

Charles University
Faculty of Pharmacy in Hradec Králové

Dean's Directive n. 4/2023

Procedure for the Organisation of the State Rigorosum Examination

This Directive is issued on the basis of the [Rigorosum Examination Code of Charles University](#) from 14 December 2016, as amended (REC CU), and the Rules for the Organisation of the State Rigorosum Examination at the Faculty of Pharmacy in Hradec Králové (Rules of FP CU), and in compliance with 46(5) of Act n. 111/1998 Sb., to regulate higher education institutions and to change and amend other laws (the Higher Education Act).

Part I
Receiving applications for the State Rigorosum Examination

Article 1

1. An application for the State Rigorosum Examination must be submitted by a prescribed form, undersigned by the applicant, and complemented with the documents as follows:
 - an authenticated copy of a university diploma;
 - an authenticated copy of the diploma supplement, or the final state examination certificate, or documents under section 25 or section 43(2) of the Higher Education Act;
 - a document proving the payment of fee for the acceptance of the application and holding the State Rigorosum Examination; should the applicant request that they use devices, facilities, and IT technologies necessary for their preparation for the examination they should submit the proof of payment of the respective charge.
 - a graduate of a foreign university is to submit a document recognizing their foreign university degree as equal to a respective Czech degree (recognition certificate) unless the foreign degree has been considered equal on the basis of an international agreement.
2. An authenticated copy of a university diploma, an authenticated copy of the diploma supplement, or of the final state examination certificate, are not requested to be submitted by graduates of the Charles University Faculty of Pharmacy in Hradec Králové (Faculty of Pharmacy of CU in Hradec Králové, or FP CU). These may be submitted in the form of a simple copy.
3. A graduate of the master's programme of study is to submit the application along with required attachments to [the Faculty of Pharmacy of CU in Hradec Králové](#); the processing of the application is the responsibility of [the Student Registry](#) of the Dean's Office.

Article 2

1. The amount of fee and charge relating to the acceptance of an application for the State Rigorosum Examination and holding the examination is set by a Dean's Directive in compliance with Art. 6(1) and (2) of the REC CU.¹
2. The fee may be waived by the Dean of the FP CU upon a written application submitted by a graduate of the doctoral programme of study at the Faculty of Pharmacy of CU in Hradec Králové who has duly completed the doctoral study by defending the dissertation within a maximum of five years from the commencement of their study.
3. The fee and charge relating to the acceptance of an application for the State Rigorosum Examination and holding the examination are due on the date of submission of the application and are to be paid via a bank transfer to the Faculty of Pharmacy CU as follows: bank account number 153149586/0300, ČSOB Hradec Králové; VS: 6666, SS: birth number of the applicant.

Part II

Recognition of theses and examinations

Article 3

Recognition of a master's thesis defended at the FP CU as a rigorosum thesis

1. An applicant for the rigorosum procedure is to indicate in the application that they apply for the recognition of the master's thesis to be a rigorosum thesis.
2. The Rigorosum Committee as an advisory board of the Dean regarding the State Rigorosum Examination (Committee) is to note the date of defence of the master's thesis as no more than 5 years should have expired as on the date of filing the rigorosum application.
3. The Committee in their consideration of the application is to take in to account the following quality requirements for the recognition of a master's thesis as a rigorosum thesis:
 - The master's thesis was of an experimental nature, not just of retrieval or search character;
 - The master's thesis was defended at the Faculty of Pharmacy of CU in Hradec Králové and awarded grade "excellent".
4. The master's thesis must comply with the requirements applicable to the rigorosum thesis as defined in Art. 4.(3) of the REC CU, namely the thesis proves the ability of the applicant to work autonomously in the area of research and development and to carry out autonomous creative activities.
5. The Committee can also take into account the reports of an advisor and reviewer regarding the master's thesis as well as the report of the defence of the thesis.
6. The Committee is to take vote on the recognition of the master's thesis as rigorosum thesis; the result of the vote is to be included in the minutes.

Article 4

Recognition of a dissertation defended at the FP CU as a rigorosum thesis, and of a State Doctoral Examination passed at the FP CU as an oral part of the State Rigorosum Examination

¹ Dean's Directive n. 16/2022, to regulate fees, payments and other charges collected at the Faculty of Pharmacy in Hradec Králové.

1. An applicant for the rigorosum procedure is to indicate in the application that they apply for the recognition of the dissertation to be a rigorosum thesis, and the recognition of the State Doctoral Examination as an oral part of the State Rigorosum Examination.
2. The Committee is to note the date of defence of the dissertation as no more than 5 years should have expired as on the date of filing the rigorosum application.
3. The dissertation must meet qualities and requirements as determined for dissertations by the Higher Education Act².
4. The Committee can also take into account the reports of a supervisor and reviewer regarding the dissertation as well as the report of the defence of the dissertation.
5. The Doctoral State Examination must cover areas corresponding to those where the Faculty of Pharmacy CU in Hradec Králové is authorised to hold State Rigorosum Examinations.
6. The Committee is to take vote on the recognition of the dissertation as rigorosum thesis and of the State Doctoral Examination as an oral part of the State Rigorosum Examination. The result of the vote is to be included in the minutes.

Article 5

Recognition of theses and examinations from other faculties and universities

1. This Article is applicable to situations when an applicant applies for recognition as rigorosum thesis of a thesis or dissertation defended at another faculty or university, and/or applies for recognition of a State Doctoral Examination as an oral part of the State Rigorosum Examination.
2. An applicant indicates in the application for the rigorosum procedure whether the recognition applies to a master's thesis or dissertation as a rigorosum thesis, and whether the applicant applies for the recognition of the State Doctoral Examination as an oral part of the State Rigorosum Examination. The applicant is obliged to submit the master's thesis or dissertation respectively in an electronic format: the text in the Portable Document Format for the Long-term Archiving [PDF/A],...pdf)³ along with reports of the advisor/supervisor and reviewer and the defence report; as for the application for the recognition of the State Doctoral Examination as an oral part of the State Rigorosum Examination the report of the completion of the State Doctoral Examination is to be submitted. A graduate of a foreign university is to submit, along with the application, an authenticated copy of the document proving the completion of the doctoral programme of study abroad and document proving its recognition (recognition certificate) unless the foreign degree has been considered equal on the basis of an international agreement.
2. The Committee is to note the date of defence of the master's thesis or dissertation as no more than 5 years should have expired as on the date of filing the rigorosum application.
3. The master's thesis or dissertation must cover areas corresponding or close to those where the Faculty of Pharmacy CU in Hradec Králové is authorised to hold State Rigorosum Examinations.
4. The Doctoral State Examination must cover areas corresponding to those where the Faculty of Pharmacy CU in Hradec Králové is authorised to hold State Rigorosum Examinations.
5. The Committee, in its consideration of an application for recognition of theses, dissertations, and examinations, is to proceed by analogy to Articles 3 and 4 of the Directive herein.

² Particularly section 47(4) of the Higher Education Act.

³ Details regarding accepted formats are provided in Rector's Directive n. 72/2017, Making the Electronic Database of Final Theses Accessible, as amended.

Article 6

Time-limit for the recognition of thesis/dissertation and examination

Within 60 days from the delivery of the application, the FP CU informs the applicant in writing whether the thesis/dissertation has been recognised as a rigorosum thesis, and/or whether the State Doctoral Examination has been recognised as an oral part of the State Rigorosum Examination. The time-limit does not include time assigned for the removal of defects in the application under Article 3(4) of the REC CU.

Part III

Procedure after the acceptance of an application

Article 7

The procedure after the acceptance of the application is governed by Article 3(4),(5), and (6) of the REC CU and Article 3(3)-(6) of the Rules of the FP CU.

Article 8

Time-limit for holding the State Rigorosum Examination

1. State Rigorosum Examinations are held at least twice a year (Art. 3(8) of the Rules of FP CU); the Chair of a Rigorosum Committee is to notify the applicant of the date of the rigorosum examination within 30 days of the delivery of the rigorosum thesis (Art. 3(4) of the Rules of the FP CU).
2. The time-limit for holding the State Rigorosum Examination after the submission of the rigorosum thesis for defence by the applicant,⁴ or after the delivery of a written statement to the applicant that the thesis or dissertation has been recognised as a rigorosum thesis, is to be set in such a way that its end must not exceed 4 years from the notification of the applicant that the application was approved.⁵

Article 9

State Rigorosum Examination

The content, date, course, and announcement of the State Rigorosum Examination are governed by Art. 4 REC CU and Art. 3(8), (9), and (10) of the Rules of the FP CU.

Article 10

Issuing the diploma

The issuance of the diploma proving the completion of the State Rigorosum Examination is governed in Art. 5 of the REC CU.

Article 11

Publishing rigorosum theses

The form of rigorosum theses, mode of their submission, time-limit, and mode for their publishing are governed by Art. 7 of the REC CU and Art. 3(7) the Rules of the FP CU.

⁴ Time-limit is prescribed upon authorisation in Article 4(5), second clause of the REC CU.

⁵ Time-limit prescribed in Art. 4(10) of the REC CU.

Part IV
Final provisions

Article 12

1. This Directive is to repeal Dean's Directive n. 13/2022, Acceptance of applications for the State Rigorosum Examination, and Dean's Directive n. 9/2010, Principles for recognising theses or dissertations as rigorosum theses.
2. This Directive comes into force on the date of its signature and becomes effective on the date of its publishing.

Hradec Králové, 7 February 2023

doc. PharmDr. Jaroslav Roh, Ph.D.
Dean FP CU