

**Rules for the State Rigorosum Examination
at the Faculty of Arts of Charles University
dated 2 June 2017**

In accordance with Section 27(1b) and Section 33(2f) of Act no. 111/1998 Sb., on institutions of higher education, and changes to other acts, as amended (the Higher Education Act), and Article 34 of the Constitution of the Faculty of Arts of Charles University, as amended, the Academic Senate of the Faculty of Arts of Charles University has adopted these Rules for the State Rigorosum Examination at the Faculty of Arts of Charles University as its internal regulation:

**Article 1
Introductory provisions**

On the basis of Article 4(13) and Article 7(3) of the Rigorosum Examination Code of Charles University, as amended, these rules regulate the details for the State Rigorosum Examination, which is not a part of studies (the “state rigorosum exam”),¹ at the Faculty of Arts of Charles University (the ‘Faculty’ and the “University”), which are not regulated in the Rigorosum Examination Code of the University.

**Article 2
Details for taking the state rigorosum exam at the Faculty**

1. The state rigorosum exam is organized during two periods of the academic year: April and November. An application may be submitted at any time during the year. Applicants for the April term of the state rigorosum exam must submit the application by the end of January of the respective calendar year. Applicants for the November term of the state rigorosum exam must submit the application by the end of August of the respective calendar year.
2. The head of the respective basic unit is responsible for the timely invitation of members of the examination board and the applicant for the state rigorosum exam.²
3. The state rigorosum exam is held in the language of the accreditation of the study programme in which the Faculty is authorized to hold the state rigorosum exam. It may also be held in English or another language that is justified by the language and topic of the rigorosum thesis. Thus, the language of the exam may be changed only based on a written request, which is decided on by the head of the respective basic unit of the Faculty.

¹ Section 46(5 and 6) of the Higher Education Act; Article 34 of the Constitution of the Faculty

² In accordance with Article 4(5) of the Rigorosum Examination Code of the University

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4. Both parts of the state rigorosum exam take place on the same day. The defence of the rigorosum thesis precedes the oral exam. The oral exam takes place only if the applicant successfully defends the rigorosum thesis.
5. The head of the respective basic unit of the Faculty submits a proposal for appointing the chair and members of the examination board to the Dean by way of the Student Registry of the Dean's office of the Faculty (the "Study Registry") together with a proposal for the time and place of the state rigorosum exam and the names of the applicants allocated to the proposed examination board no later than 30 days prior to the beginning of the calendar month in which the state rigorosum exam takes place. A member of the examination board cannot be a reviewer of the rigorosum thesis. A reviewer is always invited to participate in the state rigorosum exam and can participate in the meeting of the examination board, including its non-public part, as an advisor.
6. The chair of the examination board organizes the state rigorosum exam and is responsible for the activities of the examination board. In exceptional cases, a deputy chair designated by the Dean and selected from among the appointed members of the examination board may represent the chair in all matters.
7. The examination board decides on the results of the state rigorosum exam at a non-public meeting and makes decisions by a majority of the present members; in the event of a tie vote, the vote of the chair is decisive.
8. The chair of the examination board arranges for drawing up the minutes of the state rigorosum exam and delivering its original together with any materials within five working days of the exam to the Student Registry for filing in the documentation of the applicant. An employee of the Student Registry saves the minutes of the state rigorosum exam and information about the results within 10 days of the exam as a record of the rigorosum thesis in the Student Information System of the University (SIS). The applicant may request a copy of the minutes at the Student Registry.
9. If an applicant does not attend the state rigorosum exam for serious reasons, and duly justifies and excuses the absence within three days, the Dean allows the applicant to take the exam at next the next available term; this term is deemed binding. The applicant sends the excuse to the chair of the examination board via the Student Registry. The chair of the examination board decides whether or not the applicant is duly excused, and the justified decision is a part of the documentation for the state rigorosum exam.

Article 3

Selection of topic and submission requirements for the rigorosum thesis

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1. The topic of the rigorosum thesis does not need to be identical to the title of the thesis. The title of the thesis may more specifically determine the topic. Any smaller changes to the title of the rigorosum thesis which does not affect the topic of the thesis is made by the employee of the Student Registry in SIS based on an electronically delivered request of the head of the respective basic unit of the Faculty. The topic of the thesis may be changed only based on the written request of the applicant using the required form submitted no later than 90 days prior to the state rigorosum exam, which is decided upon by the Dean. The request must include a new basic outline of the thesis. The head of the respective basic unit of the Faculty comments on the request, and as a rule, a condition for its positive settlement is the consent of this head.
2. As a rule, the rigorosum thesis must be written in the language of the accreditation of the study programme in which the Faculty is authorized to hold the state rigorosum exam. The thesis may also be written in English or another language that is justified by the topic of the rigorosum thesis. The language of the thesis may be changed only based on a written request of the applicant on the required form, which is decided on by the Dean of the Faculty. The head of the respective basic unit of the Faculty comments on the request, and as a rule, a condition for its positive settlement is the consent of this head. The topic of the thesis must always be submitted in Czech and English and in the language of the thesis. The title of the thesis must be submitted in the language used to submit the thesis.

Article 4

Requirements, formal arrangements, and submission of the rigorosum thesis

1. The length of a rigorosum thesis is a minimum of 180,000 characters (100 standard pages). This includes all text, excluding annexes. The recommended format for submitting the thesis is described in more detail in the methodological instructions published in the public section of the Faculty's web pages. The basic units of the Faculty may specify the required scope and other requirements of the thesis as long as they respect the minimum requirements for these rules.
2. The thesis must contain the following parts: contents, references and bibliography, an abstract in Czech and English (if the thesis was written in a language other than Czech or English, the abstract may also be in this language), key words in Czech and English, and any other requirements established by the respective basic unit of the Faculty.
3. The title page of the rigorosum thesis must contain the following:
 - a. Name of the university, faculty, and basic unit of the faculty where the rigorosum thesis is submitted for defence;
 - b. The designation "Rigorosum thesis";
 - c. The study programme in which the state rigorosum exam is accredited;
 - d. Author's name

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- e. Title of the thesis in Czech and English; if the thesis is written in a language other than Czech or English, also in this language;
 - f. The year of submitting the thesis for defence.
4. The next page should contain a declaration of the author on the originality of the thesis confirming that:
 - a. The author has written the work independently;
 - b. All sources and literature have been properly cited;
 - c. The thesis was not submitted as fulfilment of a study obligation for other studies or submitted for the defence of other university studies or for acquiring another or the same title.
5. The applicant must submit the thesis electronically in SIS. The electronic submission must contain the following PDF files: the thesis, Czech abstract, English abstract. Additional, non-obligatory appendices may also be submitted. The applicant is responsible for the completeness of the submitted electronic thesis and the mandatory appendices. Based on the instructions of the head of the respective basic unit of the Faculty, the applicant is required to submit no more than two printed copies of the properly submitted electronic thesis as reference for the work of the reviewer and the examination board.
6. For the April state rigorosum exam deadline, theses are submitted by the end of January of the specific calendar year. For the November state rigorosum exam deadline, theses are submitted by the end of August of the specific calendar year.

Article 5 Defence of the rigorosum thesis

1. The respective basic unit of the Faculty ensures that the rigorosum thesis will be promptly available to the reviewer and that the rigorosum thesis will be available to the examination committee during the thesis defence.
2. If needed, the chair of the examination committee may entrust another expert to prepare a partial or supplementary assessment of the rigorosum thesis.
3. After submitting the thesis, however at least five days before the defence, the electronic assessment must be submitted by the author of the reviewer's assessment in SIS for the specific record and sent electronically to the applicant at the e-mail address specified in the application for the state rigorosum exam. As a rule, the assessment of the rigorosum thesis is written in the language in which the study programme is accredited and in which the Faculty is entitled to hold the state rigorosum exam. It may be written in another

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language only with the consent of the head of the respective basic unit of the Faculty. The assessment must contain a proposal of the classification. The head of the respective basic unit of the Faculty is responsible for complying with these requirements.

4. If the assessment of the reviewer proposes the classification “fail”, the applicant is entitled to withdraw from the defence, however no later than three days before the defence. The notice on withdrawal in which the applicant declares that they have been acquainted with the assessment, that they acknowledge the reservations contained therein, and that, based on the reviewer’s assessment, they consider it necessary to revise or supplement the thesis, must be sent electronically by this deadline to the head of the respective basic unit of the Faculty and subsequently in paper form with their signature by the day of the defence to the Study Registry. Based on such declaration, the defence will be classified as “fail”.
5. During the defence, the committee takes into account the assessment of the reviewer. As a part of the defence, the applicant provides a brief presentation of their thesis and then responds to the questions, comments, and objections of the reviewer and members of the committee.
6. After the thesis defence, the applicant has the possibility to supplement the record of the thesis in SIS, by way of an authorized person at the respective basic unit of the Faculty, with a file containing typographical corrections and similar minor errors no later than 15 days after the defence.

Article 6

Publishing the rigorosum thesis

1. A rigorosum thesis submitted for defence is accessible³ to the public through the electronic database of theses at least five working days before the defence and for a period from the 21st day after the defence until the day it becomes accessible in the university repository or during the business hours of the Study Registry, provided that a request to postpone publication of the thesis was not submitted.
2. The Faculty may request a written declaration that the person accessing the thesis was informed that any acquired information cannot be used for profit-making purposes or issued for study, research, or other creative activities of a person other than the author.

Article 7

Recognition of other theses and examinations

³ Section 47b of the Higher Education Act

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1. In the event of requests for recognizing master's or PhD theses as rigorosum theses that were defended at the Faculty after 31 December 2005, the applicant does not submit the thesis itself but submits through SIS a reference to the record of the thesis in the university repository and provides information that a request was filed for recognition of a master's or PhD thesis and its title. In the case of other theses, the applicant submits a copy of the original thesis to be recognized.
2. In the event that a request was submitted for recognizing a master's thesis as a rigorosum thesis, the reviewer indicates in the assessment whether the submitted master's thesis fulfils the criteria of a rigorosum thesis and whether the thesis was or could be published as a whole or a substantial part in a monograph or in peer-reviewed academic journals. The reviewer must not be the same person as the head or reviewer of the recognized master's thesis.
3. If a request was submitted for recognizing a PhD thesis as a rigorosum thesis, the thesis is not assessed by a reviewer.
4. At its meeting, the examination committee decides on recognition of a master's or PhD thesis as a rigorosum thesis and the state PhD exam as an oral exam according to these rules.
5. In other cases, the procedure is the same as if a request for recognition of a master's or PhD thesis as a rigorosum thesis or a state PhD exam as an oral exam according to these rules was not submitted.

Article 8 Transitional provisions

1. The rigorosum procedure initiated the day prior to the effectiveness of these rules is completed in accordance with the Rigorosum Examination Code of the University, as amended, and these rules.
2. The provisions of these rules on the state rigorosum examination in the area of study of the programmes of study apply *mutatis mutandis* to the state rigorosum exam in the area of study of the fields of study as a part of the programmes accredited in accordance with the Higher Education Act in the version effective prior to 1 September 2016.

Article 9 Final provisions

Rules for the State Rigorosum Examination at the Faculty of Arts of Charles University

1. The Rigorosum Examination Code of the Faculty approved by the Academic Senate of the University on 22 January 2010, as amended, is hereby rescinded.
2. This regulation was approved by the Academic Senate of the Faculty on 25 May 2017.
3. This regulation comes into force on the day of its approval by the Academic Senate of the University.⁴
4. This regulation comes into effect on the first day of the calendar month following the day its came into force.

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President of the Academic Senate of the Faculty

doc. Mirjam Friedová, Ph.D.
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PhDr. Tomáš Nigrin, Ph.D.
President of the Academic Senate of the University

⁴ Section 9(1b) point 2 of the Higher Education Act. This regulation was approved by the Academic Senate of the University on 2 June 2017.