

Provision on Doctoral Degree Study at the Faculty of International Relations at the University of Economics, Prague

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The Ministry of Education, Youth and Sports registered the Study and Examination Regulations for the Doctoral Degree Study Programmes of the University of Economics, Prague (under reference No. 7 814/2011-30), on July 1, 2011, in accordance with Article 36 (2) of Act No. 111/1998 Coll. on Higher Education and amending other Acts (the Higher Education Act).

Amendments to the Study and Examination Regulations of the University of Economics, Prague were registered by the Ministry of Education, Youth and Sports in accordance with Article 36 (2) of the Higher Education Act on November 26, 2013, under reference number MSMT-47240/2013.

In response to the valid Study and Examination Regulations (SER), the Faculty of International Relations (FIR) adopted a Provision to Doctoral Degree Study, which concretize (supplement) SER with field of action at the entire University of Economics, Prague, in rights and obligations of a PhD student and the Supervisor. Scientific research and publication activity of a PhD student is emphasized (at the expense of his/her teaching/pedagogy work), pressure on timely completion of studies can be forced, and an overall improvement of the doctoral studies at FIR can be supported; competencies are delimited at the level of the Dean – Vice-Dean for Research and Doctoral Studies by proxy of the Vice-Dean to exercise certain rights and obligations of the Dean of FIR, embedded in SER.

1. Right and Obligations of a PhD student and a Supervisor Concretizing (Supplementing) the Study and Examination Regulations

a) Rights and Obligations of a PhD student

1. PhD student has a right to be guided by a qualified Supervisor. Non-habilitated Supervisor (appointed associate professor, or other distinguished specialist with the scientific degree) should be a rare and a justified exception, agreed on by the Scientific Board of the Faculty.
2. PhD student is obliged to successfully pass all courses in the prescribed structure and is entitled to enrol into two elective courses taught at FIR or at other faculties of the university above the minimum requirements.
3. By the end of the first semester, a PhD student is obliged to prepare a framework of a doctoral thesis together with his/her Supervisor (topic, structure, methods).
4. By the end of the second semester, a PhD student is obliged to defend a submitted written thesis project in front of the staff of the department (or part of the staff, composed of experts from the field).
5. At least once during his/her study, a PhD student is required to present his/her results in front of the staff of the supervising department, or during the Day of PhD students (either departmental or the faculty's).
6. By the end of the eighth semester, a PhD student is required to successfully defend results of his/her thesis progress during a preliminary defence.

7. PhD student has a right to request his/her thesis to be written and presented in a foreign language, while studying in a doctoral accredited programme taught in Czech. Positive decision of such request is essentially dependent on:
 - Student proves his/her participation in an international research/scientific project with the use of the respective foreign language, and
 - Provides at least three of his/her publications in the respective foreign language.

8. By the date of filing his/her application for a doctoral state exam, a PhD student is obliged to register at least three peer-reviewed publications that have originated during his/her current study. At least one of the publications from the aforementioned number, the student has to be the author or co-author of at least either a peer-reviewed scientific article, published in a magazine that is on the list of the Government Board for Science, Research and Innovation, or in an International peer-reviewed journal (in a foreign language), or in a journal with an impact factor, or a contribution to a magazine, listed in a „Conference Proceedings Citation Index“ database. It is necessary to have the articles or contributions provably accepted for publication by the date of filing the application.
9. By the date of filing his/her application for a final thesis defence, a PhD student is obliged to register at least five peer-reviewed publications that have originated during his/her current study. The student has to be the author or co-author of a peer-reviewed scientific articles of at least two publications, published in a magazine that is on the list of the Government Board for Science, Research and Innovation, or in an international peer-reviewed journals (in a foreign language), either one contribution to a journal with an impact factor, or one contribution to a magazine, listed in a „Conference Proceedings Citation Index“ database, and the author or co-author of a presentation given at an international conference. It is necessary to have the articles or contributions provably accepted for publication by the date of filing the application. Majority of the publications have to be related to the scientific work associated with the dissertation thesis.
10. For students, who commenced their study in a doctoral study programme in the 2010/2011 academic year or earlier, the publication obligation applies in the number and structure corresponding to the requirements defined in the Implementing Provision that was valid at the time of commencement of their study. Such student is obliged to publish in professional journals (collections), in which the contributions are subject to a review process. By the date of his/her state doctoral exam, each PhD student is obliged to disclose at least four publications, and by the date of the preliminary thesis defence, respectively by the date of his/her final thesis defence, at least five publications that were produced during his/her current study. Published publications are: scientific papers, scientific articles, published papers, more precisely other types of professional published titles, quality of which is comparable to the aforementioned minimum number of the publication types and are the result of PhD student's scientific and research work.
11. PhD student has a right and duty to consult with his/her Supervisor all planned publications, and give in advance the Supervisor for review and comments the background documents prepared for publication.
12. PhD students in a full-time form of study may participate in teaching with a maximum average of 4 hours per week during one academic year, and may oppose bachelor's and master's theses. These activities are on the employment relationship basis with FIR at the University of Economics, Prague. Their consultation hours are in the range of 1 hour per week. If necessary, they contribute to the organizational running of the department. PhD students in the combined form of study may participate in teaching in a previously agreed range and under guidance of an academic staff, designated by the Head of the Department, and may oppose bachelor's and master's theses based on the department's need.

In the event, that a PhD student does not fulfil his/her obligations as defined in SER or in this Provision, the field guarantor may propose termination of the student's studies, after consultation with the Supervisor and the Head of the Department (Art. 24 SER).

b) Rights and Obligations of the Supervisor

1. No Supervisor should supervise more than 5 PhD students. Greater number of supervised PhD students is possible only in exceptional and justified cases.
2. By the end of the first semester, the Supervisor is obliged to determine the framework of the thesis (topic, structure, methods) in collaboration with a PhD student.
3. The Supervisor has the right and obligation to let a PhD student participate in his/her research.
4. Supervisor is obliged to: continuously control and direct scientific research (and pedagogical) of a PhD student, including a written preparation of the doctoral thesis project for the defence in front of the staff of the department (by the end of the second semester) and presentation of the results (in subsequent studies); consult with the student all of the student's forthcoming publications.
5. Supervisor is obliged to evaluate PhD student's progress of work and his/her objectives in deadlines stipulated in SER and in this Provision, especially in the form of a report on the Progress of Doctoral Studies.

In the event, that the Supervisor is not in PhD student's opinion fulfilling his/her role, a student may submit request for a solution to the Field Guarantor. In case of a proven non-compliance, the Supervisor may be recalled. The recall is carried out by the Dean, based on a proposal from the Field Guarantor, after an approval of the Doctoral Studies Board.

2. Delimitation of Competencies within Doctoral Degree Studies at FIR under the New SER

a) Dean of FIR

- Appoints and recalls members of the Doctoral Studies Board, after an approval of the Faculty's Scientific Board. [Art. 2 (2)]
- Appoints and recalls the Field Guarantor after an approval of the Faculty's Scientific Board. [Art. 3 (2)]
- Appoints and recalls the Supervisor, upon recommendation of the Field Guarantor. [Art. 4 (2)]
- Appoints and recalls the Consultant, upon recommendation of the Supervisor. [Art. 5 (2)]
- Allocates the enrolled student to a department where he/she belongs with respect to his/her thesis topic; usually to the Department where the Supervisor belongs. [Art. 7 (3)]
- Approves transfer between the fields of study and its requirements. Should the student be transferring to a Doctoral degree study Programme accredited at FIR, the Dean appoints the Supervisor and allocates the student to a Department. [Art. 9 (8)]
- Upon approval of the Faculty's Scientific Board, appoints members of the State Doctoral Exam (SDE) committee for a respective Doctoral degree study Programme. [Art. 13 (1)]
- Appoints a minimum three-member committee for SDE including the chairman of the committee, upon a proposal of the Field Guarantor. [Art. 13 (2)]
- Upon approval of the Faculty's Scientific Board, appoints a thesis defence committee members, chairman and vice chairman of the thesis defence examining board for defence of the relevant Doctoral degree study programme. [Art. 16 (1)]
- Appoints at least six-member thesis defence examining committee, including its chairman from among the thesis defence committee members. [Art. 16 (2)]
- Without undue delay and based on the proposal of the chairman of the thesis defence examining committee appoints two opponents of the thesis (in this context, he/she may ask the chairman of the thesis defence examining committee to propose other people than originally proposed). [Art. 18 (5)]
- Decides to terminate studies due to failure to fulfil the requirements of the study programme in compliance with § 56 para. 1 letter b) of the Act; the Dean's decision is made in accordance with § 68 of the Act. [Art. 24 (2)]
- Decides the remuneration for the Supervisor based on the Field Guarantor's proposal. [Art. 3 (3) c]
- Decides the remuneration in the form of an extraordinary scholarship for the student, based on the Supervisor's proposal. [Art. 4 (3) d]

b) Vice-Dean for Research and Doctoral Studies

- Decides upon request and after consultation with the Field Guarantor on the possibility to submit the doctoral thesis in a foreign language while studying in a Doctoral degree study Programme accredited and taught in Czech. [Art. 6 (2)]
- Determines the date of enrolment into the study and date of the matriculation oath. [Art. 7 (1)]
- Approves, based on a recommendation by the Field Guarantor, an individual study plan of PhD students. [Art. 8 (2)]
- Decides on recognition of an exam in a comparable subject, providing that no more than 24 months have passed since the exam. This is based on the student's application and the recommendation of the Supervisor and the field guarantor. [Art. 9 (6)]
- Decides on recognition of the state doctoral exam in the same field of study at the University of Economics, Prague, providing that no more than 24 months have passed since the exam, and if the preliminary defence of the thesis took place. This is based on the student's application and the recommendation of the Supervisor and the field guarantor of the relevant Doctoral degree study programme. [Art. 9 (7)]
- Sets the date of the attestation (review of fulfilment of the Individual Study Plan) of PhD students. [Art. 10 (1)]
- Approves the Report on the Progress of Studies of a PhD student. [Art. 10 (2)]
- Decides on the student's enrolment into a higher year of studies based on the Report on the Progress of Studies. [Art. 10 (2)]
- Decides, based on the student's application, should the student not be meeting the conditions for enrolment into higher year of studies, on a conditional enrolment into a higher year of studies. [Art. 11 (8)]
- Approves, based on the Supervisor's recommendation, scope of the omissions in the thesis, when the thesis topic is based on cooperation with entities outside of the University of Economics, Prague, and the student will be working with sensitive data. [Art. 19 (5)]
- Confirms with his/her signature – after reviewing the procedural details of the defence – the Record of the thesis defence, which certifies the validity of the thesis defence. [Art. 20 (9)]

- Receives a written excuse of absence from a student, who was unable to attend SDE or the thesis defence; should the Vice-Dean find the reasons of absence adequate, he/she will allow in writing an alternative date of SDE or date of thesis defence, which will be set by agreement with the Chairman of SDE or theses defence. *[Art. 21 (2), (3)]*
- Decides, upon the student's request and after the Supervisor's opinion, on even a repeated interruption of studies of the requester. *[Art. 22 (1)]*

Updated version approved on July 1, 2014.

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