



ORDINANCE OF THE DEAN No. 06/2017,

regulating conditions for the approval of transfers at the Faculty of Arts at the University of South Bohemia in České Budějovice

Ref: DFF / 06/17

Subject of the Ordinance

This Ordinance expands and specifies the conditions for granting applications for transfer between degree programmes at the Faculty of Arts of the University of South Bohemia in České Budějovice (hereinafter referred to as FA USB), in compliance with the Study and Examination Regulations of the University of South Bohemia (hereinafter referred to as SER USB) and the Act no.111/1998 Coll., On Higher Education Institutions and on Amendments and Supplements to Some Other Acts (Higher Education Act), as amended (hereinafter referred to as the Act). Transfers are governed by Article 29 of the SER USB.

I. Transfer within the USB

Article 1

Application

1. An application for a transfer may be submitted by a student of the FA USB or another Faculty of the USB after successful completion of the first semester of studies at the earliest and before the beginning of the fourth semester of studies (Bachelor's programmes) or third semester of studies (Consecutive Master's programmes) at the latest. The student may submit only one transfer application within one course of study at the FA USB.
2. For a transfer to be granted, stipulated conditions (see further Article 2) must be fulfilled and a written agreement of the director of the institute guaranteeing the degree programme to which the student wishes to transfer, obtained.



3. Students submit written applications to the Study Department of the FA USB. The application form is available in printed form at the Study Department (or in the stand outside the Study Department) and in electronic form for download at the Faculty's web site at www.ff.jcu.cz in the section **STUDIES - FORMS** ([www.ff.jcu.cz / form](http://www.ff.jcu.cz/form)).
4. The application must include:
 - a. name and surname, personal number, date and place of birth, address of the applicant;
 - b. information about current studies;
 - c. reason for the transfer request;
 - d. a student status certificate from the currently studied programme, issued no more than 30 calendar days before the submission of the application (not applicable to students of the FA USB);
 - e. a statement of all outcomes issued by the Study Department of the relevant Faculty and signed and stamped by the administrator (compilation of documents entitled "Course of studies");
 - f. a statement of the director of the institute guaranteeing the programme the student wishes to transfer to.
5. The application is assessed by the Vice-Dean for Student Affairs and the Dean of the Faculty shall then decide on the application.
6. In accordance with Article 29 (6) SER USB, the Dean may shorten the maximum possible length of study in the transfer decision.
7. The Dean's decision is issued no later than 30 calendar days from the date of the submission of the application and is sent to the applicant's address, or upon prior agreement with the applicant and the administrator may be collected at the Study Department of the FA USB.

Article 2

Conditions of transfers

1. Within the FA USB it is possible to transfer:
 - a. between Bachelor's degree programmes or within one Bachelor's degree programme;



- b. between Consecutive Master's degree programmes or within one Consecutive Master's degree programme;
 - c. within Doctoral degree programmes from on-site to combined mode of study, or from combined to on-site mode of study.
2. Transfers in the cases referred to in Article 2 (1) of this Ordinance may be granted provided that the following conditions are met:
 - a. The student has received at least 20 credits in the first semester of studies, respectively 40 credits for two consecutive semesters of studies;
 - b. the student has completed all obligatory (so called "cross") disciplines of the first semester of studies if such are prescribed in the standard curriculum of the current studies;
 - c. the student has completed all obligatory disciplines they have enrolled in for a second time;
 - d. the weighted study average of the student's current studies has not exceeded 2,50.
3. Conditions of transfer from another Faculty of the USB to the Faculty of Arts at the USB:
 - a. The student has received at least 20 credits in the first semester of study, respectively 40 credits for two consecutive semesters of studies;
 - b. the student has completed all obligatory (so called "cross") disciplines of the first semester of studies if such are prescribed in the standard curriculum of the current studies;
 - c. the student has completed all obligatory disciplines they have enrolled in for a second time;
 - d. the weighted study average of the student's current studies has not exceeded 2,40.

II. Transfer from Other Universities in the Czech Republic

1. Transfer of students of other universities or higher professional schools to studies at the Faculty of Arts at the USB is not permitted. Students are admitted and enrolled for study at the FA USB pursuant to Sections 48 to 51 of the Act. This provision does not rule out the possibility to have a part of the studies completed at another university or higher professional school recognized in accordance with Article 25 SER USB and the internal regulation of the Faculty.



III. Final Provisions

1. Interpretation of individual provisions of this Ordinance lies with the competence of the Vice-Dean for Student Affairs who also updates them as necessary.
2. This Ordinance enters into force on 1st September 2017 and replaces the Ordinance of the Dean No. 9/2014 of 1st September 2014.

In České Budějovice on 1st September .201 7

Prof. PaedDr. Vladimír Papoušek, CSc.
Dean