committee, shall be present.
8. The advanced master's state examination is graded as a whole as passed - failed. The individual subjects of the oral examination are also graded in the same way. The defence of the advanced master thesis is graded as defended - not defended.
9. The Committee decides upon the result of the advanced master's state examination in secret voting at a closed meeting on the day of the advanced master's state examination. The final grade shall be failed when the grade proposal of passed does not receive an absolute majority of the present members of the Committee. The decision of the Committee is announced by the Chair on the day of the advanced master's state examination; the declaration of the results is public.
10. If the student does not appear at the advanced master's state examination on the specified date and fails to excuse themselves for absence within three working days after the determined date of the advanced master's state examination due to a serious reason, the examination shall be graded as failed. The Chair of the Committee shall decide whether or not the student's excuse is reasonable.
11. The oral examination and the advanced master thesis defence may only be retaken once in the same field of study and at the same faculty. When the applicant defends the advanced master thesis and fails one of the oral examination subjects, only the oral examination is retaken in all subjects. When the applicant passes all the oral examination subjects and fails to defend the advanced master thesis, only the advanced master thesis defence is retaken. When the Committee decides that the applicant has not defended the thesis, they shall specify what needs to be reworked or added. The defence of the advanced master thesis may be retaken six months after the date of the failure of the advanced master thesis defence at the earliest.
12. The advanced master's state examination may be taken within 4 years after the notification under Art. 3, Section 6, at the latest.
13. When the applicant decides not to take the advanced master's state examination after submitting the application, the application to the advanced master's state examination may be retracted in writing.
14. In the case of default under Section 12 or in the case of retracting the application under Section 13, the Fee and compensation of costs under Art. 5 shall not be refunded.
15. In accordance with special legal regulations<sup>1)</sup>, an advanced master thesis put forth for a defence shall be made available to the public at least five business days before the defence taking place, namely at the UJEP office where the defence of the advanced master thesis will take place.
16. Advanced master theses that have been defended, including the opponents' reviews and records of the course and results of the defence, are published, unprofitably, in the UJEP database of final theses in compliance with special legal regulations<sup>1)</sup>.
17. By submitting their advanced master thesis, the author agrees to the disclosure of their thesis as required by law, regardless of the outcome of the defence; the conditions governing the postponement of making the theses available are set out under Section 47b(4) of the Act.
18. The details of making theses available and accessible, including the opponents' reviews and records of the course and results of the defence, and the details of the database administration are stipulated in the Rector's directive.

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<sup>1)</sup> *Act No. 121/2000 Coll., on Copyright, Rights Associated with Copyright and on amendment of certain acts, as amended, Act No. 513/1991 Coll., the Commercial Code, as amended.*

## **Article 5**

### **Application Administrative Fees, Reimbursement of Costs Related to the Preparation of the Advanced Master's State Examination**

1. The amount of the administration fee related to the application for the advanced master's state examination and to the performance of the examination shall be determined by the Rector in an instruction at the suggestion of the corresponding faculty's dean.
2. The applicant shall bear the costs for the use of equipment and information technology required for the preparation of the advanced master's state examination, if the applicant accepts such services. The Dean determines the amount of the reimbursement of such costs.

## **Article 6**

### **Advanced Master Procedure Completion**

The advanced master procedure is completed by:

- a) successful completion of the advanced master's state examination,
- b) grading the advanced master's state examination as failed in the case of retaken advanced master's state examination under Art. 4, Section 11,
- c) expiration of the time limit for taking the advanced master's state examination under Art. 4, Section 12,
- d) written retraction of the application to the advanced master's state examination under Art. 4, Section 13,
- e) decision of the Dean, or decision of the Rector in an appeal procedure, concerning a situation when some of the information stated in the application to the advanced master's state examination and its enclosures turns out to be false,
- f) decision of the Dean, or decision of the Rector in an appeal procedure, if the advanced master thesis is found to violate the basic principles of ethics of independent work (especially those regarding the intentional unauthorised use of someone else's work in gross contravention of laws governing the protection of intellectual property under Section 47c(2) of the Act, or if the dissertation has been elaborated by another person).

## **Article 7**

### **Diploma Issue**

1. UJEP shall issue a university diploma stating the academic degree that has been awarded to the applicant after the successful completion of the advanced master's state examination (Section 46(6) of the Act). The diploma is usually issued at an academic ceremony (hereinafter "the Ceremony").
2. The costs related to the Ceremony are paid by the applicant, if the applicant accepts this service. The Dean determines the amount of the compensation of such costs.

## **Article 8**

### **Temporary Provisions**

For the period during which the division into fields of study is retained in accordance with Article II(4) of Act No. 137/2016 Coll., the provisions of these advanced master's state examination rules on the study programmes shall also apply to the fields of study.

## **Article 9**

### **Final Provisions**

1. The Advanced Master's State Examination Rules of UJEP, registered by the Ministry on 20 November 2006 under Ref. No. 25 6000/2006-30, as amended, are repealed.
2. These Rules have been approved pursuant to Section 9(1)(b)(3) of the Act by the Academic Senate of UJEP on 28 June 2017.
3. These Rules come into legal force pursuant to Section 36(4) of the Act on the day of registration by the Ministry.
4. These Rules take effect on 1 September 2017.

doc. RNDr. Martin Balej, Ph.D., in his own hand

Rector