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

DEAN'S DIRECTIVE No. 3/2025

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

as amended by Amendment No. 1 (1 January 2026)
as amended by Amendment No. 2 (12 October 2026)

DIRECTIVE FOR FSE UJEP

Valid from:	24 September 2025
Effective from:	24 September 2025
Amendment No. 1 valid from:	1 January 2026
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Issued by:	Ing. Miroslav Kopáček, Ph.D.
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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") for students commencing their studies from 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 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 reasons of clarity and readability, the text uses the generic masculine form to refer to both genders, without any gender discrimination.
3. For the purposes of this Directive, the Slovak language and Slovakia are not considered a foreign language and a foreign country, respectively.
4. 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.
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.
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.

PART II

RULES FOR DOCTORAL STUDIES AT 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 or at a cooperating workplace (e.g. another part of UJEP) for at least one working day per week, totalling at least eight hours. This attendance need not be continuous and may be interrupted during that day. The head of the department or other workplace to which the student is organisationally assigned is responsible for recording attendance and reporting any problems,
   b) carrying out creative activities at FSE UJEP – in particular, affiliating publications with FSE UJEP, entering records into the faculty publication record system and participating in projects carried out at FSE UJEP,
   c) submission of a multi-year internal SGS or IGA project in the first 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 FSE UJEP,
   c) that the student is not entitled to 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.
5. 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.
6. 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.
7. 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. 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 (courses studied)	65 to 75
Creative activity	min. 80
Completion of internships	10 to 25
Teaching and activities related to qualification theses and bachelor's projects	0 to 40
Colloquium I (by the end of the 1st year)	5
Colloquium II (by the end of the 2nd year)	5
Defence of the dissertation project (by the end of the 3rd year)	20
State final examination – defence of the dissertation	30

3. 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 Article 10(4).
4. Failure to fulfil the obligations specified in Article 2(2)(a) to (c) shall be taken into account in the regular assessment of fulfilment of the ISP. If the Programme Board concludes that a student is seriously failing to fulfil their study obligations, 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 (ISP)

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. The ISP form is available on the FSE UJEP website.
3. 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.
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 acquire, upon its completion, the knowledge and competences corresponding to the graduate profile of the programme.
5. The course component of the ISP consists of:
   a) **compulsory courses** – forming the theoretical and methodological basis of the programme,
   b) **compulsory elective courses** – selected by the student according to the rules set by the programme,
   c) **elective courses** – selected by the student according to their specialisation.
6. An overview of compulsory, compulsory elective and elective courses, including their credit values and the minimum number of credits, is specified in:

   a) **Appendix No. 1** for the **Applied Economics and Administration** study programme for students who commenced their studies in the **2025/26** academic year,

   b) **Appendix No. 2** for the **Regulation and Behavioural Studies** study programme for students who commenced their studies from the **2025/26** academic year,

   c) **Appendix No. 3** for the **Applied Economics and Administration** study programme for students who commenced their studies from the **2026/27** academic year.

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 the 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 ranked in Q1 or Q2 according to AIS under Methodology M17+ (indexed in WoS)	60
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, in indexed conference proceedings (WoS, Scopus), a chapter in a scholarly book, or other outputs at the discretion of the Programme Board	5
Active participation in an international professional or scientific conference (in English)	10
Obtaining an external scientific grant (e.g. GAČR, TAČR, 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

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

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. A **foreign internship** or study stay is awarded **three credits** for each commenced month. Participation in an **international project** or **publication** is awarded two to five credits.
3. A **maximum of 25 credits** earned for internships are recognised in the total number of credits.
4. Credits for a completed internship or another form of international cooperation are approved by the Vice-Dean for Science and Doctoral Studies on the basis of supporting documentation.

Article 7

Teaching and activities related to qualification theses and bachelor's projects

1. Teaching and activities related to qualification theses and bachelor's projects are not a compulsory part of doctoral studies. Students may therefore earn **zero credits** for these activities during their studies.
2. If a student participates in any of these activities, their activity is assessed in the credit system as follows:

Type of activity	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	3
Teaching a course in a full-time bachelor's or follow-up master's degree programme (90 minutes/week for a semester) in a foreign language	6
Teaching a course in a combined bachelor's or follow-up master's degree programme (two blocks per semester) in Czech	2
Teaching a course in a combined bachelor's or follow-up master's degree programme (two blocks per semester) in a foreign language	4
Supervision of one successfully defended qualification thesis or one successfully defended bachelor's project	2
Review of one qualification thesis or bachelor's project, or preparation of one rapporteur's opinion on a bachelor's project	0.5

3. In addition to credit assessment, teaching and activities related to qualification theses and bachelor's projects are also financially rewarded in the form of an extraordinary scholarship or another form of remuneration for teaching work outside the scope of doctoral study obligations.
4. If the time allocation differs from 90 minutes per week or in the case of shared teaching, the number of credits shall be determined proportionately according to the actual amount of direct teaching delivered during the semester.

Article 8

Defence of the dissertation project

1. Students are required to prepare a dissertation project of **20–30 pages** in length, at a level and with a structure corresponding to a 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 to the Vice-Dean for Science and Doctoral Studies no later than **30 days before the date of defence**.
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 committee members shall vote on the result. 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 defend the dissertation project by the end of the third year constitutes failure to fulfil a study obligation and shall be taken into account when assessing fulfilment of the ISP under Article 10.
7. Students have a maximum of three attempts to defend their dissertation project. If the student fails to defend the dissertation project on the third attempt, this constitutes failure to fulfil a study obligation; further procedure shall be governed by SZŘ UJEP.
8. After successfully defending the project, the student is required to complete the documentation for assigning the dissertation in IS/STAG.

Article 9

Dissertation and state final examination

1. The state final examination in a doctoral study programme consists of the defence of the dissertation.
2. 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.
3. The dissertation must:
   a) contain a theoretical foundation and a detailed review of 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 prepared, in terms of its formal requirements, in accordance with the current version of the Dean's Directive of FSE UJEP laying down the rules for the supervision and preparation of qualification theses.
4. 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.
5. The dissertation may also be written and submitted in English.
6. A student may apply to take the state final examination after completing all compulsory courses and modules specified in the Individual Study Plan and obtaining at least 210 credits.

7. A minor defence of the dissertation takes place before the dissertation defence at FSE UJEP as an internal presentation of the completed dissertation.
   a) It is attended by members of the department where the student works, members of the faculty's academic community, opponents and, where appropriate, other guests.
   b) Minutes are taken of the minor defence; these are a prerequisite for submitting an application to take the state final examination.
   c) The Vice-Dean for Science and Doctoral Studies is responsible for organising the minor defence in cooperation with the head of the department concerned.
8. The student shall submit the application to take the state final examination, together with the final version of the dissertation and the Dissertation Abstract, through IS/STAG no later than 40 days before the examination date. The Vice-Dean for Science and Doctoral Studies shall check the completeness of the submitted documentation and fulfilment of the conditions for taking the state final examination and shall submit the documentation to the Programme Board.
   a) The opponents of the dissertation are appointed and dismissed by the Dean on the recommendation of the Programme Board.
   b) The dissertation shall be reviewed by two opponents, at least one of whom must work outside UJEP. Opponents must be distinguished experts in the relevant scientific field. The student's supervisor or consultant, a person who participated as a co-author in preparing the dissertation or part of it, or a person who is the student's direct superior may not act as an opponent. The opponents may not all be employees or employers of the same legal entity. The supervisor shall also prepare a review of the dissertation. The reviews of the opponents and supervisor must be available to the chair and members of the examination committee, as well as to the student, at least 15 days before the date of the state final examination.
9. The **Dissertation Abstract** shall be one to two pages in length and may be written in English. It shall briefly summarise:
   a) the objectives of the dissertation formulated as 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 and professional journals, communication with the public).
10. The date of the state final examination 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 committee shall have at least five members, consisting of a chair, a vice-chair and at least three other members, at least two of whom must work outside UJEP. The positions of chair and vice-chair are incompatible with the roles of the student's dissertation supervisor, consultant and opponent. The student's supervisor is normally a member of the committee. Additional qualification requirements for committee members are governed by Article 26(2) of SZŘ UJEP. The student must be informed of the composition of the committee and the date of the state final examination at least 15 days in advance. Article 26(9) and (11) of SZŘ UJEP shall apply to the conduct of the state final examination, the committee's quorum and voting on the result.
11. The state final examination takes the form of a public defence of the dissertation and a public discussion with committee members and other guests present. If the dissertation was written in English, the state final examination 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 to 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 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 meet the 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 exposé** 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 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 increases in 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. If a student seriously fails to fulfil study obligations arising from the ISP, the Programme Board may, on the basis of the assessment under Article 10(4), propose to the Dean that the doctoral scholarship be reduced, withdrawn or not awarded; the procedure in this matter shall be governed by the UJEP Scholarship Regulations.
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 FSE UJEP.
5. The amount of the doctoral scholarship during the standard period of study is set such that the **sum of one half of the gross wage from employment** related to dissertation research **and the scholarship** amounts to

at least the statutory minimum. The Vice-Dean for Science and Doctoral Studies decides whether the employment is related to dissertation research and may request a statement from the supervisor in this matter.

6. If a student becomes the investigator of an internal project at UJEP (defined in Article 2(2)(c)), the doctoral scholarship may be reduced by up to 100% depending on the amount of funds paid from the internal project, provided that the total doctoral study income does not fall below the statutory minimum.

PART III

FINAL PROVISIONS

Article 12

Final provisions

1. This Directive shall become valid on 24 September 2025.
2. This Directive shall become effective on 24 September 2025.
3. This Directive as amended by Amendment No. 1 shall become valid on 1 January 2026.
4. This Directive as amended by Amendment No. 1 shall become effective on 1 January 2026.
5. This Directive as amended by Amendment No. 2 shall become valid on 12 October 2026.
6. This Directive as amended by Amendment No. 2 shall become effective on 12 October 2026.