

RECTOR'S DIRECTIVE No. 4/2023

SUPERVISOR'S STANDARDS IN DOCTORAL STUDY PROGRAMS AT UJEP

DIRECTIVES FOR UJEP

doc. RNDr. Jaroslav Koutský, Ph.D., Rector

Valid from:	3. 10. 2023
Effective from:	3. 10. 2023
Elaborated by:	doc. Ing. Jan Slavík, Ph.D.

The primary purpose of this methodological instruction is to define the demands placed on supervisors and set general rules and principles for the relationship between the supervisor and the doctoral student in the doctoral study program (doctoral student) at UJEP. The relevant study program board will decide on how to transpose these rules and principles into the study conditions.

Article 1 - Qualitative and quantitative requirements for supervisors

1. Supervisors can have a professor, associate professor, and associate professor degree. Other influential experts with the title of CSc. or Ph.D. or artistic erudition can be supervisors after the faculty's relevant scientific or artistic board approves.
2. The supervisor does not have a conflict of interest with the doctoral student that derives from their family, romantic, or sexual relationship, and they are not close people according to § 22 paragraph 1 of Act No. 89/2012 Coll., Civil Code.
3. The supervisor is conducting a dissertation in his or her field of expertise, in which he or she has demonstrated active scientific and creative activity in an international environment (research, publication activity, project activity, professional lectures, etc.) in the last 5 years.
4. The supervisor supervises a maximum of 5 doctoral students simultaneously within the given doctoral study program at UJEP. Doctoral students with interrupted studies are not included in this number. Higher than the stated number of supervised doctoral students is only permissible after the study program board approves. In the case of supervisors with a CSc. or Ph.D., the number of simultaneously supervised doctoral students is a maximum of 2.
5. The supervisor may suggest a consultant who advises the doctoral student on the dissertation preparation. The proposal also includes the definition of competencies and forms of collaboration. However, even in such a case, the supervisor takes responsibility for guiding the doctoral student.
6. The supervisor's activity is subject to regular evaluation by the relevant doctoral study program board, with a frequency of at least 1x per year.

Article 2 – Rights and obligations of the supervisor

1. The supervisor proposes a topic or thematic area of the dissertation close to the topic on which the supervisor works or uses the same methodology and procedures.
2. Before submitting the study application, the applicant for the doctoral study program consults the project, which is part of the admissions procedure, with the chairman of the relevant doctoral study program board and, on his recommendation, with the expected supervisor of the dissertation. The project must align with the doctoral study program's focus and be linked to current or future research at the relevant faculty of the UJEP.
3. The supervisor, together with the doctoral student, defines the study schedule and scientific work milestones leading to the dissertation preparation, the possibilities of joining an existing (or future) scientific team, and the outlook for the doctoral student's funding.
4. The admission procedure for doctoral study is conducted as an open and transparent selection procedure for the position of doctoral student at the given workplace.
5. By accepting a doctoral student, the supervisor declares sufficient time possibilities for their responsible guidance. Personal consultations for the dissertation occur at least twice a month for at least 40 hours per year. The volume of consultations is adjusted appropriately for the supervision of a doctoral student in the combined form of study.

6. During the study period, the supervisor may be a co-author of the results of the doctoral student's creative activity, but always in proportion to his or her creative contribution. The supervisor supports the doctoral student in publishing first-author outputs, in submitting their scientific grants (e.g., Students Grant Competition - SGS, junior grants at Czech Science Foundation, etc.), in presenting research results at scientific conferences (with an emphasis on international events) and in participating in the teaching that the supervisor or the supervisor in cooperation with the guarantor of the relevant subject as a mentor.
7. The supervisor makes every effort to ensure that the supervised doctoral students complete their studies successfully within the standard study period and takes care to limit the extension of the study period.
8. The supervisor has the right to adequate support from the university in fulfilling all obligations regarding supervised doctoral students. This refers to the possibility of continuous education and training of competencies (including managerial and communication).

Article 3 – Principles of Supervision

1. The quality and success of study, research, and creative activity is the shared responsibility of the supervisor, doctoral student, or consultant.
2. The supervisor provides the doctoral student with professional and constructive feedback and discusses possibilities for personal development or employment after the student completes the doctoral studies.
3. The supervisor reflects on the individual situation and needs of the doctoral student as much as possible (e.g., health problems, caring for a close person, language barriers in the case of foreign students, etc.).
4. The supervisor actively supports the doctoral student's involvement in faculty events and cooperation with other doctoral students, students in master's or bachelor's programs, and other academic (or scientific) staff at the faculty.
5. The supervisor actively supports doctoral students' research stays abroad (professional internships).

Article 4 – Other Provisions

1. The supervisor's information on the number of doctoral students supervised simultaneously, and the success rate of the doctoral students they have supervised so far is public so that it is available to potential study applicants. The study program's guarantor is responsible for publishing the information.
2. The study board defines a transparent procedure for resolving conflict between a supervisor and a doctoral student, including a method for recalling (and replacing) a supervisor.