

Code of Doctoral Study and Examination

Study on Doctoral Programme of Study

ARTICLE 21

Individual Study Plan

(Article 8 of the Code of Study and Examination of Charles University in Prague)

1. The proposal of Individual Study Plan (hereinafter referred to as “ISP”) is compiled by the doctoral student and his supervisor. The doctoral student shall submit for approval the proposal of the ISP to the Subject Area Board. The ISP shall be filled into a standard form and submitted to the Department of Science no longer than two months after enrolment in study.
2. An ISP shall in particular contain:
 - a) the title of a Doctoral Dissertation in Czech and English,
 - b) the language of a Doctoral Dissertation provided it is different from the language of the accredited study programme,
 - c) compulsory subjects, study requirements and other obligations of doctoral students including their fulfilment divided into years,
 - d) the term of a State Doctoral Examination,
 - e) the timetable of the work on a doctoral dissertation and its intended submission to defence,
 - f) further details on vocational preparation.
3. An ISP and fulfilment of particular obligations may be modified every year provided that the volume of obligations is kept, i. e. subject area examination is replaced by language examination, conference participation by published paper in scientific journal.
4. Compulsory subjects and other obligations of each doctoral study branch shall be determined by the Dean.

ARTICLE 22

Course, Forms of Assessment, and Interruption of Study

(Article 9 of the Code of Study and Examination of Charles University in Prague)

1. After student’s passing the subject, an examiner shall fill out and sign the form “Zápis o zkoušce”, in case of study obligation the form “Zápis o splnění studijní povinnosti“. Then the examiner shall enter the grade in student’s Study Credit Book (“index”) and the Student Information System.
2. A student shall submit the forms “Zápis o zkoušce” or “Zápis o splnění studijní povinnosti” to the Department of Science. The Department of Science, on the other hand, shall inform a doctoral student about fulfilment of his other obligations.
3. A student shall submit a Report on his ISP fulfilment and other study activities including publishing activities, foreign mobility and conference participation. He shall do so every year by September 30 at the latest.

4. The Annual assessment of a doctoral student shall be made and submitted to the Subject Area Board by his supervisor. The Annual assessment of fulfilment of ISP is approved by the Subject Area Board.

ARTICLE 23

State Doctoral Examination

(Article 10 of the Code of Study and Examination of Charles University in Prague)

1. A State Doctoral Examination Board shall consist of at least 5 members and rank from professors, associate professors and experts approved by the Research Board of the Faculty. The Chair shall be a member of a State Doctoral Examination Board. The Supervisor shall usually be a member of the Board. At least one member of the Board shall not be a member of the academic community of the Faculty.
2. A State Doctoral Examination Board shall decide on results in closed session acting by a majority of votes of present members. In case of equality of votes, the Chair shall decide on the result.
3. At least three members of a State Doctoral Examination Board must be present. A Record of the course and the result of a State Doctoral Examination shall be made and signed by the Chair and all members. A student may request a copy of the record at the Department of Science.
4. Re-sitting of a State Doctoral Examination may be taken not earlier than in three months.

ARTICLE 24

Doctoral Dissertation

(Article 8, 9, 10 of the Code of Study and Examination of Charles University in Prague)

1. Doctoral Dissertation shall be submitted no longer than five months after the maximum length of study.
2. A student shall submit a written form of a Doctoral Dissertation to the Department of Science and upload an electronic version into a Student Information System. The student must assure that the electronic version is complete and identical with the hard copy of the Doctoral Dissertation.
3. A student shall submit the Application for the Defence of a Doctoral Dissertation (“Žádost o obhajobu disertační práce“)
Required amendments to the Application are:
 - a) three copies of a Doctoral Dissertation in printed form, the length is minimally 100 standard pages (180.000 characters including spaces) without an abstract and amendments with a declaration of independent work and of the fact that the Doctoral Dissertation has not been used to acquire the same or a different degree,
 - b) the length of a Dissertation proposal is up to 15 pages and it is made in 10 copies,
 - c) a student’s CV,
 - d) supervisor’s report,
 - e) list of student’s publishing activities,
 - f) three to five most significant student’s publications shall be stated in a Doctoral Dissertation’s amendment.
4. The Board for the defence of the Doctoral Dissertation shall consist of at least seven members and rank from professors, associate professors and experts approved by the Research Board of the Faculty. The Chair is a member of the Board for the defence of the Doctoral Dissertation.

The supervisor shall usually be a member of the Board. At least one member of the Board shall not be a member of the academic community of the Faculty.

5. The Board for the defence of the Doctoral Dissertation shall choose two external examiners who will prepare external examiner's reports on the submitted Doctoral Dissertation. Neither a supervisor nor an advisor may be members of the Board for the defence of the Doctoral Dissertation. External examiners must be Professors or Associate Professors, exceptionally experts with PhD degree. One of the external examiners shall not be a member of the academic community.
6. External examiners shall prepare external examiner's reports no longer than two months after receiving a doctoral dissertation. In the end, they shall determine whether the doctoral dissertation meets all the requirements and whether they recommend it to proceed or not.
7. The Defence of a doctoral dissertation shall take place no longer than three months after the Board receives external examiners' reports.
8. The Board for the defence of the Doctoral Dissertation shall decide on results in closed session acting by a majority of votes of present members in secret vote. In case of equality of votes, the Chair shall decide on the result.
9. For the Defence of doctoral dissertation to be valid, two thirds of members of the Board are required to be present. A protocol of the defence of doctoral dissertation shall be made and signed by the Chair and all present members. A doctoral student may request a copy of the protocol at the Department of Science.

ARTICLE 25

Subject Area Board

(Article 8, 9, 10 of the Code of Study and Examination of Charles University in Prague)

1. The Subject Area Board shall
 - a. put forward a proposal (to the Dean) for PhD programme admission requirements,
 - b. put forward a proposal (to the Dean) for the admission committee for a given academic year,
 - c. put forward and guarantee the content of lectures, courses and other forms of study in a given study programme in accordance with accreditation,
 - d. put forward a proposal (to the Dean) for appointment of supervisors and advisors,
 - e. put forward a proposal for appointment and dismissal of a given student's supervisor and advisor,
 - f. assess and approve doctoral students' ISPs including modifications in study plan and assure that the title of a student's doctoral dissertation is in accordance with a student's branch of study,
 - g. approve regular assessment of student's ISP,
 - h. monitor and assess the course of study and apply for scholarship modification,
 - i. determine the requirements of a State Doctoral Examination in accordance with accredited study programme,
 - j. put forward a proposal for members of State Doctoral Examination Boards,
 - k. put forward a proposal for members of Boards for the defence of the Doctoral Dissertation,
 - l. deal with all other matters or requests of a given doctoral study programme that need special consideration.
2. The Subject Area Board's quorum is two thirds of all present members. Each member has one vote. A proposal is accepted by a majority of votes of all members present.

ARTICLE 26

Supervisor

(Article 8, 9, 10 of the Code of Study and Examination of Charles University in Prague)

1. Professor or Associate Professor, exceptionally an expert with PhD degree, may be appointed as a supervisor. An advisor is assigned to a student provided student's supervisor is an expert with PhD degree.
2. Research and scholarly activities of a doctoral student may be under guidance of a supervisor who is not an employee of Charles University in Prague and may take place elsewhere than at Charles University in Prague provided there is an agreement between Charles University in Prague (its Faculty) and a given supervisor or a workplace.
3. Supervisor shall:
 - a. help a doctoral student compile ISP proposal,
 - b. determine a title of doctoral dissertation in accordance with a student's branch of study,
 - c. follow the fulfilment of student's obligations and consult regularly study results and progress of work on a Doctoral Dissertation, supervisor shall have at most five doctoral students at a time,
 - d. submit a report on a doctoral student including overall assessment of his study and of his doctoral dissertation as well as assessment of his publishing activities and publication of his doctoral dissertation results, the report shall accompany student's application for the defence of a Doctoral Dissertation.
4. Supervisor is responsible for the content and realization of "cotulelle" agreements (agreements on bi-national supervision of a Doctoral Dissertation between Charles University in Prague and a foreign university).