

DEAN'S DIRECTIVE No. 4/2020

Studies in doctoral degree programmes

DIRECTIVE FOR FSE UJEP

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Dean

PART I
BASIC STIPULATIONS

Article 1

Introductory Provisions

1. This regulation summarises the cardinal rules of doctoral study programmes run at the Faculty of Social and Economic Studies of the Jan Evangelista Purkyně University in Ústí nad Labem (hereinafter “FSE UJEP”). This regulation is based on Act No. 111/1998 Coll., on higher education institutions and on amendment to other acts (the Higher Education Act), as amended, (hereinafter the “Act”) and the Study and Examination Rules for Doctoral Study Programmes of the Jan Evangelista Purkyně University in Ústí nad Labem dated 16/5/2018.
2. For the purposes hereof, Slovakia and the Slovakian language are not regarded as a foreign country and a foreign language.
3. The doctoral study programme guarantor, the chairman of a doctoral degree programme board, shall be responsible for the quality of running the doctoral study programme.
4. The Vice Dean for Science and Research shall be responsible for the organizational arrangements of doctoral studies and shall coordinate all administrative tasks connected thereto.

PART II
RULES OF DOCTORAL STUDY PROGRAMMES AT FSE UJEP

Article 2

Form of Study

1. Doctoral study programmes at FSE UJEP are run in two basic forms:
 - a) full-time; this form requires the student’s presence at the FSE UJEP’s educational premises or partner departments (e.g. other parts of UJEP),
 - b) part-time; this form combines the principles of full-time and part-time forms of study).
2. The full-time student shall be obliged, among other things, to pursue teaching and creative activities at FSE UJEP. The maximum length of the student’s teaching activity shall be 4 hours of direct teaching per week for the period of up to 4 semesters of their studies, the minimum length shall be stated based on the agreement with the head of the department under which the stated subject is registered. The part-time student shall have the option to fulfill their obligations connected to creative activities at other academic sites (higher education institutions, universities).

Article 3

Credit System

1. Each study duty shall be awarded with credits (the credit system used is based on the ECTS), expressing the approximate time required by the given duty. One credit corresponds to approximately 30 hours of work (1 lesson = 45 minutes).
2. A successful completion of a doctoral study programme requires 240 credits in total, and that in the structure as follows:

Study Duty	Number of Credits
ISP – Individual Study Plan	max. 75
MSD – Miscellaneous Study Duties	
of which:	
a) creative activity	min. 50
b) completion of internship	max. 25
c) teaching and supervising qualification theses in Bachelor study programmes	20-100
d) colloquium I. (by the end of the 1st year of study)	5
e) colloquium II. (by the end of the 2nd year of study)	5
Defence of dissertation project (by the end of the 3rd year of study)	10
State doctoral examination	10
Defence of dissertation thesis	20

- Failure to comply with the study obligations stated in Article 3(2) (minimal number of credits, duty fulfillment deadlines) shall constitute a reason to terminate the studies.

Article 4

Individual Study Plan

- The Individual Study Plan (hereinafter the “ISP”) shall state a list of subjects, which must be completed by the student within their studies, as well as the indicative completion dates thereof.
- The ISP shall be drawn up by the student in cooperation with their tutor at the beginning of the studies and shall be presented for approval to the study programme board on a form available on the FSE UJEP website. In case of a potential change to the ISP, the procedure shall be of a similar nature.

3. The ISP shall be drawn up in consideration of the focus of the student's dissertation thesis and their current educational profile so that after the completion thereof, the student has knowledge and competences in compliance with the graduate profile stated.
4. An obligatory part of the ISP shall be constituted by compulsory subjects (defining the theoretical-methodological basis of the programme), optional subjects and voluntary subjects. The overview of the prescribed subjects, the number of credits awarded and the rules for the minimum number of subjects selected in the group of optional subjects shall be stated in Annex 1 hereto for the field of Applied Economy and Public Administration and in Annex 2 hereto for the field of Regulation and Behavioural Studies.

Article 5

Miscellaneous Study Duties

1. The number of credits awarded for the Miscellaneous Study Duties has been stated as follows:

Type of Output	Number of Credits
Teaching a full-time Bachelor or Master study programme subject (90 min/week) in the Czech, or otherwise a foreign language	3, or otherwise 6
Teaching a part-time Bachelor or Master study programme subject (two blocks) in the Czech, or otherwise a foreign language	2, or otherwise 4
Supervising, or otherwise reviewing a qualification thesis	2, or otherwise 0.5
International internship or study exchange (for each new month)	2
Presenting a paper at a conference in the Czech, or otherwise a foreign language	2, or otherwise 4
Publishing in a journal with IF in Q1 and Q2 (indexed in WoS)	40
Publishing in a journal with IF in Q3 and Q4 (indexed in WoS)	20

Type of Output	Number of Credits
Publishing in a journal indexed in the SCOPUS database	10
Monograph book publication (scholarly book) outside of the Czech or Slovak Republics	30
Monograph book publication (scholarly book) in the Czech or Slovak republics	20
Publication of other scientific texts (articles in the ERIH+, chapters in scientific monographs)	min. 5
Publication in indexed conference proceedings (WoS, SCOPUS)	min. 5
Obtaining an external scientific grant (e.g. Czech Science Foundation, Technology Agency of the Czech Republic, Horizon 2020, COST, etc.) as the head of the research team	20
Obtaining an external scientific grant (e.g. Czech Science Foundation, Technology Agency of the Czech Republic, Horizon 2020, COST, etc.) as a member of the research team	10
External scientific grant research	3

2. The doctoral study programme guarantor shall be entitled to decide on the increase of the amount of the credits awarded for publications in consideration of their scientific value (impact factor of a journal, JIP quartile, number of authors and their succession, etc.).
3. In case the number of authors of a given publication being higher than one, the credits received shall be divided by the number of the authors. In case the team of authors includes the student's supervisor, the supervisor shall not be included in the total number of authors. The student must be the leading author of at least one of their publications.

4. The part-time student can receive credits for teaching and publications for their activities at a different academic site. In case the student (full-time) is being paid an FSE scholarship, this student shall be obliged to perform teaching and record publications at UJEP for the purpose of collecting credits.
5. The request form for recognition of the above-mentioned, or otherwise other study duties, incl. the proposal of the number of credits awarded, shall be provided by the student together with the Annual Study Report (Article 9). The annex to the request form shall represent information which unequivocally proves the fulfillment of the obligations (e.g. article's DOI, conference programme, project proposal, incl. the list of researchers, etc.). The study programme guarantor shall decide on the number of credits awarded for other study duties.

Article 6

Fulfillment of Study Duty 'Defence of Dissertation Project'

1. The student shall process their dissertation project in the extent of 20-30 pages corresponding to a scientific publication both in depth and structure. The project can be provided in the English language. The project shall include:
 - a) clear definition of the aim and the relevance thereof
 - b) detailed review relevant to the given field of research based on the international environment
 - c) detailed research methodology (design of their own project)
2. The defence of the dissertation project shall take place on prior-agreed dates in front of a committee. The committee shall be appointed by the Dean based on the doctoral study programme guarantor's proposal. The Committee contains at least 3 members, while at least 1 member must be from a site other than UJEP.
3. The finished project together with the student's supervisor opinion shall be sent no later than one month prior to the publication of the date of the defence to the doctoral study programme guarantor and the Vice Dean for Research and Science at the FSE. Based on the guarantor's proposal, the Dean shall appoint the opponents of the dissertation project. The Vice Dean for Science and Research shall provide for the processing of at least 2 opponent opinions and the distribution of the project and of the opinions at least one week prior to the date of the defence to all the committee members.
4. At the end of their statement, the Committee shall express the resolution whether the project's focus corresponds to the profile of the given field of study and the level thereof fulfils/fails to fulfill the parameters of the aim of a doctoral dissertation thesis. The members of the committee shall vote on the result of the defence in secret, in the event of a tied vote, the doctoral study programme guarantor shall decide on the result.
5. After a successful defence of a dissertation project, the student shall be obliged to fill-out a form for the purpose of entering the dissertation thesis into the STAG application.

Article 7

State Doctoral Examination

1. The student shall be entitled to request the Dean of the faculty to complete the State Doctoral Examination (SDE) once they have successfully fulfilled all ISP subjects and received at least 125 credits for the Miscellaneous Study Duties.

2. The Application for Completion of the SDE shall be handed in by the student together with the Annual Study Report. The Application for Completion of the SDE shall contain the proposal of the content thereof in the form of five topics, which shall be subject to approval of the doctoral study programme guarantor. The topics shall be proposed by the student in cooperation with their supervisor (or their consultant). Each of the five topics shall consist of at least 10 original scientific articles, which shall thematically correspond to the content of the dissertation thesis and subjects studied within the ISP.
3. The SDE shall have the characteristics of a public expert discussion held with the examination committee members on the chosen topic.
4. The date of the SDE and the staffing of the examination committee shall be stated by the Dean on the basis of the doctoral study programme guarantor's proposal and the student shall be acquainted with them no later than 15 days prior to the date of the SDE.

Article 8

Dissertation Thesis

1. The topic of the dissertation thesis shall be chosen by the student on the basis of consultation with their supervisor, i.e., the consultant proposed by the supervisor.
2. The dissertation thesis (hereinafter the "DiT") shall contain detailed review of the current international state of knowledge and their own original scientific discoveries. It may consist of the student's previously published relevant scientific articles (the majority of which must be indexed in the WoS and Scopus international databases) and supplemented by a comprehensive summary. The published articles mean articles published and articles accepted for publication on the basis of a provided editorial board confirmation. The doctoral student shall be the leading author of at least one of the included articles. The dissertation thesis can be provided in the English language.
3. The student may request the defence of the DiT once they will have successfully fulfilled the SDE and the so-called small defence at FSE UJEP that shall be proven by a record made during this defence. The small defence shall be the rehearsal examination for the final defence of the DiT. It shall take place in the form of a non-public event in the presence of the FSE academia members and other invited guests. The student hands in an essentially finished thesis. The Vice Dean for Science and Research shall be responsible for the organisation of the small defence.
4. The Application for the DiT Defence shall be provided by the student together with the final version of the DiT and with the so-called syllabus to the study department of the faculty. The Application for the DiT Defence shall be approved by the doctoral study programme's guarantor, while part of the approval shall also be a proposal of 3 DiT opponents. The dissertation thesis is then submitted to two opponents for review (of which at least one is outside UJEP), proposed to the Dean by the doctoral study programme council.
5. The syllabus must include a brief account of the underlying reasoning, methods, results and conclusions of the dissertation. The syllabus may be written in English. All members of the defence committee and opponents shall receive the syllabus in written form. The student shall process the structured syllabus in the extent of 1-2 pages containing a) the aim of the DiT formulated in the form of clear questions and hypotheses, b) methods – what procedures and techniques were used to fulfill the aims, c) results – what key (new) findings were achieved within the analysis, d) social relevance – how have (or how may) the newly found facts been (be) used socially/practically, e)

impact – how were the outputs of the DiT published: i) in scientific literature (articles, books), ii) in scholarly periodicals for key subjects, iii) in other public media.

6. The date of the defence shall be proposed by the Vice Dean for Science, the committee members for defence shall be appointed by the Dean on the basis of the council's proposal and the student shall be familiarized with them no later than within 15 days prior to the date of the defence.
7. The DiT defence shall take place in the form of a public discussion with the committee members, or otherwise with guests from the public.
8. In case the DiT is submitted in the English language, the defence may also take place in English, if so required by the student. The request shall be submitted by the student together with the Application pursuant to Article 8b. 4.

Article 9

Course of Study

1. Supervisor of newly accepted students shall be appointed by the Dean on the basis of proposals of the doctoral study programme council within 2 months as of the students being accepted to the study programme. In case of a potential change to the ISP, the procedure shall be of a similar nature. In substantiated cases, a second person may also be appointed, the so-called consultant, who supports the scholarly development of the student within the chosen topic. The consultants are appointed by the Dean upon proposal of the doctoral study programme council.
2. Always no later than on 4/9 of the given year, the student shall submit the electronic form of the Annual Study Report proposal, summarizing the results of their activity for the past academic year, incl. the supervisor's evaluation.
3. The Vice Dean for Science and Research shall perform inspection of the accuracy of the data stated in the Annual Study Report, they shall collect annual study reports signed by students and supervisors until 21/9 and consequentially, they shall hand them over to the doctoral study programme council.
4. In case the doctoral study programme council finds the student's result unsatisfactory, the Dean shall be entitled to propose that the student's studies be terminated to the council.
5. Unsatisfactory results of the study programme mean a situation in which the average number of credits per year of study falls under 30.
6. In case the student fails to fulfill their obligations relating to the dates stated herein (e.g. provision of the ISP, annual study report, etc.), the Vice Dean for Science and Research shall invite the student to remedy these errors within a 30-day period. After the end of this period, the Vice Dean for Science and Research shall be entitled to provide a proposal for termination of studies for failure to act to the Dean.
7. Should the student derogate from the dissertation project in a substantial way, on the basis of which the project had been accepted, the student shall process a new project and together with the supervisor's opinion hand them over for approval to the doctoral study programme council. The change of the topic shall be possible until the moment the student will have fulfilled the study duty Defence of Dissertation Project.

Article 10

Scholarship

The scholarship level for individual years of the doctoral study programme shall be governed by DEAN'S DIRECTIVE No. 2/2016.

PART III FINAL PROVISIONS

Article 11

Final Provisions

1. This regulation cancels the effect of the Dean's Directive no. 1/2018.
2. This regulation is valid from 30th October 2020.
3. This regulation is in effect from 30th October 2020.