UNIVERZITA J. E. PURKYNĚ V ÚSTÍ NAD LABEM
Fakulta sociálně ekonomická

AMENDMENT No. 1
to DEAN'S DIRECTIVE No. 4/2020

Study in doctoral study programmes

AMENDMENT TO THE DIRECTIVE FOR FSE UJEP

Valid from: 12 October 2026
Effective from: 12 October 2026
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This Amendment amends

the following provisions of Dean's Directive No. 4/2020 Study in doctoral study programmes, valid and effective from 30 October 2020.

1. In the Czech headings of Articles 1 to 10, the word “Článek” is replaced by the abbreviation “Čl.”.

2. Article 1(1) is replaced by the following:

   “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") for students who commenced their studies no later than the 2024/25 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 of Jan Evangelista Purkyně University in Ústí nad Labem dated 2 December 2025, effective from 1 October 2026 (hereinafter referred to as "SZŘ UJEP").”

3. Article 1(4) is replaced by the following:

   “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.”

4. Paragraphs 5 to 7 are added to Article 1 as follows:

   “In accordance with Article 34(2) of SZŘ UJEP, the previous method of completing studies applies to students whose first period of instruction within their studies began before 1 March 2025. Studies are completed by a public defence of the dissertation, which must be preceded by successful completion of the State Doctoral Examination. The dissertation defence is not part of the State Doctoral Examination.

   Meetings of committees under this Directive may be held in a hybrid format. The student and the chair of the committee, or, in the chair's absence, the vice-chair, must be physically present at the venue of the examination or defence. No more than two other committee members may participate remotely via a videoconference connection enabling their continuous two-way audiovisual participation in the examination or defence, the committee's closed deliberations and voting. A committee member participating in this manner shall be considered present for the purposes of determining a quorum and voting. Committee members participating remotely shall also sign the record of the examination or defence. A member participating remotely shall affix their signature to a separate signature sheet clearly identifying the examination or defence concerned. This signature sheet shall form an integral part of the record and shall be filed together with it in the student's documentation. The signature sheet may be prepared in paper or electronic form; in electronic form, it must bear the electronic signature of the committee member.

5. *For reasons of clarity and readability, the text uses the generic masculine form to refer to both genders, without any gender discrimination.”*

6. Article 2(2) is replaced by the following:

   “The obligations of a full-time student include teaching and creative activities at FSE UJEP. The maximum teaching workload is four hours of direct teaching per week for up to four semesters of study; the minimum workload is determined by agreement with the head of the department to which the student is assigned. Students in the combined form of study may fulfil obligations related to creative activities at other academic institutions (higher education institutions or universities).”

7. Paragraphs 3 to 5 are added to Article 2 as follows:

   “A student or a person whose studies have been interrupted may apply to change the form of study within the same doctoral study programme. Transfers between doctoral study programmes are not permitted.

   The student's supervisor and the relevant Programme Board shall provide their opinions on an application to change the form of study. The Dean shall decide on the application. The Dean may permit the change if the faculty's staffing and capacity allow it.

   An application to change the form of study must be submitted no later than 30 days before the beginning of the academic year from which the change is to take effect.”

8. In Article 3(1), the words “approximately 30 hours of work” are replaced by “approximately 25 to 30 hours of work”.

9. The table in Article 3(2) is replaced by the following table:

Study requirement	Number of credits
ISP – Individual Study Plan	max. 75
MSD – Miscellaneous Study Duties	
of which:	
a. creative activity	min. 50
b. completion of internships	max. 25
c. teaching and activities related to qualification theses or bachelor's projects	20–100
d. Colloquium I (by the end of the 1st year)	5
e. Colloquium II (by the end of the 2nd year)	5
Defence of the dissertation project (by the end of the 3rd year)	10
State Doctoral Examination	10
Defence of the dissertation	20

10. Article 3(3) is replaced by the following:

“Failure to fulfil study obligations or meet deadlines specified in this Directive shall be taken into account when assessing fulfilment of the Individual Study Plan. If the Programme Board concludes that a student is seriously failing to fulfil study obligations arising from the Individual Study Plan, it may propose to the Dean that proceedings to terminate the student's studies be initiated in accordance with SZŘ UJEP.”

11. Article 4(1) is replaced by the following:

“Studies in a doctoral study programme are conducted according to an Individual Study Plan (hereinafter referred to as the "ISP") under the guidance of a supervisor, with the possible involvement of a consultant. The ISP specifies, in particular, the dissertation topic and specific activities for its preparation, courses and other study obligations, and the timetable for their fulfilment. The ISP is binding on all parties involved.”

12. Article 4(2) is replaced by the following:

“The ISP is proposed by the supervisor after discussion with the student and submitted to the Programme Board for approval using the form available on the FSE UJEP website. Changes to the ISP shall be approved by the Programme Board using a similar procedure. A student may request a change to the ISP; in such a case, the change shall be approved on the basis of the supervisor's opinion.”

13. Article 4(4) is replaced by the following:

“The ISP must include compulsory courses (forming the theoretical and methodological basis of the programme), compulsory elective courses and elective courses. An overview of the prescribed courses, their credit values and the rules for the minimum number of courses selected from the compulsory elective group are set out in Appendix No. 1 to this Directive for the Applied Economics and Administration study programme and in Appendix No. 2 for the Regulation and Behavioural Studies study programme.”

14. The table in Article 5(1) is replaced by the following table:

Type of activity or output	Number of credits
Teaching a course in a full-time bachelor's or follow-up master's degree programme (90 minutes/week for a semester) in Czech or a foreign language	3 or 6
Teaching a course in a combined bachelor's or follow-up master's degree programme (two blocks per semester) in Czech or a foreign language	2 or 4

Supervision or review of a qualification thesis	2 or 0.5
Supervision or review of a bachelor's project	2 or 0.5
Preparation of a rapporteur's opinion on a bachelor's project	0.5
Foreign internship or study stay (for each commenced month)	2
Conference presentation in Czech or a foreign language	2 or 4
Publication in a journal ranked in Q1 or Q2 according to AIS under Methodology M17+ (indexed in WoS)	40
Publication in a journal ranked in Q3 or Q4 according to AIS under Methodology M17+ (indexed in WoS)	20
Publication in a journal indexed in the Scopus database	10
Scholarly monograph (academic book) published outside the Czech Republic and Slovakia	30
Scholarly monograph (academic book) published in the Czech Republic or Slovakia	20
Publication of other scientific texts (articles indexed in ERIH+, chapters in scientific monographs)	min. 5
Publication in indexed conference proceedings (WoS, Scopus)	min. 5
Obtaining an external scientific grant (e.g. GAČR, TAČR, Horizon 2020, COST, etc.) as head of the research team	20
Obtaining an external scientific grant (e.g. GAČR, TAČR, Horizon 2020, COST, etc.) as a member of the research team	10
Work on an external scientific grant	3

15. Article 5(2) is replaced by the following:

"The Vice-Dean for Science and Doctoral Studies may decide to increase the number of credits awarded for publications in view of their scientific value (in particular, AIS and quartile ranking under Methodology M17+, the number and order of authors, etc.)."

16. Article 5(5) is replaced by the following:

"The student submits an application for recognition of the above or other study obligations, including a proposed number of credits, together with the Annual Study Report (Article 9). The application must be accompanied by evidence clearly demonstrating fulfilment of the obligation (e.g. the DOI of an article, a conference programme, a project proposal including the research team, etc.). The Vice-Dean for Science and Doctoral Studies decides on the credits awarded for other study obligations; if their recognition constitutes a change to the ISP, the Programme Board decides on that change."

17. Paragraph 6 is added to Article 5 as follows:

"For the purposes of credit assessment, the journal's quartile ranking according to AIS under Methodology M17+ for the year in which the publication was published shall be used. If, under Methodology M17+, the publication is assigned to more than one FORD field and its quartile ranking differs between these fields, the most favourable quartile ranking shall be used for credit assessment."

18. Article 6(1) is replaced by the following:

"The student shall prepare a dissertation project of 20–30 pages, at a level of detail and with a structure corresponding to a scientific paper. The project may be submitted in English. It must contain:

a) a clearly defined objective and its relevance,
b) a detailed review of research in the relevant field drawing on international literature,
c) a detailed research methodology (design of the student's own research)."

19. Article 6(2) is replaced by the following:

"The dissertation project is defended before a committee on dates announced in advance. The committee

is appointed by the Dean on the recommendation of the Vice-Dean for Science and Doctoral Studies. The committee has at least three members, at least one of whom must be from an institution outside UJEP."

20. Article 6(3) is replaced by the following:

    "The student shall submit the completed project together with their supervisor's statement to the Vice-Dean for Science and Doctoral Studies at FSE UJEP no later than 30 days before the announced date of the defence. The opponents of the dissertation project are appointed by the Dean on the recommendation of the programme guarantor. The Vice-Dean for Science and Doctoral Studies shall ensure that at least two opponent reviews are prepared and that the project and the reviews are distributed to all committee members at least one week before the defence."

21. Article 6(4) is replaced by the following:

    "In its opinion, the committee shall state whether the project's focus corresponds to the profile of the study programme and whether its quality meets the requirements for a proposed doctoral dissertation. The committee members shall vote on the outcome of the defence; in the event of a tie, the chair of the committee shall have the casting vote."

22. In Article 6(5), the words "in the STAG application" are replaced by "in IS/STAG".

23. In Article 7(2), the words "field guarantor" are replaced by "programme guarantor".

24. In the Czech text of Article 7(3), the word "tématickým" is replaced by "tematickým".

25. Article 7(4) is replaced by the following:

    "The date of the SDE shall be set by the Dean on the recommendation of the Programme Board. The examination committee shall be appointed by the Dean on the recommendation of the Programme Board; the SDE and dissertation defence are held before the same committee. The committee shall have at least five members, at least two of whom must work outside UJEP. The other requirements concerning its composition and the qualifications of its members are governed by Article 26(2) and (3) of SZŘ UJEP. The student's supervisor is normally a member of the committee. The student must be informed of the date of the SDE and the composition of the committee at least 15 days before the examination."

26. Article 8(1) is replaced by the following:

    "The student chooses the topic of the dissertation in agreement with their supervisor or, where applicable, consultant."

27. In the Czech text of Article 8(2), the words "první autoru" are replaced by "prvním autorem".

28. In Article 8, the existing paragraphs 4 to 8 are renumbered as paragraphs 5 to 9.

29. Article 8(3) is replaced by the following:

    "A student may apply for the dissertation defence after completing the so-called minor defence; the application may also be submitted before passing the SDE. The dissertation defence may take place only after the student has successfully passed the SDE. The SDE and dissertation defence may be held on the same day; in that case, the defence may take place only after the result confirming that the student has passed the SDE has been announced."

30. A new paragraph 4 is added to Article 8 as follows:

    "The minor defence of the dissertation takes place at FSE UJEP before the final dissertation defence as an internal presentation of the completed work. It is attended by members of the department to which the student is assigned, members of the faculty's academic community, opponents and, where appropriate, other guests. Completion of the minor defence, of which minutes are taken, is a prerequisite for the dissertation defence. The Vice-Dean for Science and Doctoral Studies is responsible for organising the minor defence in cooperation with the head of the department concerned."

31. Article 8(5) is replaced by the following:

    "The student submits the application for the defence of the DiP together with the final version of the DiP and the Dissertation Abstract through IS/STAG no later than 40 days before the defence, unless the transitional provisions of SZŘ UJEP stipulate otherwise. The dissertation is assessed by two opponents, at least one of whom must work outside UJEP. The opponents are appointed and dismissed by the Dean

on the recommendation of the Programme Board. They must be distinguished experts in the relevant field of science. Neither the student's supervisor nor their consultant may serve as an opponent, nor may anyone who participated as a co-author in the preparation of the dissertation or part thereof, or anyone who is the student's direct superior. The opponents may not all be employees or employers of the same legal entity. The supervisor also prepares a review of the dissertation. The opponent reviews and the supervisor's review must be available to the chair and members of the examination committee and to the student at least 15 days before the dissertation defence."

32. Article 8(6) is replaced by the following:

"The Dissertation Abstract shall briefly present the main ideas, methods, results and conclusions of the DiP. It may be written in English. All members of the defence committee and the opponents shall receive the Dissertation Abstract. The student shall prepare a structured Dissertation Abstract of one to two pages covering: (a) the objective of the dissertation, formulated as clear research questions or hypotheses; (b) methods – the procedures and techniques used to achieve the objectives; (c) results – the key (new) findings of the analysis; (d) social relevance – how the new findings have been or could be used in society or practice; and (e) impact – how the outputs related to the dissertation have been published: (i) in scientific literature (articles, books), (ii) in professional periodicals aimed at key stakeholders, and (iii) in other media aimed at the public."

33. Article 8(7) is replaced by the following:

"The date of the defence shall be set by the Dean on the recommendation of the Programme Board. The defence takes place before the examination committee appointed under Article 7(4). The student must be informed of the date of the defence at least 15 days in advance. Article 26(9) and (11) of SZŘ UJEP shall apply, as appropriate, to the conduct of the defence, the committee's quorum and voting on the result."

34. The second sentence of Article 8(9) is replaced by the following sentence:

"The student shall submit this request together with the application referred to in Article 8(5)."

35. Article 9(1) is replaced by the following:

"The supervisor of a newly admitted student is appointed by the Dean on the recommendation of the Programme Board within two months of admission to the programme. The same procedure applies to any subsequent change of supervisor. In justified cases, a consultant may also be appointed for the student to complement the supervisor's expert guidance and support the student's professional development in the chosen topic. The consultant is appointed by the Dean on the recommendation of the Programme Board."

36. Article 9(2) is replaced by the following:

"Every student is required, by 4 September each year at the latest, to submit an electronic version of the Annual Study Report to the supervisor and the Vice-Dean for Science and Doctoral Studies as written documentation for the assessment of fulfilment of the ISP for the preceding academic year. The Annual Study Report summarises the results of the student's activities during the preceding academic year."

37. Article 9(3) is replaced by the following:

"On the basis of the documentation submitted by the student, the supervisor shall prepare an assessment of fulfilment of the ISP. The Vice-Dean for Science and Doctoral Studies shall check the accuracy and completeness of the documentation, collect the Annual Study Reports and supervisors' assessments by 30 September, and subsequently submit them to the Programme Board."

38. Article 9(4) is replaced by the following:

"On the basis of the supervisor's assessment, the Programme Board shall discuss and assess fulfilment of the ISP and determine whether the student (a) is fulfilling the ISP, (b) is failing to fulfil some study obligations arising from the ISP, or (c) is seriously failing to fulfil study obligations arising from the ISP. If the Programme Board reaches a conclusion under (c), it may propose to the Dean that proceedings to terminate the student's studies be initiated in accordance with SZŘ UJEP."

39. Article 9(5) is replaced by the following:

"When assessing fulfilment of the ISP, the Programme Board shall consider, in particular, the number of credits obtained. An average of fewer than 30 credits per year of study is considered a significant indicator of failure to fulfil study obligations; the overall assessment of fulfilment of the ISP is carried

out by the Programme Board in accordance with paragraph 4."

40. Article 9(6) is replaced by the following:

    "If a student fails to fulfil obligations or meet deadlines specified in this Directive (e.g. submission of the ISP, Annual Study Report, etc.), the Vice-Dean for Science and Doctoral Studies shall request that the student remedy the failure within 30 days. If the failure is not remedied within the specified period, the Vice-Dean shall refer the matter to the relevant Programme Board. On the basis of its assessment of fulfilment of the ISP, the Programme Board may propose to the Dean that proceedings to terminate the student's studies be initiated in accordance with SZŘ UJEP."

41. Article 10(1) is replaced by the following:

    "The amount of the doctoral scholarship for students covered by this Directive is governed by Article 14(2) of the UJEP Scholarship Regulations."

42. Paragraph 2 is added to Article 10 as follows:

    "The Dean may award a student an extraordinary scholarship for outstanding fulfilment of study obligations and achievements, in accordance with the UJEP Scholarship Regulations."

43. Paragraph 4 is added to Article 11 as follows:

    "This Directive as amended by Amendment No. 1 shall become valid on 12 October 2026."

44. Paragraph 5 is added to Article 11 as follows:

    "This Directive as amended by Amendment No. 1 shall become effective on 12 October 2026."

Other provisions of the Directive remain unchanged.