

ADVANCED MASTER'S (RIGOROSUM) EXAMINATION CODE OF THE UNIVERSITY OF HRADEC KRÁLOVÉ, FACULTY OF SCIENCE

Article 1

Introductory Provisions

- (1) This Code regulates the rules for Advanced Master's (Rigorosum) examinations (hereinafter the "AME") taking place in accordance with section 46 of Act No. 111/1998 Sb., on higher education institutions and on change and amendment of other acts, as amended, in accordance with Article 28 of the Constitution of the University of Hradec Králové, and in accordance with Article 29 of the Study and Examination Code of the University of Hradec Králové.

Article 2

Taking Place of Advanced Master's Examinations at the University of Hradec Králové, Faculty of Science (hereinafter the PŘF UHK)

- (1) After passing the AME, the academic title "doktor přírodních věd" (rerum naturalium doctor, "RNDr." in abbreviated form shown before the name) is conferred at the PŘF UHK in accordance with Act No. 111/1998 Sb., on higher education institutions and on change and amendment of other acts, as amended. The AME can take place in post-Bachelor's study programmes (i.e. Master's programmes) the accreditation of which allows the AME taking place and conferring the said title pursuant to section 78 (10) of the Act.
- (2) The list of study programmes in which the AME may take place at the PŘF UHK and the "RNDr." title may be conferred is published on the publicly accessible section of the PŘF UHK website.
- (3) The Advanced Master's procedure in each study programme at the individual faculty worksites is managed by the Advanced Master's Committee whose members and Chair are appointed by the faculty Dean on the basis of a

proposal by the relevant worksite and after approval by the PŘF UHK Research Board.

Article 3

Commencement of Advanced Master's Procedure

- (1) An applicant shall apply for the Advanced Master's procedure in writing via the PŘF UHK Study Department and shall submit, together with the application, a document evidencing the payment of the fee for the application receipt and the examination. The fee is determined by an actual decision of the PŘF UHK Dean.
- (2) The fee for the application receipt and examination is remitted to applicants who have completed their doctoral studies at the UHK Faculty of Science.
- (3) The application shall include the following attachments:
 - Structured professional and work CV;
 - Affidavit that the applicant has not commenced any Advanced Master's procedure at another higher education institution in a study programme falling under the same area of education and that the submitted Advanced Master's thesis has not been submitted in another Advanced Master's procedure or has not been used for conferring another academic title (except where the applicant asks for recognition of a previously defended Master or Doctoral thesis as an Advanced Master's thesis according to Article 5 (4));
 - Advanced Master's thesis in three documentary counterparts out of which at least one counterpart must be hard bound, and Advanced Master's thesis in an electronic form.
- (4) Applicants who are not graduates of the UHK Faculty of Science shall also attach the following documents:
 - Authenticated copies of documents evidencing graduation from a Master's study programme in the same area of education (i.e. higher education diploma and certificate of the final state examination and its parts and/or the diploma supplement);
 - Copy of the Master's thesis on the basis of which the Master's title was conferred on the applicant; the Master's thesis can be submitted either in documentary or electronic form.
- (5) Graduates from the UHK Faculty of Science submit neither the authenticated copies of documents evidencing their graduation from a Master's study programme nor the copy of their Master's thesis.

- (6) If the requirements specified in Article 3 (1) are not met, the Study Department of the PřF UHK calls the applicant for completion of the application and the applicant is obliged to deliver the required documents within a period of time that may not exceed 30 days from the call sending. If the applicant fails to meet the given period of time, the procedure is terminated and the applicant is refunded the amount paid minus CZK 500.
- (7) If the AME cannot take place at the faculty in the study programme in which the applicant obtained the Master's title, the faculty returns the application for the AME to the applicant, explains the reason and repays the whole fee paid by the applicant.
- (8) The applicant can apply for the Advanced Master's procedure repeatedly, using the provisions of Article 3 (1) hereof.

Article 4

Participant of Advanced Master's Procedure

- (1) The Advanced Master's procedure participant is not a student within the meaning of the Act.
- (2) The faculty must acquaint the Advanced Master's procedure participant with the requirements placed on the Advanced Master's thesis and with the AME form, general content and conditions. Such information can be found on the publicly accessible PřF UHK website.

Article 5

Advanced Master's Thesis

- (1) The extent of the Advanced Master's thesis and its formal aspects are described in the Methodological Guidelines for Supervision, Elaboration and Defence of Bachelor's, Master's and Advanced Master's Theses (actual decision of the PřF UHK Dean). The thesis includes the applicant's affidavit that he/she elaborated the thesis on his/her own and listed all references used – see Annex of the mentioned PřF UHK Dean's decision.
- (2) The Advanced Master's thesis is delivered in accordance with the actual Rector's Decree titled Rules for Bachelor's, Master's, Advanced Master's, Doctoral and Habilitation Theses Handling at the UHK.
- (3) The Advanced Master's thesis can be based on a Master's thesis; however, it must be reworked or supplemented substantially, which will be assessed by the Advanced Master's Committee.

- (4) The applicant can ask for recognition of his/her dissertation of Master's thesis as Advanced Master's thesis. This must be Master's thesis or Dissertation that meets the requirements placed on professional quality of scientific work. Master's thesis can be recognized if its defence was graded "excellent" (and/or A or B). The topic and content of Dissertation must correspond to the study programme completed by the applicant in his/her Master's studies and in which he/she wants to pass the AME. Recognition is decided by the Advanced Master's Committee for the given study programme. If the applicant asks for recognition of his/her thesis, he/she must deliver it in a documentary form together with the application (Advanced Master's thesis in three documentary counterparts out of which at least one counterpart must be hard bound and clearly identified as Advanced Master's Thesis, including an inscription on the hard bound cover). Electronic form of the thesis shall be downloaded in the eVSKP system no sooner than after the thesis recognition.

Article 6

State Advanced Master's Examination

- (1) The Advanced Master's Committee must lay down the AME date within 6 months from filing of the application for the examination.
- (2) The Advanced Master's Committee discusses and its Chair proposes two reviewers of the Advanced Master's thesis who will elaborate reports that must be available to the Advanced Master's procedure participant at least 14 days before the AME takes place. At least one of the reviewers may not be a worker of the worksite where the Advanced Master's procedure takes place.
- (3) If neither of the reviewers recommends the Advanced Master's thesis for defence, neither the defence nor other parts of the AME take place on the given date. The Advanced Master's thesis is classified "Failed". The Committee also determines whether the thesis must be reworked or supplemented. The Advanced Master's thesis may be re-defended no earlier than after six months.
- (4) The AME shall take place before the Advanced Master's Committee. At least three members of the Advanced Master's Committee must be present during the examination. At least one third of the present Advanced Master's Committee members may not be employers of the University of Hradec Králové.
- (5) The Advanced Master's Committee is convened by its Chair.

- (6) The AME and announcement of results is public. Minutes shall be made about the AME.
- (7) The AME consists of three parts. All parts of the AME take place on the same day. The AME consists of the following compulsory parts:
 - Examination of expertise in the study programme of the previous Master's programme of study; the specific content is determined by the Advanced Master's Committee. The extent and content of the examination is available on the publicly accessible section of the PřF UHK website;
 - Elective examination chosen by the applicant for the Advanced Master's procedure out of minimum two and maximum four offered variants;
 - Advanced Master's thesis defence.
- (8) The result of the Advanced Master's examination or its part is classified either "Passed" or "Failed". The overall result of the examination is "passed" if the Advanced Master's procedure participant is classified "Passed" in all three parts of the AME.
- (9) If the Advanced Master's procedure participant does not appear at the AME without any justification, he/she is classified "Failed". The justification must be delivered and properly evidenced within 5 workdays after the AME date at the latest.
- (10) If the Advanced Master's procedure participant fails the AME or any of its parts, he/she may repeat the AME once, however, no earlier than after three months. If he/she failed to defend the Advanced Master's thesis, he/she may repeat the AME no earlier than after six months. Successfully passed parts of the Advanced Master's examination are not repeated.
- (11) AME passing is evidenced by a diploma and certificate of AME and Advanced Master's thesis defence. These documents are usually given to the Advanced Master's procedure graduate at a graduation ceremony.

Article 7

Reimbursement of Expenses

- (1) The fee for acts related to the receipt of the application for the Advanced Master's examination and to its taking place is determined by the PřF UHK Dean's decision. The fee for the Advanced Master's procedure is non-refundable except for cases specified in Article 3 (6) and (7). The fee may neither be reduced nor remitted except for the provision of Article 3 (2) by

which the fee is remitted automatically to applicants who have completed their doctoral studies at the PŘF UHK.

- (2) If the applicant is interested, the faculty provides him/her consultations and allows him/her using the equipment and information technologies before filing the application for the Advanced Master's examination subject to a fee determined by the PŘF UHK Dean's decision.

Article 8

Final Provisions

- (1) Advanced Master's (Rigorosum) procedure started before this Code will have entered into force will be completed according to this Code.
- (2) This Code is published at the electronic PŘF UHK Official Notice Board on the publicly accessible PŘF UHK website.
- (3) This Code was approved by the PŘF UHK Academic Senate on 29 March 2023 in accordance with section 27 (1) (b) of the Act.
- (4) This Code was approved by the UHK Academic Senate on 5 April 2023 in accordance with section 9 (1) (b) of the Act.
- (5) This Code becomes valid and effective on the day of approval by the Academic Senate of the University of Hradec Králové in accordance with section 9 (1) (b) of the Act.

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