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

DEAN'S DIRECTIVE No. 4/2020

Study in doctoral study programmes

as amended by Amendment No. 1 (12 October 2026)

DIRECTIVE FOR FSE UJEP

Valid from:	30 October 2020
Effective from:	30 October 2020
Amendment No. 1 valid from:	12 October 2026
Amendment No. 1 effective from:	12 October 2026
Issued by:	Ing. Miroslav Kopáček, Ph.D.
Prepared by:	doc. Ing. Lenka Slavíková, Ph.D.
Repeals:	Dean's Directive No. 1/2018

Ing. Miroslav Kopáček, Ph.D., Dean

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") 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").
2. For the purposes of this Directive, the Slovak language and Slovakia are not considered a foreign language and a foreign country, respectively.
3. The guarantor of the doctoral study programme, who is the Chair of the relevant Programme Board, is responsible for the quality of the doctoral study programme.
4. 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.
5. 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.
6. 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.
7. For reasons of clarity and readability, the text uses the generic masculine form to refer to both genders, without any gender discrimination.

PART II

RULES FOR DOCTORAL STUDIES AT FSE UJEP

Article 2

Form of study

1. Doctoral studies at FSE UJEP take place in two basic forms:
   a) full-time, which requires the student's presence at the educational premises of FSE UJEP or cooperating workplaces (e.g. other parts of UJEP),
   b) combined, which combines elements of full-time and distance study.
2. 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).

3. 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.
4. 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.
5. 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.

Article 3

Credit system

1. Each study obligation is assessed with credits in a system based on ECTS, reflecting the approximate time required to fulfil it. One credit corresponds to approximately 25 to 30 hours of work (one 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	max. 75
MSD – Miscellaneous Study Duties	
of which:	
a. creative aktivity	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

3. 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.

Article 4

Individual Study Plan

1. 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.
2. 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.
3. The ISP is designed with regard to the topic of the student's dissertation and their previous education, so that upon completion the student has the knowledge and competences corresponding to the specified graduate profile.

4. 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.

Article 5

Miscellaneous study duties

1. The credit values assigned to other study obligations are as follows:

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

2. 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.).
3. For outputs with multiple authors, the number of credits earned is divided by the number of authors. If the student's supervisor is a member of the author team, they are not included in the total number of authors. The student must be listed as the first author in at least one publication.
4. A student in the combined form of study may earn credits for teaching and publications carried out at another higher education institution. If a student receives a scholarship from FSE UJEP (a full-time student), they must carry out teaching activities and register publications at UJEP in order to be awarded credits.

5. 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.
6. 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.

Article 6

Fulfilment of the study obligation 'Defence of the dissertation project'

1. 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).
2. 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.
3. 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.
4. 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.
5. After successfully defending the dissertation project, the student is required to complete the documentation for the dissertation assignment in IS/STAG.

Article 7

State Doctoral Examination

1. A student may apply to the Dean of the faculty to take the State Doctoral Examination (hereinafter referred to as the "SDE") once they have successfully completed all courses in the ISP and earned at least 125 credits for other study obligations.
2. The student submits the application to take the SDE together with the Annual Study Report. The application shall include a proposal for the examination content in the form of five thematic areas, subject to approval by the programme guarantor. The student proposes the thematic areas in cooperation with their supervisor (or consultant). Each of the five areas shall be based on at least ten original scientific papers thematically related to the dissertation and to the courses taken under the ISP.
3. The SDE takes the form of a public expert discussion with the examination committee on a selected thematic area.
4. 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.

Article 8

Dissertation

1. The student chooses the topic of the dissertation in agreement with their supervisor or, where applicable, consultant.
2. The dissertation (hereinafter referred to as the "DiP") must contain a thorough review of the current international state of knowledge and the student's own original scientific findings. It may consist of relevant scientific articles previously published by the student (most of which must be indexed in the international WoS and Scopus databases), supplemented by a comprehensive summary. Published articles include articles already published and articles accepted for publication on the basis of confirmation from the editorial office. The doctoral student must be listed as the first author of at least one of the included articles. The dissertation may be submitted in English.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. The defence of the DiP takes the form of a public discussion with committee members and, where appropriate, guests from the public.
9. If the dissertation was submitted in English, the defence may also be conducted in English at the student's request. The student shall submit this request together with the application referred to in Article 8(5).

Article 9

Course of study

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 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. If a student deviates significantly in subject matter from the doctoral project on the basis of which they were admitted, they are required to prepare a new project and submit it for approval to the Programme Board 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 10

Scholarship

1. The amount of the doctoral scholarship for students covered by this Directive is governed by Article 14(2) of the UJEP Scholarship Regulations.
2. The Dean may award a student an extraordinary scholarship for outstanding fulfilment of study obligations and achievements, in accordance with the UJEP Scholarship Regulations.

PART III

FINAL PROVISIONS

Article 11

Final provisions

1. This Directive repeals Dean's Directive No. 1/2018.
2. This Directive shall become valid on 30 October 2020.
3. This Directive shall become effective on 30 October 2020.
4. This Directive as amended by Amendment No. 1 shall become valid on 12 October 2026.
5. This Directive as amended by Amendment No. 1 shall become effective on 12 October 2026.