



*The Academic Senate of the Faculty of Arts of the University of South Bohemia in České Budějovice approved under Section 27 Subsection 1 b) of Act no. 111/1998 Coll., On Higher Education Institutions and on Amendments and Supplements to Some Other Acts (Higher Education Act) on ..... these Advanced Master's Proceedings Regulations at the Faculty of Arts of the University of South Bohemia as the faculty's internal regulation.*

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*Assoc.Prof. Prof. PhDr. Ladislav Nagy, Ph.D.  
Chair of the FA USB Academic Senate*

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*Prof. PaedDr. Vladimír Papoušek, CSc.  
Dean of the FA USB Faculty of Arts*

**ADVANCED MASTER'S PROCEEDINGS REGULATIONS  
AT THE FACULTY OF ARTS AT THE UNIVERSITY OF SOUTH BOHEMIA IN ČESKÉ BUDĚJOVICE**

**Article 1**

**General Provisions**

- (1) The course of the Advanced Master's proceedings at the Faculty of Arts at the University of South Bohemia is governed in particular by Article 46 of Act no.111/1998 Coll., On Higher Education Institutions and on Amendments and Supplements to Some Other Acts (Higher Education Act).
- (2) Advanced Master's state examinations (pursuant to Section 46 (5) of Act no.111/1998 Coll., On Higher Education Institutions and on Amendments and Supplements to Some Other Acts, sat in order to obtain the degree PhDr. Stated before the name, are at the Faculty of Arts of the University of South Bohemia in České Budějovice provided within degree programmes accredited for this purpose.
- (3) If the faculty does not provide an Advanced Master's examination in the field of study, in which the applicant obtained their Master degree, the faculty returns the application with the relevant explanation.

**Article 2**

**Administrative Requirements for Advanced Master's Proceedings**

- (1) The Vice-Dean for Science and Research is responsible for the Advanced Master's examinations and applications.
- (2) The applicant submits their application for Advanced Master's state examinations at any time during the academic year. The defence of the Advanced Master's thesis must be held within 24

months of the application submission. The application is submitted in writing and published on the faculty website. The application should include the applicant's personal data (name and surname, date and place of birth) and the name of the degree programme in which the applicant wishes to complete the Advanced Master's procedure.

- (3) The application should contain the following attachments:
  - a. certified education and qualification documents
  - b. structured CV
  - c. a sheet with title and thesis of Advanced Master's thesis.
- (4) For an Advanced Master's thesis provided as a commented publication with co-authors, it is necessary to enclose their statement on the applicant's contribution.
- (5) Applications are to be sent to the Department of Science and Research of the Faculty of Arts of the University of South Bohemia, Branišovská 31a, 370 05 České Budějovice or submitted in person.
- (6) On the basis of a proposal of the Director of the Institute providing the accredited field of education, the Vice-Dean for Science and Research appoints a Consultant for the Advanced Master's thesis, usually from the faculty staff. The Consultant assesses the competence of the Advanced Master's thesis and delivers a written recommendation for the opposition procedure to the Vice-Dean for Science and Research. The highest number of Advanced Master's theses led simultaneously by one Consultant is five.
- (7) Within 60 days from the delivery of the application, the faculty informs the applicant of the detailed requirements for the Advanced Master's examination and of its course, of the appointed Consultant of the Advanced Master's thesis and sets a date by when the applicant is obliged to pay the Advanced Master's proceedings fee. Within 30 days of receiving this information, the applicant is required to submit their Advanced Master's thesis to the Consultant.

### **Article 3**

#### **Thesis Defence and Publication**

- (1) The Advanced Master's thesis clearly demonstrates the applicant's ability to perform independent research activity. At least partially, it contributes theoretical, methodological and material knowledge that is new in the chosen field. Original research works (including critical editions supplemented by an expert treatises) exceeding 150 standard pages (including scientific apparatus and bibliography) will be accepted for assessment. The citation is governed by the usual citation principles in the field in which the thesis is submitted.
- (2) The thesis must be submitted in printed and bound form in three copies and in an identical PDF format version, which the applicant submits to the FA USB Department of Science and Research. The thesis must contain the name of the author, the title of the thesis, the title of the thesis in English, annotation in Czech and English, and the printed versions must contain the applicant's signature under the declaration of independent elaboration as stipulated in the Rector's Ordinance on Publication of Doctoral, Graduation, Bachelor and Rigorous Theses by USB Students No. R 156.
- (3) By submitting the thesis, the author agrees with the publication of their thesis regardless of the outcome of the defence. Under Section 47b (1) of Act no.111/98 Coll., On Higher Education Institutions and on Amendments and Supplements to Some Other Acts (Higher Education Act) the thesis, the Reader's reports and document on the course of the defence and the results of the defence must be made public through a theses database (FA USB the Department of

Science and Research in cooperation with the relevant institute where the defence takes place shall ensure this).

- (4) The publication of the Graduation Thesis or its part may be delayed, but only for three years, in accordance with the provisions of Section 47b (4) of Act no.111/98 Coll., On Higher Education Institutions and on Amendments and Supplements to Some Other Acts (Higher Education Act). Information on delay of publication must be made public together with its justification in the database of graduation theses in IS STAG. After the defence of the thesis which is to be published with delay in compliance with the first sentence, the Faculty where the thesis was defended sends one copy to the Rectorate Office for Student Affairs which then forwards the copy of the thesis to the Ministry of Education, Youth and Sports.
- (5) Advanced Master's thesis is reviewed by two Readers, usually selected from among professors or associate professors of the relevant field outside the academic community of the University of South Bohemia. The Dean of the Faculty appoints the Readers on the proposal of the director of the relevant institute, which provides the accredited degree programme. Readers provide written statements within a specified period of time, stating clearly whether they recommend or do not recommend the submitted Advanced Master's thesis for defence.
- (6) At least five working days before the defence, the Advanced Master's thesis is made available to the public at the FA USB Department of Science and Research. Anyone can make extracts or copies of the thesis at their own expense.

#### **Article 4**

##### **Advanced Master's State Examination**

- (1) The Director of the relevant institute providing the accredited degree programme is responsible to the Dean for providing the requirements and content of the Advanced Master's state examination.
- (2) The Advanced Master's state examination has an oral form and consists of a) defence of an Advanced Master's thesis; b) an Advanced Master's examination focusing on methodology, theoretical and philosophical aspects of the relevant field; c) Advanced Master's examination of the relevant discipline of the field which the submitted thesis deals with. The applicant also submits a list of their studied literature to the Advanced Master's state examination. If there are other specific requirements for the Advanced Master's state examination within the individual accredited degree programmes, they are published on the website of the relevant institutes.
- (3) The Dean of the Faculty appoints at Board of Examiners consisting of at least three members (a Chair and two members) on the proposal of the Director of the Institute which provides the accredited degree programme. At least one member of the Board must be from outside of the academic community of the University of South Bohemia.
- (4) A document on the course of the defence and the results of the Advanced Master's examination is made and signed by all members of the Board of Examiners. The document also contains the Readers' statement as its annexe. The Advanced Master's examination outcome is graded as "passed" or "failed". The applicant can only be awarded the degree "passed" if they successfully pass all parts of the Advanced Master's state examination referred to in Article 5 (2). The grade is announced to the applicant at the end of the Advanced Master's state examination and is recorded in the document which is then published in accordance with the procedure referred to in Article 4 (3).

- (5) The applicant bears the costs associated with the Advanced Master's examination by paying a fee. The fee is announced on the list of fees for faculty services and is payable to the account of the University of South Bohemia in České Budějovice.
- (6) Pursuant to Section 46, Subsection 5 b), Act no.111/98 Coll. Higher Education Institutions and on Amendments and Supplements to Some Other Acts (Higher Education Act), the university upon holding the Advanced Master's state examination issues a diploma. This diploma is a public document and bears the national coat of arms of the Czech Republic, together with the designation of the respective university and the academic degree awarded. The diploma is delivered to the applicant after the successful completion of the Advanced Master's examination at the earliest graduation date.

#### **Article 5**

##### **Proceedings for Statement of Invalidity of State Examinations or Their Parts or the Advanced Master's Thesis Defence**

- (1) During the proceeding concerning the statement of invalidity of the Advanced Master's state examination or its part, the decision will be made by the Rector. Proceedings on Statement of Invalidity of State Examinations or Their Parts or the Thesis Defence are governed by Sections 47c to 47e of Act no. On Higher Education Institutions and on Amendments and Supplements to Some Other Acts (Higher Education Act).

#### **Article 6**

##### **Final Provisions**

- (1) The Advanced Master's Proceedings Regulations at the Faculty of Arts of the University of South Bohemia in České Budějovice issued by the Dean's Ordinance No. 7/2011 of 9 March 2011 are hereby repealed.
- (2) These Advanced Master's Proceedings Regulations at the Faculty of Arts of the University of South Bohemia in České Budějovice were approved by the Dean's Advisory Body on 20 November 2018 and by the FA USB Academic Senate on XX XX 2018.
- (3) These Advanced Master's Proceedings Regulations at the Faculty of Arts of the University of South Bohemia in České Budějovice become effective on xx December 2018.