

DEAN'S DIRECTIVE No. 1/2018

Studies in doctoral degree programmes

DIRECTIVE FOR FSE UJEP

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Cancelations: Dean's directive no. 3/2015
Dean's directive no.2/2017

RNDr. Jaroslav Koutský, Ph.D., Dean

**PART I
BASIC PROVISIONS**

**Section 1
Introductory Provisions**

1. This directive summarizes the main rules for studying in doctoral degree study programmes conducted at the Faculty of Social and Economic Studies at Jan Evangelista Purkyně University in Ústí nad Labem (further only "FSE UJEP"). This arises from the Act no. 111/1998 Sb., on Higher Education Institutions and from the Amendments and Supplements to Some Other Acts (Act on Higher Education Institutions), (further only „Act") and Study and Examination Regulations for studies in doctoral degree study programmes at the Jan Evangelista Purkyně University in Ústí nad Labem from June,17, 2017.
2. The Slovak language and Slovakia are not considered to be a foreign language and a foreign country for the purposes of this directive.
3. The guarantor of the doctoral degree study programme is responsible for the quality and implementation of the study programme. He or she is the chair of the doctoral degree programme board.
4. The vice dean for science and research is responsible for the organisation of the doctoral degree programme. He or she coordinates all administrative arrangements related to these studies.

**PART II
RULES OF DOCTORAL DEGREE PROGRAMMES**

**Section 2
Credit system**

1. Each study obligation is awarded by credits, expressing the approximate time demand for this obligation. One credit corresponds to 26 hours of work (ECTS).
2. For the successful completion of the doctoral study programme, it is necessary to acquire the entire 240 credits, as represented in the following structure:
 - 1) individual study plan (ISP) max.100 credits
 - 2) other study obligations min. 180 credits (minus the number of credits in ISP)
 - a) corresponding publication obligation min. 20 credits
 - 3) doctoral state examination 10 credits
 - 4) defence of doctoral thesis 50 credits

**Section 3
Individual study plan**

1. The individual study plan (further only „ISP“) determines the list of courses, which students have to pass within the framework of their studies and also preliminary dates for their completion.
2. The ISP is prepared by the supervisor in cooperation with the student at the beginning of the studies and it is submitted to the doctoral degree programme board in the form available on the web pages of the FSE UJEP. In case of any change in the ISP during the studies, a similar procedure has to be followed.

3. The ISP is created with regard to the specialization of the student's doctoral thesis and his or her educational profile in the way that after graduating, the student disposes of the knowledge and competences determined in the graduate's profile.
4. The compulsory part of the ISP are two courses: 1) Methods for research work and 2) Defence of doctoral thesis project. Both above mentioned courses are necessary to be completed successfully by the end of the 6th semester of the studies (end of the 3rd academic year). Not fulfilling this obligation will be the reason for terminating the studies.
5. Compulsory optional courses are:
 - a) Quantitative methods in social sciences
 - b) Applied economy
 - c) Economics and regulation
 - d) Institutions - negotiations - ethics – politics
 - e) Regional planning and governance
 - f) Sociology of the contemporary society
 - g) Governance in the EU and national states
6. The absence of any of the above mentioned courses in ISP, as well as including any other course outside the list, is to be explicitly justified in ISP (e.g. by submitting the syllabus of an already completed similar course, stating the academic year, when the course was completed, including both the name of the institution and the lecturer).
7. The following courses could be acknowledged: a) at least at master's degree of studies b) completed at most 6 years before the date of the entrance procedure to the doctoral degree studies at the FSE UJEP.
8. The total of all credits in all courses included in ISP may not exceed 100 credits.

Section 4

Fulfilment of the course Defence of doctoral thesis project

1. The student works out his or her doctoral thesis project ranged 20 – 30 pages, in its content and structure corresponding to their research work. The project could be submitted in the English language. The project has to contain:
 - a) the clear determination of the aim of the research and its social relevance
 - b) a detailed review of the state-of-art grounded in the international literature
 - c) a detailed methodology / research design to be fulfilled.
2. The Defence of doctoral thesis project is oral and it takes place in advance stated terms before the board. The board is appointed by the dean at the suggestion of the guarantor of the field of studies. The board consists of at least three members, in which case one member is from a different workplace other than UJEP.
3. The completed doctoral thesis project, together with the review of the supervisor, is to be sent at least one month before the defence to the guarantor of the course for the Defence of doctoral thesis project and to the vice dean for science and research at FSE. The vice dean guarantees the elaboration of at least 2 independent reviews and the distribution of the project and reviews to all members of the board.
4. The board then formulates the conclusion whether the project fulfils or fails to fulfil the criteria for the doctoral degree thesis. The members vote in secret, in case of an equality of voices, the guarantor of the field of studies has the decisive power.
5. The course Defence of doctoral degree project has to be completed by the end of the 6th semester of the doctoral degree studies.

Section 5

Other study obligations

1. The student is obliged to meet other study requirements in such an extent that the total number of credits achieved for them and for ISP equals at least 180.
1. Credit assessment of individual duties is determined in the following way:
 - a) Teaching a course for full time students in a bachelor or master degree programme (90 min/week) in Czech, resp. in a foreign lang..... 3, resp. 6 cr.
 - b) Teaching a course for part time students in a bachelor or master degree programme (two blocks) in Czech, resp. in a foreign lang. 2, resp. 4 cr.
 - c) Supervision or review of a bachelor/diploma thesis..... 2, resp. 1 cr.
 - d) Educational or study stay abroad (for each commenced month)..... 2 cr.
 - e) Contribution at a conference in Czech, resp. foreign lang. 2, resp. 4 cr.
 - f) Publication of an article in an indexed journal (WoS, Scopus)..... min. 20 cr.
 - g) Publication of other articles (articles in ERIH+, proceedings indexed in international databases WoS and Scopus, chapters in monographs)..... min. 5 cr.
 - h) Achieving an external research grant (e.g. GAČR, TAČR, Horizon 2020, COST a.s.o.) as the main proposer..... 30 cr.
 - i) Achieving an external research grant (e.g. GAČR, TAČR, Horizon 2020, COST a.s.o.) as a member of the research team..... 10 cr.
3. The guarantor of the field of study could decide on an increase in the number of credits with regard to the research value of a publication (impact factor of the journal, JIP quartile, number of authors, and their order a.s.o.).
4. Credits for teaching and publication could be achieved at a different university workplace. In case the student is paid a scholarship at FSE (internal student), he or she is obliged to teach and to register publications at UJEP.
5. The request for acknowledging the credits or any other study obligation including the suggestion for credit assessment is to be submitted by the student together with the annual study report (sec. 8). A necessary supplement for this request is information, which unequivocally proves the completion of the duty (e.g. DOI of the article, programme of the conference, design of the project incl. naming solvers etc.). The guarantor of the studies decides on the assessment of other study obligations.

Section 6

Doctoral state examination

1. The student is entitled to ask for taking the doctoral state examination (further only „SDZ“) at the moment, when he or she has successfully completed all courses included in ISP and acquired at least 180 credits.
2. The request for taking the SDZ is submitted by the student together with the annual study report. The request for taking the SDZ contains the suggestion for its contents stating 5 possible thematic areas, and it is to be approved by the guarantor of the field of studies. The areas are suggested by the student together with the supervisor (resp. consultant). Each of these 5 areas consists of at least 10 original scientific articles, which thematically correspond to the content of the doctoral thesis and courses studied within the framework of the ISP.
3. The SDZ is in its nature a public professional discussion with the members of the examination board presiding over the selected thematic area.

4. The date for the SDZ and personnel composition of the examination board is determined by the dean at the suggestion of the vice dean for science and research and the student is acquainted with it 15 days prior to the exam at last.

Section 7 **Doctoral thesis**

1. The topic of the doctoral thesis is chosen by the student after an agreement with his or her supervisor, resp. consultant for this work, who is suggested by the supervisor.
2. The doctoral thesis (further only „DiP“) has to contain a thorough review of the topical international state of knowledge and student’s own original scientific research findings. It could be composed of earlier, by the student’s published related scientific articles (most of them must be published in indexed international databases WoS and Scopus) completed with a comprehensive summary. The doctoral thesis could be submitted in the English language.
3. The student is entitled to ask for the defence of DiP at the moment, when he or she has successfully passed SDZ and has passed the so called small defence at FSE UJEP, at which they present a report. A small defence is a rehearsal before the concluding defence of DiP. This is a non-public event with the participation of the members of the department as well as other invited guests. The student submits his or her finished work in fact. The vice dean for science and research is responsible for organizing this small defence.
4. The request for the defence of DiP is handed in by the student together with the final version of the DiP. The request for the defence of DiP is approved by the guarantor of studies, while part of the approval is also a suggestion for three opponents of DiP.
5. The date of defence and the personnel composition of the board for defence is determined by the dean and the student is acquainted with it 15 days prior to the defence at last.
6. The defence of DiP is in its nature a public discussion with the members of the board, eventually with public guests.

Section 8 **Course of studies**

1. The supervisors for newly accepted students are appointed by the dean at the suggestion of the doctoral degree programme board up to 2 months after the acceptance for studies. In case of a change in the supervisor, the same procedure is to be followed.
2. The student hands in an electronic version of the suggestion for the annual study report on the first of September, regarding the prior year. The report summarizes the results of his or her activities for the past year including the assessment of the supervisor.
3. The vice dean for science and research checks the accuracy of the data stated in the annual study report, he or she collects all the reports signed by students and supervisors and hands them in to the programme board by September 21st.
4. In case the programme board finds the results unsatisfactory, the dean could terminate the studies at the suggestion of the programme board.
5. The results are considered to be unsatisfactory, when the average number of credits per year is smaller than 30.
6. In case the student does not fulfil the duties within the dates stated in this directive (e.g. submitting ISP, annual study report, and others.), the vice dean offers the student the chance to remove the mistakes within 30 days. After the expiration of this deadline, the vice dean for science and research could send the dean the suggestion for terminating the studies for inactivity.

Section 9
Scholarship

The level of the scholarship for internal students for individual years of the doctoral degree programme is determined by Dean's directive no. 2/2016.

PART III
FINAL PROVISIONS

Section 10
Final Provisions

1. This regulation cancels the effect of the Dean's Directive no. 3/2015 and Dean's Directive no. 2/2017.
2. This regulation is valid from 11th April 2018.
3. This regulation is in effect from 11th April 2018.