Manual for Doctoral Study

Charles University in Prague

2014

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The research university such as Charles University in Prague would not have achieved its international renown for being modern and prestigious without the accent on close connection between implantation of theoretical teaching and practical research training of young academic generation. The students of Doctoral programmes of study are according to Act 111/1998 Coll., on higher education institutions regarded as third-cycle students, however, they are very close to become part of professional academic community. Their study requirements and obligations are determined by that purpose. The increasing number of students as well as Doctoral programmes/branches of study, a great number of the Subject Area Boards and their members with numerous supervisors and advisors have required a revision of certain procedures related to Doctoral study to make them more straightforward and accurate.

The primal impulse to create the Manual for Doctoral study had been the need to unify organisation and procedures in several areas related to the Doctoral study. The Manual reflects the effort of the working group, which members have experience with real and executive practice of the Doctoral study, requests of the Rector's Board and practical knowledge with implementation of the Doctoral study. From the perspective of regulations is the Doctoral study in comparison with the Bachelor or Master studies the least mentioned type of programme of study. The Manual shall summarize activities, rights and obligations of particular subjects participating in implementation of the Doctoral study. Most of the provisions have a declarative character regarding their implications in the Act on higher education institutions and the internal regulations of the Charles University in Prague. The Manual is intended for participants in the Doctoral study and employees of particular Faculties to help them with their orientation in the Doctoral study. There can be found several provisions in the Manual that have not yet been introduced in the Act on higher education institutions or the internal regulations of the Charles University in Prague. The Manual contains provisions regarding the Subject Area Boards and their Chairs, the Guarantors of the programmes of study, the supervisors (or the advisors), the Deans and the Rector and the last but not least the students of the Doctoral programmes of study. It also reflects specifics of the Doctoral study programmes in biology and medicine and the Coordination Board of these programmes. While implementing the Doctoral study the participants shall abide and pay attention to the valid legislative norms[1] and the internal regulations of the Charles University in Prague[2].

The scholarly and pedagogical activity at the Charles University in Prague shall require observing certain ethical principles, academic freedoms and principles of autonomous research, honourable and honest behaviour of all members of the Academic Community. The accuracy and the objectivity of used methods have belonged to the basic principles of scholarly and creative activity. Respecting mentioned principles, freedoms and axioms represent the inseparable part of the Doctoral study.

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[1] Act 111/1998 Coll., on higher education institutions and on amendments to other acts

[2] Constitution of Charles University in Prague (Constitution), Code of Study and Examination of Charles University in Prague (COSE).

Source: Act No. 111/1998 Coll. on higher education institutions and amendments to other acts; Code of Study and Examination of Charles University in Prague; Bursary Code of Charles University in Prague; Constitution of Charles University in Prague; Appendix No. 5 of Constitution of Charles University in Prague - Admission Procedure Code; Rector's measure No. 10/2013. Available on http://www.cuni.cz/UKEN.

Content

1. Subject Area Board

The Subject Area Board has the key role in Doctoral study for its responsibility for content of programme/branch of study and for its implementation. The Subject Area Board is established for the Doctoral programmes of study, or for their branches of study. The members of the Board are appointed and removed by the Rector.[3] Upon request, the Subject Area Board is responsible for presenting of report on implementation of programme/branch of study to the Dean/Deans, and to the Rector.[4] The efficient Subject Area Board represents a guarantee of well-organised Doctoral programme/branch of study. The Subject Area Board is entitled to submit suggestions to the Dean for approval. The Subject Area Board shall be in regular contact with the student and the supervisor, or also with the advisor and the management of the Faculty.

1.1 supervises and assess the study in Doctoral programme of study with regard to the content of the particular programme/branch of study;[5]

1.2 proposes topics of lectures, courses and other forms of study in the given programme/branch of study with regard to the content of the particular programme/branch of study;

1.3 proposes candidates for membership of the Examination Board for each year to the Dean;

1.4 assess and approves individual study plans of students of Doctoral programmes/ branches of study;[6]

1.5 approves modifications of the individual study plan on the basis of statement from the supervisor, respectively the advisor;

1.6 checks that the topic of the dissertation corresponds to the content of the programme/branch of study, which the student is studying;

1.7 approves the change of the topic of the dissertation on the basis of statement from the supervisor, respectively the advisor;

1.8 proposes candidates for members of the State Doctoral Examination Boards and the Boards for the defence of the Doctoral Dissertation to the Dean/Deans;[7]

1.9 proposes candidates for the supervisors to the Dean of the given Faculty with regard to the content of the particular programme/branch of study;[8]

1.10 proposes candidates for advisors to the Dean of the given Faculty;[9]

1.11 determines requirements of the State Doctoral Examination with regard to the content of the particular valid accreditation;

1.12 monitors and regularly assess in writing the fulfilment of the individual study plan at intervals no longer than one year;[10]

[3] s. 47 (6) of the Higher Education Act, Art. 23 (6 – 7) of the Constitution.
[4] Art. 23 (8) of the Constitution.
[5] s. 47 (6 of the Higher Education Act, Art. 8 (1) of COSE.
[6] Art. 8 (4) of COSE.
[7] Art. 10 (3 and 8) of COSE.
[8] Art. 8 (2) of COSE.
[9] Art. 8 (2) of COSE.
[10] Art. 8 (4) of COSE.

1.13 proposes to the Dean modifications of bursaries;

1.14 The Subject Area Board shall have a quorum if at least two thirds of all members are present. The Subject Area Board makes its decision by voting. Each member has a single vote. All votes are considered as equal. A resolution shall be passed if more than a half of all present members have voted in favour;

1.15 A number of present members of the State Doctoral Examination Board and the Board for the defence of the Doctoral Dissertation must never be less than three.[11] The supervisor is usually appointed as a member of the State Doctoral Examination Board and at least one member of the Board must not be a member of the Academic Community of the Faculty;

1.16 The detailed rules of order of the Subject Area Board may be provided by the Faculty, in case of study programmes/branches performed together by multiple Faculties may the rules of order of the Subject Area Board be provided by mutual agreement of the Deans.

2. Chair of Subject Area Board

2.1 A Chair of the Subject Area Board, appointed from and by members of the Subject Area Board[12], is responsible for activities of the Board. The Chair´s significance is given by the responsibility to the Dean of the Faculty, the responsibility for observing the internal regulations of the Charles University in Prague;

2.2 is responsible to the Dean and the Rector for content and implementation of individual agreements, the so-called cotutelle (agreements on joint supervision of dissertations between Charles University in Prague and a foreign university);

2.3 Upon request, he is responsible for presenting of report on implementation of programme/branch of study upon behalf of the Subject Area Board to the Dean/Deans, and to the Rector.[13]

3. Guarantor of the programme of study[14]

3.1 A Guarantor of the programme of study[15] is a member of academic staff, who with regard to the expertise and renown has been charged with the supervision of the quality and implementation of the programme of study the Guarantor guarantees. The Guarantor is charged with the coordination in close co-operation with the bodies of the given Faculty of the quality of content and methodology of the programme of study, proper implementation of its instruction as well as development and regular evaluation of the programme;

[11] Art. 10 (4) of COSE.
[12] s. 47 (6) of the Higher Education Act.
[13] Art. 23 (8) of the Constitution.
[14] Art. 23 of the Constitution and Rector's measure No. 10/2013.
[15] s. 70 (4) of the Higher Education Act, s. 79 (1) letter c) Of the Higher Education Act.

3.2 The Guarantor of the programme of study shall be the member of the relevant Subject Area Board.[16] If the Doctoral programme of study is divided into several branches of study, the Guarantor of the programme of study shall be a member of at least one Subject Area Board, and Guarantors of the subject area shall be members of the Subject Area Board, whose branch of study they guarantee. The Guarantor of the programme of study can be appointed to guarantee simultaneously one of the branches of study as well. The Guarantor of the subject area shall work in close co-operation with the Guarantor of the programme of study;

3.3 The requirements and criterions of the Accreditation Commission that the Guarantor has to comply beyond the criterions given in s. 70 of the Higher Education Act and Art. 23 (2) of the Constitution are provided in the Standards of AC for assessment of guarantees of study programmes by Associate Professors and Professors;

3.4 The Guarantor of the programme of study is responsible for preparation of accreditation documentation;[17]

3.5 To ensure high standard of implementation and successful development of the programme of study, the Guarantor of the programme of study shall consult and coordinate the activities with the Dean, the respective Vice-Deans, the Heads of respective workplaces and with the Guarantors of the programmes of study in the similar field. The Guarantor of the programme of study shall coordinate activities of the Guarantors of the subject area;

3.6 Upon request, the Guarantor of the programme of study shall be responsible for the presentation of report on the implementation, evaluation and perspectives of the given programme of study to the Rector, to the Dean, or to other bodies of the University or the Faculty;[18]

3.7 The Guarantor of the programme of study or members of the Board of Guarantors shall be charged with their position and discharged from it by the Rector.[19]

4. Supervisor

Doctoral study is mainly designed as individual study, in which the professional relationship between the supervisor and the student plays the key role. Their mutual communication shall be expressed by fulfilling the individual study plan. The supervisor's work is essential for the doctoral study. The supervisor is responsible for the quality of the doctoral project (topic) and for expert supervision of the student.

The supervisor in a member of academic staff (Associate Professor, Professor or accomplished specialist) approved by the Research Board of the Faculty, who with regard to the expertise at national and international level, personal integrity and moral qualities represents a guarantee of superior and proper supervision of the student. The supervisor shall also possess enough time availability to advise and consult the student. Each supervisor shall prove adequate knowledge of the valid internal regulations of the University.

[16] Art. 23 (5) of the Constitution.
[17] Art. 23 (1) of the Constitution.
[18] Art. 23 (8) of the Constitution.
[19] Art. 23 (3) of the Constitution.

4.1 A supervisor for the given student shall be appointed and dismissed by the Dean on the proposal of the Subject Area Board;[20] the appointment or the removal of the supervisor by the Dean shall be filed in the student's records kept by the Faculty;

4.2 The scientific-research activity of the student may take place under the guidance of a supervisor who is not employed by Charles University in Prague, or who is employed at a different workplace than Charles University in Prague, provided an agreement between Charles University in Prague or the relevant Faculty and the particular supervisor or workplace has been concluded;

4.3 Together with the student, the supervisor shall prepare a proposal for the individual study plan, including the topic of the dissertation;

4.4 approves the topic of dissertation proposed by the student or helps the student formulate it;

4.5 shall continuously monitor the fulfilment of the student's study obligations and consult the results of the study with the student on a regular basis;

4.6 shall check that the content of the dissertation corresponds to the content of the programme/branch of study that the student is studying. In the case of inconsistency with the content of the programme/branch of study, the supervisor shall propose a solution to the Subject Area Board;

4.7 shall evaluate fulfilment of the individual study plan in writing on a regular basis (at least once a year) and present this evaluation to the Subject Area Board for approval;[21]

4.8 shall express own opinion on the content of the individual agreements, the so-called cotutelle (agreements on joint supervision of dissertations between Charles University in Prague and a foreign university), especially with regard to the individual study plan;

4.9 may propose to the Subject Area Board that a advisor from among appropriate experts shall be appointed to supervise the student during a particular section or time period of Doctoral study due to the advisor's special expertise or methodical and technical possibilities;

4.10 Together with the relevant workplace they shall provide their own/individual operational and technical facilities for the student;

4.11 shall remain in regular contact with the student;

4.12 shall supervise and provide guidance to the student, recommend specialised literature (resources), teach the student to be in the company of experts, to present the results of own research work to the public (soft skills), teach the student to raise funds to finance the projects, help him establish expert contacts at home and abroad and enter the international scientific community, pass their knowledge on to students and enable them to teach to a reasonable and suitable extent according to their approved individual study plans.

[20] Art. 8 (2) of COSE.
[21] The demand for evaluation of fulfilment of study by the Subject Area Board is based on Art. 8 (4) of COSE.

5. Advisor

An advisor, as a leading specialist in the relevant area, is able to guide the student and complement the expert activities of the supervisor. The advisors are responsible for the supervisor's obligations that were entrusted to them. However, the advisor cannot replace the primary responsibility of the supervisor for the expert aspect of the student's Doctoral study.

5.1 may be proposed by the supervisor or the student and shall be chosen from among appropriate experts to supervise the student within a particular section or time period of Doctoral study due to the advisor's special expertise or methodical and technical possibilities;

5.2 The advisor for the given student shall be appointed and dismissed by the Dean on the proposal of the Subject Area Board;[22] the appointment or the removal of the advisor by the Dean shall be filed in the student's records kept by the Faculty;

5.3 is not usually from the same workplace as the supervisor;

5.4 does not have to be employed by Charles University in Prague provided an agreement between Charles University in Prague or the relevant faculty and the particular advisor or the workplace has been concluded. The advisor shall be co-responsible for the realisation of the doctoral project;

5.5 shall be in regular contact with the student; in addition, the advisor communicate with the Subject Area Board and the supervisor, or also with the Dean.

6. Doctoral study programmes in biomedicine (DSPB)

Doctoral study programmes in biomedicine have been established on mutual agreement on cooperation between the Charles University in Prague and the Czech Academy of Science in the field of Doctoral studies and research training of Doctoral studies in biology and medicine. Doctoral studies in biomedicine are implemented in accordance with the Framework Agreement of Cooperation in the Implementation of Study Programmes and the Association Agreement, contracted between the Charles University in Prague and the Academy of Sciences of the Czech Republic (2007). These study programmes have also enabled to concentrate research and professional potential of both institutions and to purposefully utilize material resources of each workplace. DSPB are governed by the legislation on higher education as amended. These Doctoral study programmes shall be administered by the Coordination Board of DSPB and its Chair. To coordinate DSPB on behalf of the Charles University in Prague shall be authorised a relevant Vice-Rector and on behalf of the Czech Academy of Science shall be authorised the Chair of the Coordination Board of DSPB.

[22] Art. 8 (2) of COSE.

6.1 The Coordination Board of Doctoral study programmes in biology and medicine (the Coordination Board of DSPB)

6.1.1 shall coordinate the Doctoral study programmes in biology and medicine. The coordination is based on communication with the members of the Coordination Board, the management of the Charles University in Prague and the Czech Academy of Science, the Deans (Vice-Deans) of the participating Faculties on regular basis; in addition the Coordination Board of DSPB shall regularly monitor and evaluate the Doctoral study programmes; the Coordination Board of DSPB shall consult and solve potential problems in co-operation with the management of the University and the Academy;

6.1.2 The members of the Coordination Board of DSPB shall be charged with their position and discharged from it jointly by the Rector of the Charles University in Prague and the President of the Czech Academy of Science principally upon a mutually agreed proposal from the Deans of the participating Faculties or from the Directors of the higher education institutes of the Czech Academy of Science, or representatives of another participating subjects;

6.1.3 The members of the Coordination Board of DSPB shall be the Chairs (or regular members) of the Subject Area Boards participating in DSPB;

6.1.4 The Chair and the Vice-Chair of the Coordination Board of DSPB shall be appointed from and by members of the Board;

6.1.5 The Deans of the participating Faculties in DSPB shall act accordingly to the mutual agreements. Potential problems and different interpretation of agreements shall solve the Coordination Board of DSPB in close cooperation with an authorised Vice-Rector, or the Rector of the Charles University in Prague and the President of the Czech Academy of Science.

6.2 The Chair of the Coordination Board of Doctoral study programmes in biology and medicine (DSPB)

6.2.1 shall coordinate the activities of the Coordination Board of DSPB;

6.2.2 shall be appointed by the members of the Coordination Board of the DSPB;

6.2.3 shall be responsible for presenting of report on implementation of study in DSPB at intervals no longer than one year, usually in March, to the bodies of the Charles University in Prague and the Czech Academy of Science;

6.2.4 shall inform the Deans of participating Faculties in DSPB about the implementation of the study of DSPB at intervals no longer than one year.

7. Student

Students are expected to be highly motivated to study, have professional qualification, comply with the requirements for independent creative work, and have an active approach to fulfilling the individual study plan and personal responsibility.

7.1 is entitled to propose a topic of the dissertation (one of materials required to the admission to study); [23]

7.2 is entitled to propose a supervisor, or an advisor;

7.3 An applicant who was admitted to study is entitled to enrol in the relevant Doctoral programme of study. This entitlement originates upon delivery of the decision on admission to study;[24]

7.4 is obliged to elaborate a proposal for the individual study plan with the supervisor within two months following enrolment in the study and submit it to the Subject Area Board for approval;

7.5 is entitled to request a change in the dissertation topic, which is to be approved by the supervisor and the Subject Area Board. The change shall be incorporated in a supplement to the individual study plan, including the approval of the supervisor and the Chair of the Subject Area Board;

7.6 is entitled to request a change in the individual study plan, which is to be approved by the supervisor and the Subject Area Board. The change shall be incorporated in a supplement to the individual study plan, including the approval of the supervisor and the Chair of the Subject Area Board;

7.7 is entitled to ask the Dean for transfer from one form of study to another;[25]

7.8 is entitled to ask the Dean for interruption of the study;[26]

7.9 is entitled to submit a substantiated request for change of the supervisor, including an opinion from the Subject Area Board, to the Dean. In the case of a request for a new particular supervisor, this supervisor's consent is necessary;

7.10 is obliged to meet the requirements resulting out of the study programme or study branch, the Code of Study and Examination of Charles University in Prague, the internal regulations of the University and the Faculty and legal standards related to university studies;[27]

7.11 is entitled and obliged to be in regular contact with the supervisor and the advisor;

7.12 is obliged to report a change of the delivery address in case of its change to the Faculty, where the student is enrolled;[28]

7.13 The workplace shall provide own/individual operational and technical facilities for the student;

7.14 is entitled to submit a request for a review of the Dean´s decision within 30 days from the delivery of the decision.[29]

[23] s. 62 (1) letter f) of the Higher Education Act.
[24] s. 51 (1) of the Higher Education Act.
[25] Art. 9 (2) of COSE.
[26] Art. 9 (3) of COSE.
[27] s. 63 (1 and 2) of the Higher Education Act.
[28] s. 63 (3) letter. b) of the Higher Education Act.
[29] s. 68 (4) of the Higher Education Act, Art. 16 (1) of COSE.

8. Dean

A Dean as a supreme representative of the Faculty with shall use the given rights and powers to create conditions for successful implementation of Doctoral study. The Dean shall regularly supervised the implementation of the programmes of study at the Faculty.[30] The Dean´s decisions have a first instance character.

8.1 issues a written decision on admission to the Doctoral programme of study;[31]

8.2 issues a written decision on termination from Doctoral study;[32]

8.3 issues a written decision on interruption of study and shall decide about the additional rights and obligations of the students;[33]

8.4 shall appoint and dismiss the supervisor on the proposal of the Subject Area Board.[34] The supervisor does not have to be an employee of Charles University in Prague, provided an agreement between Charles University in Prague or the relevant faculty and the particular supervisor or workplace has been concluded;

8.5 shall appoint and dismiss the advisor on the proposal of the Subject Area Board.[35] The advisor does not have to be an employee of Charles University in Prague, provided an agreement between Charles University in Prague or the relevant faculty and the particular advisor or workplace has been concluded;

8.6 shall appoint the members of the Examination Board on the proposal of the Subject Area Board. The Board shall consist of at least three members;[36]

8.7 shall appoint members of the State Doctoral Examination Board on the proposal of the Subject Area Board;[37]

8.8 shall appoint members of the Board for the defence of the Doctoral Dissertation on the proposal of the Subject Area Board;[38]

8.9 shall decide about an application for transfer from one form of study to another form of the same programme of study;[39]

8.10 shall countersign with the Chair of the Subject Area Board “The Notice of Award the degree Doctor” (Ph.D., Th.D.);

8.11 shall sign a higher education Diploma together with the Promotor and the Rector.

[30] Art. 23 (8) of the Constitution.
[31] s. 50 (2) of the Higher Education Act.
[32] s. 56 (1) of the Higher Education Act.
[33] s. 68 of the Higher Education Act.
[34] Art. 8 (2) of COSE.
[35] Art. 8 (2) of COSE.
[36] Art. 7 (6) Appendix No. 5 of Constitution of Charles University in Prague - Admission Procedure Code.
[37] Art. 10 (3) of COSE.
[38] Art. 10 (8) of COSE.
[39] Art. 9 (2) of COSE.

9. Rector

A Rector as a supreme representative of the University with shall use the given rights and powers to create conditions for successful implementation of Doctoral study.

9.1 In the case of a programme of study that is performed independently by one Faculty the Rector shall appoint and dismiss the Guarantor of a programme of study or members of the Board of Guarantors of a programme of study upon proposal from the Dean of the relevant Faculty and after its Research Board has expressed its opinion;[40]

9.2 In the case of a programme of study that is performed independently by one Faculty the Rector shall appoint and dismiss the members of the Subject Area Board upon proposal from the Dean of the relevant Faculty and after its Research Board has expressed its opinion.;[41]

9.3 In the case of a programme of study that is performed independently by several Faculties, jointly by several Faculties, or with the contribution of a higher education institute the Rector shall appoint and dismiss the Guarantor of a programme of study or members of the Board of Guarantors of a programme of study upon a mutually agreed proposal from the Deans of the participating Faculties or from the Director of the higher education institute, and after the relevant Research Boards have expressed their opinion;[42]

9.4 In the case of a programme of study that is performed independently by several Faculties, jointly by several Faculties, or with the contribution of a higher education institute the Rector shall appoint and dismiss the members of the Subject Area Board upon a mutually agreed proposal from the Deans of the participating Faculties or from the Director of the higher education institute, and after the relevant Research Boards have expressed their opinion;[43]

9.5 decides in cases of application for a review of the Dean's decision;[44]

9.6 shall sign a higher education Diploma and a Diploma Supplement.

[40] Art. 23 (3) letter a) of the Constitution.
[41] s. 47 (6) of the Higher Education Act, Art. 23 (5) of the Constitution.
[42] Art. 23 (3) letter. b) of the Constitution.
[43] s. 47 (6) of the Higher Education Act, Art. 23 (5) of the Constitution.
[44] s. 50 (7) and s. 68 (4) of the Higher Education Act, Art. 16 (5) of COSE.