

DEAN'S DIRECTIVE No. 3/2025

Study in doctoral study programmes
from the 2025/26 academic year

GUIDELINES FOR FSE UJEP

Valid from: 24 September 2025

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PART I
BASIC PROVISIONS
Article 1

Introductory provisions

1. This Dean's Directive sets out the main rules for doctoral study programmes offered by the Faculty of Social and Economic Studies at Jan Evangelista Purkyně University in Ústí nad Labem (hereinafter referred to as "FSE UJEP") starting in the 2025/26 academic year. It is based on Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts (the Higher Education Act), as amended (hereinafter referred to as the "Act") and the Study and Examination Regulations for Doctoral Study Programmes at Jan Evangelista Purkyně University in Ústí nad Labem dated 16 May 2018.
2. For reasons of clarity and visual clarity, the text uses the generic masculine form, which serves as a substitute for both genders, without any gender discrimination.
3. For the purposes of this regulation, the Slovak language and Slovakia are not considered a foreign language and a foreign country.
4. The guarantor of the doctoral study programme, who is the chair of the relevant subject area board, is responsible for the quality of the doctoral study programme.
5. The vice-dean for science and doctoral studies is responsible for the organisational aspects of doctoral studies and coordinates all administrative tasks related to the studies.

PART II
RULES FOR DOCTORAL STUDIES AT THE FSE UJEP

Article 2

Form of study

1. Doctoral studies at FSE UJEP take place in two forms, full-time and combined.
2. **Full-time** study means:
 - a) regular attendance at the FSE UJEP workplace to the minimum extent specified or regular work at cooperating workplaces (e.g. other parts of UJEP); the head of the department to which the student is assigned is responsible for recording attendance and notifying of any problems,
 - b) creative activities at FSE UJEP – in particular, affiliation of publications with FSE UJEP, entering records into the faculty publication record system and involvement in projects led at FSE UJEP,
 - c) submission of a multi-year internal SGS or IGA project in the 1st year of study,
 - d) entitlement to doctoral study income in accordance with the relevant faculty and university regulations.
3. The **combined** form of study means:
 - a) the possibility of carrying out creative and other professional activities at other academic institutions,
 - b) no requirement for regular physical attendance at the Faculty of Social and Economic Studies,
 - c) that the student is not entitled to a doctoral study income paid by the faculty.
4. The organisation of doctoral study courses is identical in both forms. Teaching takes place in blocks or according to an individual agreement between the lecturers and the student.

Article 3

Credit system

1. Each study obligation is assessed with credits in a system based on ECTS. 1 credit corresponds to approximately 25 to 30 hours of work (1 teaching hour = 45 minutes).

2. To successfully complete the doctoral study programme, it is necessary to obtain a total of **240 credits**, structured as follows:

Study requirement	Number of credits
ISP – Individual Study Plan (courses studied)	65 to 75
Creative activity	min. 80
Completion of internships	10 to 25
Teaching and supervising qualification theses	0 to 40
Colloquium I (by the end of the 1st year)	5
Colloquium II (by the end of the second year)	5
Defence of dissertation project (by the end of the third year)	20
Defence of doctoral thesis	30

3. Students are required to earn **an average of at least 30 credits** per year of study. If this condition is not met, the programme board may propose to the dean that the student's studies be terminated.
4. Failure to fulfil the obligations specified in Article 2(2) is grounds for termination of studies.

Article 4

Individual Study Plan (ISP)

1. An Individual Study Plan (ISP) is a list of subjects and deadlines for their completion, which defines the study requirements in a doctoral programme.
2. The ISP is prepared by the student in cooperation with their supervisor at the beginning of their studies and submitted to the departmental board for approval. The ISP form is available on the FSE UJEP website.
3. If a student needs to change their ISP during their studies, they follow the same procedure, i.e. they submit a new proposal prepared with their supervisor to the programme board for approval.
4. The ISP is designed with regard to the topic of the dissertation and the student's previous education. The aim is for the student to have the knowledge and skills corresponding to the profile of a graduate of the programme after completing it.
5. The content of the ISP consists of:
 - a) **compulsory subjects** – forming the theoretical and methodological basis of the programme,
 - b) **compulsory elective subjects** – the student chooses according to the rules set by the programme,
 - c) **elective subjects** – chosen by the student according to their specialisation.
6. An overview of compulsory, compulsory elective and elective subjects, including credit ratings and minimum numbers, is provided in Appendix 1 to this directive for the Applied Economics and Administration study programme and in Appendix 2 for the Regulation and Behavioural Studies study programme.

Article 5

Creative activity

1. The creative activity of students is assessed in the credit system according to the results achieved.
2. Students are required to obtain **at least 50** of the required 80 credits **for publications**.
3. The number of credits for outputs with multiple authors is divided by the number of authors. If a student's supervisor is a member of the author team, they are not counted in the total number of authors.
4. The student must be listed as the first author in at least one publication.

5. The credit rating for individual outputs is as follows:

Type of output	Number of credits
Publication in a journal with an IF in Q1 or Q2 according to RVVI (indexed in WoS)	60
Publication in a journal with an IF in Q3 or Q4 according to RVVI (indexed in WoS)	20
Publication in a journal indexed in the Scopus database, in an indexed conference proceedings (WoS, Scopus), chapter in a professional book, other outputs at the discretion of the field council	5
Active participation in an international professional or scientific conference (in English language)	10
Obtaining an external scientific grant (e.g. GA CR, TA CR, Horizon 2020, COST, etc.) as a member of the research team	30
Obtaining an external grant or contract (e.g. Erasmus+, cross-border cooperation, Visegrad Fund, etc.) as a member of the research team	20

Article 6

Completion of internships

1. Part of the requirements of the doctoral study programme is to complete at least one month of study at a foreign institution or to participate in another form of international cooperation. This means, in particular, direct participation in an international creative project with results published or presented abroad.
2. **Foreign internship** or study stay with is evaluated **3 credits** for each commenced month. Participation in **an international project** or **publication** is evaluated at **2-5 credits**.
3. **A maximum of 25 credits** earned for internships are recognised in the total sum.
4. Recognition of completed internships or other forms of international cooperation is approved by the Vice-Dean for Science and Doctoral Studies on the basis of documented evidence.

Article 7

Teaching and supervision of qualification theses

1. Teaching and supervision of qualification theses are not a compulsory part of doctoral studies. Students may therefore earn **0 credits** for this activity during their studies.
2. If a student participates in teaching or thesis supervision, their activity is evaluated in the credit system as follows:

Type of activity	Number of credits
Teaching the subject in full-time study programmes for bachelor's and master's degrees (90 minutes/week) in Czech language	3
Teaching the subject in full-time study programmes for bachelor's and master's degrees (90 min/week) in a foreign language	6
Teaching of a subject in a combined study programme for bachelor's and master's degrees (two blocks) in Czech language	2
Teaching the subject in a combined bachelor's and master's programme (two blocks) in a foreign language	4
Supervision of qualification work	2
Opponent of thesis	0.5

3. In addition to credit assessment, teaching and supervision of qualification theses are also financially rewarded in the form of a special scholarship or other form of remuneration for teaching work outside the scope of doctoral studies.

Article 8

Defence of the dissertation project

1. Students are required to prepare a dissertation project of **20–30 pages** in length, with a level and structure corresponding to scientific paper. The project may also be written in English.
2. The project must contain:
 - a) a clearly formulated objective and its significance,
 - b) a review of relevant literature and research in an international context,
 - c) a detailed methodology proposal (design of the student's own research).
3. The student submits the completed project together with the supervisor's statement no later than **one month before the date of defence** to the Vice-Dean for Science and Doctoral Studies.
4. The defence takes place before a committee appointed by the dean on the recommendation of the Vice-Dean for Science and Doctoral Studies:
 - a) The committee has at least **three members**, at least one of whom works outside UJEP.
 - b) The Vice-Dean for Science and Doctoral Studies shall ensure that at least **two opponent reviews** are prepared. These reviews, together with the project, shall be received by the committee members at least one week before the defence.
 - c) The opponents of the dissertation project are appointed by the dean on the recommendation of the programme guarantor.
5. After discussion, the committee shall formulate a conclusion as to whether the project's focus corresponds to the programme profile and whether its level meets the requirements for a dissertation. The members of the committee shall vote on the result by secret ballot. In the event of a tie, the chair of the committee shall have the casting vote.
6. **The dissertation project must be successfully defended by the end of the third year of study at the latest. Failure to meet this condition is grounds for termination of study.**
7. Students have a maximum of **three attempts** to defend their dissertation project. If the project is not defended on the third attempt, or if the end of the third year of study is reached earlier, the studies are terminated regardless of the number of credits earned.
8. After successfully defending the project, the student is required to fill in the dissertation assignment form in IS/STAG.

Article 9

Dissertation

1. The topic of the dissertation is chosen by the student in agreement with the supervisor in accordance with the focus of the doctoral exposé with which the student was admitted to the programme.
2. The dissertation must:
 - a) contain a theoretical foundation and detailed research on the current state of knowledge in an international context,
 - b) present original scientific results,
 - c) be prepared as a comprehensive text or as a collection of previously published or accepted scientific articles supplemented by a summary chapter,
 - d) be formally processed in accordance with the guidelines of the Dean of the Faculty of Social and Economic Studies, University of Jan Evangelista Purkyně, which set out the rules for the supervision and processing of qualification theses in their current version.

3. In the case of an article-based dissertation, most of the articles must be indexed in the **WoS** database and the student must be listed as **the first author** of at least one of them. A published article is considered to be an article that has been published or accepted for publication, as confirmed by the editorial office.
4. The dissertation may also be written and submitted in English.
5. **A minor defence** of the dissertation takes place before the final defence at the FSE UJEP as an internal presentation of the completed dissertation.
 - a) It is attended by members of the department where the student is enrolled, members of the faculty's academic community, opponents and, where appropriate, other guests.
 - b) Minutes are taken of the defence, which are a prerequisite for submitting an application for the defence of the dissertation.
 - c) The Vice-Dean for Science and Doctoral Studies is responsible for organising the small defence in cooperation with the head of the department concerned.
6. The student submits the application for the defence of the dissertation together with the final version of the dissertation, a proposal for three opponents, and the so-called theses for the Department of Science and Doctoral Studies.
 - a) The application is approved by the Vice-Dean for Science and Doctoral Studies.
 - b) The dissertation is assessed by at least two opponents, at least one of whom must not be employed at UJEP.
7. **The thesis abstracts** are 1-2 pages long and may be written in English. The abstracts briefly summarise:
 - a) the objectives of the thesis formulated in the form of research questions or hypotheses,
 - b) the methodology used,
 - c) the main results and new findings,
 - d) the social relevance of the findings,
 - e) the impact of the results (publications in scientific literature, professional journals, communication with the public).
8. The date of the dissertation defence is set by the dean on the recommendation of the subject area board; the members of the committee are appointed by the dean. The student must be informed of the composition of the committee and the date of the defence at least 15 days in advance.
9. The defence takes the form of a public debate with the members of the committee and other guests present. If the thesis was written in English, the defence may also be conducted in English at the student's request.

Article 10

Course of study and annual study report

1. **The supervisor** of a newly admitted student is appointed by the dean on the recommendation of the programme board within two months of admission into the programme.
 - a) In the event of a change of supervisor during the course of study, the procedure is similar.
 - b) In justified cases, **a supervisor-consultant** may also be appointed for the student to support their professional development in their chosen topic. The supervisor-consultant is appointed by the dean on the recommendation of the subject area board.
2. Each student is required to submit an electronic version of their **Annual Study Report**, summarising the results of their activities for the past academic year, **by 4 September** each year. The report also includes a written evaluation by the supervisor.
3. **The Vice-Dean for Science and Doctoral Studies** checks the accuracy of the information provided in the annual report, collects the annual reports confirmed by students and supervisors by **21 September**, and then submits them to the programme board for discussion.
4. Based on the annual study report and the supervisor's statement, **the programme board** decides on the student's continuation in the programme. If the student's results are found to be unsatisfactory, the Dean may terminate the student's studies at the recommendation of the programme board.

5. **Unsatisfactory study results** are considered to be, in particular, a situation where the average number of credits per year of study falls below 30.
6. If a student fails to fulfil the obligations associated with the deadlines set out in these guidelines (e.g. submission of an ISP, annual study report, etc.), the Vice-Dean for Science and Doctoral Studies will ask them to rectify the situation within **30 days**. After this period has elapsed without result, the Vice-Dean for Science and Doctoral Studies may submit a proposal to the Dean to terminate the student's studies for inactivity.
7. If a student **deviates significantly from the doctoral exposé** on the basis of which they were admitted, they are obliged to prepare a new project and submit it for approval to the field council together with a statement from their supervisor. A change of topic is only possible until the student fulfils the study obligation **of defending their dissertation project**.

Article 11

Doctoral study income

1. From 1 September 2025, the faculty is obliged to ensure that the doctoral study income of a full-time student during the standard period of study reaches at least **1.2 times the minimum wage**, if it is their first study within a doctoral study programme. The amount of doctoral study income is automatically adjusted in line with the growth of the minimum wage.
2. **Doctoral study income** may consist of a doctoral scholarship, salary, or a combination thereof. The specific form and structure of payment is determined by a decision of the faculty.
3. A doctoral scholarship may be **reduced or not awarded** upon the proposal of the Vice-Dean for Science and Doctoral Studies and after approval by the field council if the student seriously **fails to fulfil their study obligations** under the ISP.
4. A student who is entitled to doctoral study income, or a student who is not entitled to it but who commenced their studies in the 2025/26 academic year or later, is not entitled to an extraordinary scholarship in accordance with Dean's Directive No. 2/2024 Extraordinary Scholarships in Doctoral Study Programmes at the FSE UJEP.

PART III FINAL

PROVISIONS

Article 12

Final provisions

1. This Directive shall enter into force on 24 September 2025.
2. This Directive shall enter into force on 24 September 2025.

Abbreviations used in the text

SGS ... Student Grant Competition

RVVI ... Research, Development and Innovation Council