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## **Dean's measure No. 17/2018**

### **Details of the Study and Examination Regulations of the University of South Bohemia at Faculty of Fisheries and Protection of Waters**

This Dean's measure is based on the Study and Examination Regulations of the University of South Bohemia in České Budějovice (hereinafter "SER USB") of May 22, 2017, and regulates some of the rules that are put into the competency of the deans by the Study and Examination Regulations. The details below relate in particular to Bachelor's and Master's study programs. For Doctoral study programs, these details apply proportionally unless they are inconsistent with the Study and Examination Regulations of the doctoral study programs of the faculty.

#### **Article 1**

##### **Providing information, advisory and support services**

- 1) Pursuant to Art. 2, par. 6 of the SER USB, the details of the provision of information, advisory and support services, following the relevant rector's measure, are determined by a separate internal standard of the faculty.

#### **Article 2**

##### **Responsibility of the persons for the information provided in IS STAG**

- 1) Following Art. 2, par. 9 of the SER, the individual employees are responsible for the completeness, timeliness and factual accuracy of the information provided in IS STAG as follows:
  - a) The Vice-Dean for study affairs sets the overall concept of the study programs / fields of study in the system, the creation of study plans and their segments, in accordance with approved accreditation.
  - b) The head of the study workplace or other authorized person at the study workplace for information on study programs / fields of study and subjects for setting the abbreviations, titles, credit values, guarantors of subjects and other teachers according to the guarantor's instructions and the inclusion of subjects in the study plans (segments) according to approved accreditation or according to the instructions of the Vice-Dean for study affairs in case of changes. This is all information that may be edited by a person with the "registrar" access, and which are not listed below.
  - c) Guarantors of subjects for all the information on their subjects, including the writing of exam terms, the assignment of marks and credits to enable them to access them. In case of a clear discrepancy in the data on the subject, which cannot be edited by the guarantors of the subjects themselves, they will ask the



head of the study workplace for a remedy in the first place, if the problem is not solved, they will address the Vice-Dean for study affairs. The guarantors and the subject teachers solve any problems with editing information in their subjects in the same order as when editing information that they cannot edit from their own access. The study workplace will provide maximal assistance especially to external or part-time employees at the FFPW USB.

### **Article 3**

#### **Joint study duties for all study programs**

- 1) Following Art. 9, par. 8 and 9 SER JU, in addition to the information given in the study plans of the respective study programs / fields of study, students of Bachelor's and Master's study programs at the FFPW are obliged to:
  - a) throughout the study period, at the end of each semester, by the date specified in the academic year's timetable, conduct the student's assessment of tuition (SAT) in a proper and conscientious manner. SAT is conducted according to the instructions posted on the faculty web site and directly in the system of SAT. Information on the SAT System will also be provided to students on request at the faculty's study department as well as by administrators of the SAT system. One of the administrators is one of the students, the second one of the academic staff of the faculty.
  - b) choose the topic of the final qualification work within the specified deadline. The date for the selection of the topic is regulated by the Dean's measure concerning the assigning and writing of bachelor's and diploma theses at the FFPW.
- 2) Failure to comply with the obligations referred to in par. 1 (a) and (b) shall be considered as failure to comply with the requirements of the study program under the SER USB in accordance with Section 56, par. 1 b) of the Act No. 111/1998 Coll., on Higher Education Institutions.

### **Article 4**

#### **Minimum number of enrolled students per subject**

- 1) Pursuant to Art. 9, par. 8 and 9 of the SER USB, the minimum number of enrolled students is set for the opening of compulsory elective and optional (selective) subjects guaranteed by the FFPW to:
  - a) 7 students at Bachelor's degree
  - b) 5 students at the follow-up Master's degree
- 2) If the number of students in the year is lower than the minimum number of students in par. 1), the course will be opened only if all students of the given year are enrolled in it.
- 3) In case, the compulsory or elective course is not opened, the students are entitled to enrol another subject, especially at the time of enrolment or specifying enrolment according to the schedule of the respective academic year. If students find this fact later (e.g. from the final version of the timetable for a given semester), they can apply for another subject, not later than 14 days after the publication of the full version of



the timetable. In both cases, the request to enrol in/ unsubscribe the subject is free of charge.

- 4) For courses with a lower number of enrolled students than mentioned above, or if all students of years with a lower number of students are not enrolled than those set for individual degrees of study, the tuition can be opened if the teacher agrees. However, in these cases, the tuition is not included in the assessment of the activities of the academic staff or for the purposes of dividing the budget from the MEYS contribution to study at the FFPW.
- 5) Upon agreement with the students, the subject can be taught in accordance with par. 4 in a combined form, i.e. a combination of self-study and consultations or in a reduced or otherwise modified way compared to the facts described in IS STAG. Teachers take care to maintain the requirements for students' knowledge and skills with a view to obtain credit or exam from such subjects.

## Article 5

### Listing of exam and credit terms and records of students' study outcomes

- 1) Exam and credit dates, obtaining of which is the subject completed, are given by the guarantor of the subject, the teacher of the subject, eventually all appointed according to the roles set in the IS STAG by the guarantor of the subject. External lecturers write the terms themselves, or they can ask for their listing at the study workplace.
- 2) The exam and credit terms are listed and recorded in IS STAG. If necessary, the study workplace of the FFPW will conduct a training for listing and recording the exams / credits in IS STAG.
- 3) Pursuant to Art. 17, par. 2, the examiner is required to set the dates for taking the examinations / credits from individual subjects in sufficient numbers at least 3 weeks before the end of the teaching period of each semester“.
- 4) Sufficient number of terms are considered as number of terms that take into account the number of students per term, the number of students enrolled on the subject, and the difficulty of the subject.
- 5) Model example of calculating the number of terms: The examiner allows to enrol a maximum of 10 students per term. There are 40 students in the class and difficulty of the subject is moderate, so one student signs up for the exam for approximately 1.5 times (half of the students pass the exam for the first time, the other half must come again). A sufficient number would be  $40 * 1.5 / 10 = 6$  terms in this case. Of these, the three terms will be regular and the remaining will be correction.
- 6) The minimum number of terms to be listed in advance is 4 terms for subjects with 15 students enrolled, 5 for subjects with 16-40 students and 6 for subjects in which above 40 students are enrolled. For subjects taught in the winter semester, other dates above the minimum amount can be listed during the summer semester examination period. The terms can be added, not to be taken during the examination and the learning period.



- 7) In case the examiner cannot come up with serious reasons for the term of the exam, he / she must notify the students himself or through the study workplace and replace the cancelled term as soon as possible.
- 8) Exam / credit dates must be divided over the entire length of the exam period in the given semester. In one week, up to 2 terms can be listed per subject.
- 9) To prevent the coincidence of terms, it is recommended before listing the terms to check the already occupied dates for a given year of study in the IS STAG.
- 10) Students enrol for selected dates. Due to the timely listing of sufficient number of terms from all enrolled subjects, it is up to the students to organize the order in which they will complete the individual credits and examinations.
- 11) If students have too many overlapping terms, not enough terms were listed or the rules for listing of exam terms were not met, students may ask the Vice-Dean for study affairs to investigate the listing of exam dates and resolve the situation.
- 12) The examiner, when listing the terms in IS STAG, has the obligation to distinguish, whether it is a regular term (1st attempt) or a correction term. A student who does not sign up for a first-chance term must not enrol in any other term until the teacher writes assessment "Not Completed", respectively. 4 to IS STAG.
- 13) Records of examinations / credits assessment are kept:
  - a) in the study report (required). The final mark of the exam will be recorded by the examiner in the appropriate line of the study report immediately after taking the exam and the date and signature are added. If taking the exam is preceded by granting the credit, the examiner is obliged to properly fill in the granting of the credit too. In the case of failure of the exam, when the student has no longer the chance for a correction, the teacher will record the date and the assessment of the last unsuccessful attempt into the study report. A similar procedure applies when the credit is granted.
  - b) in IS STAG (required). The final mark of the exam is recorded by the examiner to IS STAG within a week from the date of taking the exam. If taking the examination is preceded by granting of a credit, the examiner is obliged to properly fill in also the granting of the credit in IS STAG. In the case of failure of the exam, the teacher will record the date of an unsuccessful attempt into IS STAG. A similar procedure applies when the credit is granted. The record of the exam / credit assessment in the study report must agree with the record in IS STAG (assessment, date, attempt).
  - c) in the book of credits and exams (optional). It is recommended that the examiner should record assessment of examinations and credits in the form of a book of credits and tests in written or electronic form. In addition to the term of the exam / credit and its results, the book should include, for example, the results of a written test, oral questions asked, oral assessments, etc.
- 14) The teacher is obliged to record every attempt to get a credit or exam in IS STAG, i.e. unsuccessful.
- 15) Supervision of the exam / credit assessment is based on 3 levels:



- a) by the examiner. The examiner checks the exam / credit assessment at the oral / written request of the student. In case of recognition of the request, the examiner, eventually the guarantor of the subject modifies the assessment himself, in case of disagreement, the request is immediately forwarded to the Vice-Dean for the study affairs.
- b) by a student. Student checks the exam / credit assessment immediately after the examination / credit in the study report to which the examiner records the exam / credit results and within two weeks from taking the exam in IS / STAG. If a review is needed, the student will promptly ask the examiner for a correction. If the student and the examiner do not agree on the assessment, they will submit the application to the Vice-Dean for study affairs.
- c) by the study workplace. The study department checks the completion of the examination / credit assessment (i) during the regular annual review of the study report (usually in September), (ii) before the state final examinations, and (iii) for the first years after the deadline for obtaining 20 credits for the first semester of study set by the schedule of the academic year.

#### **Article 6**

##### **Cancellation of enrolment or additional enrolments of subjects after the end of deadlines set by the academic year schedule**

- 1) Further to Art. 21, par. 11 SER USB, students may request the cancellation of enrolment or additional enrolment for the subjects even after the deadlines for enrolment and specifying enrolments set by the schedule of the academic year.
- 2) A request for cancellation or additional enrolment of the subject is submitted by the student to the study department via the relevant form available on the FFPW website. The application must include the statement of the guarantor or principal teacher. The request must be duly substantiated and charged according to the valid price list.
- 3) The Vice-Dean for study affairs decides on the application and adds his opinion to the relevant application.
- 4) The Vice-Dean for study affairs fails to meet the student's request in the event of a dissenting opinion of the guarantor or teacher of the subject.
- 5) By later enrolment in the subject, the student is not absolved from the obligation to obtain the credit and the exam specified in the IS STAG or announced by the teacher at the beginning of the subject's tuition in the given semester.
- 6) The Vice-Dean for study affairs fails to comply with the request for enrolment cancellation of the subject if the application was made after the student did not fulfil one of the conditions for granting the credit or the examination, if the student no longer had the possibility of correction and if there are no other serious circumstances.
- 7) According to the Vice-Dean's opinion, the study workplace will make or not a change in the student's enrolled subjects and will notify the student about the opinion of the Vice-Dean through the electronic system of the USB. The student may appeal to



the Dean against the opinion of the Vice-Dean for study affairs, which may change the opinion of the Vice-Dean. In case the student appeals to the Dean, this application is considered as an administrative procedure under Act No. 500/2004 Coll. on the Administrative Procedure Code.

#### **Article 7**

##### **Publication of teaching schedules and division into study groups**

- 1) Following the Article 23, paragraph 1, of the SER USB, the preliminary schedules of compulsory subjects and regularly taught compulsory elective subjects of higher years will be published for students at IS STAG no later than the first day of enrolment according to the schedule of the academic year of the FFPW USB. Other subjects will be scheduled only on the student's interest that follows from the results of enrolments. The final timetable for each semester for each year of study will be published no later than 2 weeks before the beginning of the relevant semester. Scheduling is done in IS STAG, but schedules are also published on the FFPW USB website.
- 2) The division of students into groups mainly concerns exercises. The division into groups with respect to the capacity of classrooms or other teaching aids, which will not be given by the schedule, resp. by enrolling students in the schedule, will be done by the teacher of the subject before the first lesson, in particular by alphabetical ordering according to the surname of the students of the given year. For subjects that require it (e.g. language training), the division into groups can be done based on skill testing.
- 3) Individual transfers of student between groups are addressed in accordance with Article 23 of the SER USB.

#### **Article 8**

##### **Re-enrolment of subjects**

- 1) Each compulsory elective and optional (selective) subject is counted only once in the limit of the completed credits of the student's personal study plan. Students cannot repeatedly enrol the same subject which they have already successfully passed in the FFPW USB, even if it is a student of a follow-up master's study who completed the subject in the Bachelor's study degree.
- 2) Re-enrolment is only allowed for those subjects where this possibility is uniquely determined in IS STAG.

#### **Article 9**

##### **Recognition of credits in the block of compulsory elective and optional subjects**

- 1) For all bachelor's and master's study programs, it is possible to substitute, regardless of the conditions set out in the relevant study plan, for the credit value of the remaining exams for optional subjects by the credit value of passed exams of compulsory elective subjects exceeding the minimum number of credits specified in the study plan of the study program to which the student is enrolled. The minimum



total number of credits needed for successful completion of studies must be respected.

- 2) The student must ask the Vice-Dean for study affairs on the general application form, which is available on the website of the FFPW USB, for the substitution of credits of selective subjects for credits of compulsory elective subjects. The Vice-Dean will comply with the request unless the provisions of paragraph 1 have been breached.

### **Article 10**

#### **Recognition of subjects, examinations, parts of studies or other study duties**

- 1) Following the Article 25, par. 1 of the SER USB, and under the Act on universities it is possible to recognize credits to students, if the credits were obtained by the successful completion of Life Long Learning (LLL) courses, up to a maximum of 60% of the credits needed for the proper completion of studies in an accredited study program / field.
- 2) Only the credits obtained by successful completion of the LLL courses at the FFPW USB can be recognized by the Office. If the newly admitted applicant for study in accredited study programs / fields will be a successful graduate of any LLP program at the FFPW USB with content related to the study of the student or part of it, the Dean decides from his / her own authority on the initiative of the Vice-Dean for study affairs, which subjects and their credits will be recognized by the University Act. In addition to the content, the study load during completion of the LLL programs will be decisive when recognizing credits.
- 3) In other cases, the credits for a part of study in accredited study programs / fields can be recognized for the completion of the LLL programs only on the basis of the student's application. The student must submit to the application the maximum available information about the LLL program (e.g. the program's aim and content, its scope, completed courses within the relevant LLL program, their scope and content, the teacher, the way of finishing the partial courses and the whole program, the certificate of completion of the LLL program etc.).
- 4) Recognition of credits for the LLL courses is only possible provided that more than 5 years have not elapsed since the successful completion of the LLL program.
- 5) With respect to the recognition of the part of credits in the accredited study program upon successful completion of the LLL program, other provisions of the Article 25 of the SER USB apply.
- 6) Following the Article 25, par. 4 of the SER USB, students may apply for recognition of study duties during the first semester of study after enrolment (re-enrolment) for study at the FFPW USB. In exceptional cases, the Dean can make an exception to the recognition of his / her study duties and comply with the request submitted at a later date.
- 7) Following the Article 25, par. 6 of the SER USB, students ask for recognition of subjects, complete part of their studies or fulfilment of other study obligations on the relevant form available on the website of the FFPW USB. The part of the



application is also a list of subjects for which recognition the student applies or a precise description of the parts of studies or study duties.

- 8) In the case of the application for recognition of subjects that do not form an integral part of the study, which means the semester of study according to the current study plan in which the applicant is enrolled, the student requests the statements of guarantors or teachers of the main subjects.
- 9) If the student requests recognition of the entire semester or several semesters of study, the Vice-Dean for study affairs gives a statement to the Dean and the opinions of the individual teachers are not necessary. The student may apply for recognition of the whole semester or several semesters of study only if he / she has completed all the compulsory subjects of the relevant semester from previous studies at the FFPW USB in accordance with the current study plan and at the same time the student asks for recognition of subjects in total of at least 30 credits for the relevant semester.
- 10) If the student asks for the recognition of subjects completed within studies outside the FFPW USB as subjects in study plans of study programs / fields taught at the FFPW USB, it is necessary to always ask the guarantor or the teacher of the main subject. The syllabus of the subject is to be submitted for the individual subject, with the goals and content of the subject, the guarantor and the subject teacher, the recommended literature, the study load expressed by the hourly study intensity or the ECTS credit value of the subject, including web links to the site of the institution and information on the subject. The student must also provide evidence of a university or other higher education institution about the completion of the subjects for which the student requests the recognition.
- 11) Other provisions of the Act on Universities and the SER USB apply when recognizing subjects or other parts of studies.

### **Article 11**

#### **Enrolment in study after it is interrupted before the expiration of interruption period**

- 1) Further to the Article 26, par. 11 of the SER USB, it is possible to re-enrol in the study before the expiry of the period for which the study was terminated.
- 2) If a person wishes to enrol for study at the FFPW USB in accordance with paragraph 1, it is necessary to request the Dean for the re-enrolment in the form of a written application. The application must state the reasons for the earlier enrolment for study.
- 3) Requests for earlier re-enrolment after the interruption of studies may not be met, in particular, in cases where re-enrolment enters the course of tuition in the given the semester and the student will be unable to meet the conditions set out in the Article 20, par. 5 of the SER USB.





#### **Article 12**

##### **Organization and course of state final examinations (SFE) and defence of final theses and listing of final theses**

- 1) Pursuant to the Article 27, par. 10, the determination of the content, form, conditions and organizational security of the SFE, including the evaluation and defence of the qualification theses, is governed by a separate internal standard of the faculty.
- 2) Following the Article 27, par. 10, the assigning, management and submission of qualification theses, including qualification requirements for the persons conducting the qualification theses, and the highest number of listed qualification theses for the respective academic year are governed by the internal standard of the faculty. The individual internal norm of the faculty also regulates the instructions for writing and submitting the final theses.

#### **Article 13**

##### **Course of study in Doctoral study program (DSP)**

- 1) Details of the conditions of study in the DSP following the Article 34, par. 2, the Article 37, par. 8, the Article 40, par. 5, and the Article 41, par. 2 and 5 are stipulated by the Study and Examination Regulations of the DSP at the FFPW USB.
- 2) Details on the form and execution of doctoral theses in connection with the Article 41, par. 2 are determined by a separate internal standard of the faculty.

#### **Article 14**

##### **Final provisions**

- 1) This measure cancels Dean's decisions No. 6/2015, No. 15/2011 and No. 17/2011.
- 2) This measure was approved by the Dean's Collegium of the FFPW USB on 9. 4. 2018 and it has come into effect from this date.

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