

MUP EXAMEN RIGOROSUM CODE

Article 1

INTRODUCTORY PROVISIONS

MUP Examen Rigorosum Code provides¹ for the administration of applications for final state Rigorosum examinations (hereinafter the “Final State Rigorosum Examination”), which are not a part of MUP curriculum, the details of administration of Final State Rigorosum Examinations at Metropolitan University Prague (hereinafter the “MUP”), and their evaluation.

Article 2

ADMINISTRATION OF FINAL STATE RIGOROSUM EXAMINATIONS AT MUP

Final State Rigorosum Examinations are available at MUP in specialisations that are implemented in Master’s Degree study programmes and whose accreditation includes a decision on authorization to bestow this academic title²; successful completion of the Final State Rigorosum Examination results in the awarding of the academic title of doctor of philosophy (“doktor filozofie” in Czech; abbreviated as PhDr. before name) pursuant to Act no. 111/1998 Coll., on Higher Education Institutions and on Modification and Amendment of Other Acts, as amended (hereinafter the “Higher Education Act”).

Article 3

SUBMISSION OF APPLICATIONS

- (1) Applications for Final State Rigorosum Examinations may be submitted by applicants who:
 - a) completed a Master’s Degree study programme and received the academic title of Master (“magistr” in Czech) pursuant to Section 46 of the Higher Education Act in one of the specialisation pursuant to Article 2 of this MUP Examen Rigorosum Code, or
 - b) commenced or completed study in a Doctoral Degree study programme, the specialisation of which is a follow-up of a Master’s Degree study programme pursuant to Article 2 herein.
- (2) Applications must be submitted on the relevant form and include all supplements stipulated in the applicable Rector’s Directive.
- (3) Applications must be signed by the applicant and submitted to MUP Student Services office.
- (4) Applicants who submit applications that are not duly completed or are missing any of the required supplements will be notified by MUP Student Services office and given an opportunity to rectify the shortcomings prior to a specific deadline. Unless the shortcomings are rectified prior to the deadline, such applications shall be considered null and void.
- (5) Within 60 days of the receipt of the applicant’s submitted application, on the grounds of assessment of the application and supplements by the committee consisting of members of the relevant MUP Department, MUP Student Services office shall inform the applicant on the details regarding the date and requirements of the Final State Rigorosum Examination, on the assigned consultant who will consult the draft of their Rigorosum thesis, and on the rules of use of MUP information technologies necessary for preparation for this examination; or, as the case may be, MUP will invite the applicant to amend the application within a specific time limit; this time limit

¹ Article 5, Item 2 of MUP Charter

² Section 78, Article 3 and Section 46, Article 5 of the Higher Education Act.

does not include the deadline pursuant to Item 4 above. The topic or outline of the Rigorosum thesis may be changed only once. In case the committee finds the topic or outline of the Rigorosum thesis unsuitable for completion in the form of a Rigorosum thesis, MUP Student Services shall inform the applicant that the outline or topic of his/her Rigorosum thesis is not suitable for completion; in such cases, applications shall be considered null and void. Subsequently, applicants are entitled to submit another application pursuant to Article 3, Item 2 herein. This process can be repeated without any limitations.

- (6) Applicants who receive the notification containing details regarding the date and requirements of the Final State Rigorosum Examination pursuant to item 5 above shall pay the administrative fee for the Rigorosum proceedings pursuant to Article 6, Item 2 herein in the amount stipulated in the List of MUP Fees, and they shall sign the Contract on the Administration of Rigorosum Proceedings with MUP. Applications submitted by applicants who fail to pay the administrative fee for the Rigorosum proceedings and fail to sign the Contract on the Administration of Rigorosum Proceedings shall be considered null and void.
- (7) Applications submitted for the Final State Rigorosum Examinations do not constitute admissions procedures pursuant to the provisions of Section 50 of the Higher Education Act.
- (8) Participants of Rigorosum proceedings must defend their Rigorosum thesis and successfully pass an oral examination in the maximum allowed period of three academic years; this period commences as of the beginning of the academic year following the day of signing of the Contract on the Administration of Rigorosum Proceedings.

Article 4

FINAL STATE RIGOROSUM EXAMINATIONS

- (1) Final State Rigorosum Examinations comprise two parts: an oral part focusing on the examination in the relevant specialisation and a defence of the Rigorosum thesis.
- (2) The oral examination comprises an examination from the course whose contents are used in the Final State Examination; the contents of this course must correspond to the study programme or specialisation pursuant to Article 2 herein.
- (3) Rigorosum theses verify the ability of participants of the Rigorosum proceedings to conduct independent research or creative activities; the provisions of Item 2 shall apply to the topic of Rigorosum theses analogously. The extent of the body text of Rigorosum theses shall be at least 100 standard pages. One standard page comprises 1800 characters including spaces. Rigorosum theses can be based on Master's dissertations; nevertheless, they must be significantly revised or amended. Defended Doctoral (Ph.D.) theses cannot be submitted as Rigorosum theses.
- (4) Participants in Rigorosum proceedings are required to submit their Rigorosum thesis electronically via MUP Student Information System (SIS) and also a paper copy. MUP Rector's Directive stipulating the binding guidelines for submission of final dissertations at MUP, as amended, shall apply to Rigorosum theses analogously. Within 30 days from the receipt of the Rigorosum thesis, MUP Student Services office shall send a notice regarding the date of the Final State Rigorosum Examination to the participant.
- (5) Final State Rigorosum Examinations are held before an examination committee consisting of three members (hereinafter the "Committee"). The course of the examination and the announcement of the results are open to the public. The Committee shall constitute quorum in case at least two of its members are present.
- (6) The Chair and members of the Committee are appointed by MUP Rector from the midst of professors, associate professors, and other experts approved by MUP Academic Board.

- (7) The Guarantor of the relevant specialisations shall appoint one external assessor who will submit one opinion on the submitted Rigorosum thesis; the second opinion shall be submitted by the consultant. In case any of the two opinions proves to be negative in the sense that it doesn't recommend the Rigorosum thesis for defence, MUP Vice-Rector for Science and Research shall appoint another external assessor to provide an opinion on the Rigorosum thesis. In case both opinions (supervisor and external assessor or first and second external assessor) are negative, the Rigorosum thesis cannot be accepted for defence; in such cases, Article 4, Item 10, sentence 2 herein shall apply analogously. Both the consultant and the external assessor or, as the case may be, both external assessors may participate at the meeting of the Committee even if they are not its members. The Chair of the Committee shall verify whether the opinions of external assessors of Rigorosum theses voice concerns regarding potential unauthorised and improperly referenced quotations from other texts (hereinafter the "Plagiarism"). In case an opinion of the external assessors of any Rigorosum Thesis voices concerns regarding potential Plagiarism, the Chair of the Committee shall appoint a second external assessor who will prepare a second opinion of the Rigorosum thesis. The author of the second opinion shall have both previous opinions to his/her disposal. In case the second external assessor opinion confirms the suspicion of Plagiarism, the Rigorosum thesis cannot be accepted for defence. Subsequently, the participant of the Rigorosum proceedings is obliged to re-submit his/her Rigorosum thesis that complies with the relevant academic norms. In such cases, the participant of the Rigorosum proceedings may defend his/her Rigorosum Thesis during the following academic year at the earliest. In case the second external assessor opinion does not confirm the suspicion of Plagiarism, the Rigorosum Thesis may be submitted for defence. Supervisors and external assessors are obliged to inform MUP Vice-Rector for Student Affairs of their suspicion of Plagiarism in Rigorosum theses; subsequently, MUP Vice-Rector for Student Affairs shall implement measures pursuant to MUP Disciplinary Code.
- (8) A report on each Final State Rigorosum Examination shall be drafted and signed by the Chair and all members of the Committee and, as the case may be, the consultant and external assessor or external assessors.
- (9) Final State Rigorosum Examinations are graded as follows: "Pass" ("prospěl(a)" in Czech) – "Fail" ("neprospěl(a)" in Czech). The examination shall be graded as "Pass" only when participants of the Rigorosum proceedings pass the specialised oral part and successfully defend their Rigorosum theses. Participants who fail on one of the two parts of the Rigorosum proceedings will repeat only the failed part.
- (10) Oral examinations and defences of Rigorosum theses can be repeated only one time. When the Committee adopts a decision that the participant of the Rigorosum proceedings failed to defend his/her Rigorosum thesis, it shall determine whether it is necessary to revise or amend the thesis; defences may be repeated at the earliest 6 months after the original defence date.

Article 5

ISSUING OF DIPLOMAS

Upon successful completion of the Final State Rigorosum Examination, participants of the Rigorosum proceedings shall receive a university diploma and diploma supplement issued by MUP.

Article 6

FEES

- (1) Participants are required to pay an administrative fee for submission of applications for Final State Rigorousum Examinations pursuant to the List of MUP Fees. In case the application is considered null and void pursuant to Article 3, Item 4-6 herein, applicants are not entitled to receive a reimbursement for the paid fees for submission of applications for Final State Rigorousum Examinations.
- (2) Applicants shall pay a fee for the Rigorousum proceedings for the use of information technologies and consultations with members of MUP faculty pertinent to their Rigorousum thesis and preparation for the Final State Rigorousum Examination in the amount stipulated in the List of MUP Fees.
- (3) The manner, form, and deadline applicable to the fees pursuant to Article 6, Item 1 and 2 herein are stipulated in MUP Directive on Fees.

Article 7

RIGOROSUM THESES

- (1) MUP administers Rigorousum theses pursuant to the provisions of Section 47 (b) of the Higher Education Act and the relevant provisions of Act 121/2000 Coll., on Copyright and Rights Related to Copyright and on Amendment to Certain Acts (the Copyright Act) as amended (hereinafter the "Copyright Act"), particularly pursuant to the provisions of Section 35, Article 3 and Section 60 of the Copyright Act.
- (2) Rigorousum theses submitted for defence are available for public access at least 5 business days prior to the defence for on-site consultation on the premises of the relevant MUP building where the defence is to take place. Individuals are entitled, at their own expense, to make extracts, copies, or photocopies of the Rigorousum theses that are made available in this manner; however, they are allowed to do so solely for the purpose of personal perusal in accordance with the provisions of Section 30, Articles 1 and 2 of the Copyright Act. Thusly acquired information, extracts, copies, and photocopies may not be indicated as study, research, or any other creative activities of any other person than the author. Any other use of the Rigorousum theses or their parts is possible only with the consent of the author.
- (3) Successfully defended Rigorousum theses, including the opinions of the supervisors and external assessors, shall be made available for public access without seeking profit via the database of Rigorousum theses administered by MUP. Pursuant to this paragraph, public access is defined as on-site consultation of Rigorousum theses in the Jiří Hájek Specialised Library of Metropolitan University Prague in accordance with the Library Code of the Jiří Hájek Specialised Library.
- (4) MUP uses Rigorousum theses for the purposes of instruction or internal use pursuant to the provisions of Section 35, Article 3 of the Copyright Act without any intent to achieve direct or indirect economic or business advantage. Other types of use of Rigorousum theses are governed by licence agreements signed between MUP and the authors; further details are specified in the relevant licence agreements. Under standard circumstances, MUP is entitled to enter into such licence agreements pursuant to the provisions of Section 60 of the Copyright Act.

Article 8

FINAL PROVISIONS

- (1) MUP Examen Rigorosum Code registered by the Ministry of Education, Youth, and Sports on 26 September 2011 under registration number 23 199/2011-30 is hereby revoked.
- (2) This MUP Examen Rigorosum Code was adopted by MUP Rector on 30 March 2011 and it shall enter into force and become effective as of the day of its registration by the Ministry of Education, Youth, and Sports.³

³ Section 36, Article 4 and Section 41, Article 2 of the Higher Education Act.