

---

# Consolidated Rector's Directive No. 19/2018 as amended by Recotr's Directive No. 5/2020: Doctoral Study Handbook

---

## Article 1 Introductory Provision

This directive is intended to enable a better orientation for participants in doctoral study and for faculty staff. It contains in particular provisions issuing from the Higher Education Act or internal regulations of Charles University relating to Subject Area Boards and their chairmen, the supervisor (or advisor), the dean, the Rector, and students in a doctoral programme of study. It also deals with the responsibilities of co-ordination boards of doctoral programmes of study.

## Article 2 Subject Area Board

1

1. The Subject Area Board carries the main part of responsibility for the content of the programme of study and its implementation. The Subject Area Board of a doctoral programme of study is established for doctoral programmes of study. The Rector appoints and removes its members.<sup>2</sup> An efficient Subject Area Board guarantees the operation of a doctoral programme of study. The Subject Area Board has the right to submit applications for the dean's approval. The board communicates with the student, supervisor, or advisor and with the management of the faculty.
2. In particular, the Subject Area Board:
  - a. monitors and assesses the conformity of the entire study in the doctoral programme of study with the content of the programme of study;<sup>3</sup>
  - b. proposes the programme of lectures, courses, and other forms of study in the given programme of study in conformity with the content of the programme of study;
  - c. proposes to the dean the members of admissions boards for each academic year;
  - d. proposes to the dean of the respective faculty the appointment and dismissal of supervisors for students in a doctoral programme of study in conformity with the programme of study he is pursuing;<sup>4</sup>
  - e. assesses and approves the individual curricula of students in doctoral programmes of study;<sup>5</sup>
  - f. approves the change in an individual curriculum upon the supervisor's or advisor's opinion;
  - g. monitors the topic of the dissertation so that it corresponds with the programme of study which the student is pursuing;
  - h. approves a change in the topic of a dissertation upon the supervisor's or advisor's opinion;
  - i. proposes to the dean of the respective faculty the appointment of advisors if need be;<sup>6</sup>
  - j. sets the requirements for state doctoral examinations in conformity with the content of valid accreditation;
  - k. monitors and assesses the fulfilment of individual curricula of individual students on the basis of documents provided by the supervisor at least once a year;<sup>7</sup>
  - l. submits proposals to the dean for an adjustment of a bursary in specific cases;<sup>8</sup>
  - m. together with the supervisor usually recommends the student's application for a change of the form of study to the dean; after the standard period of study has expired such recommendation is no longer necessary;<sup>9</sup>
  - n. usually proposes to the dean the members of state doctoral examination boards and boards for the defence of dissertation;
  - o. may request the opinion of the head of the supervising entity which provides operational and technological support to the student when the Board approves the change in and assesses the fulfilment of individual curricula;<sup>10</sup>

---

1 The provisions regulating programmes of study mentioned above apply to branches of study until the date of validity of accreditations of branches of study.

2 S. 47 (6) of the Higher Education Act, Article 22 (13) and (14) of the Constitution.

3 S. 47 (6) of the Higher Education Act, Article 10 (7) of the Code of Study and Examination.

4 Article 10 (6) of the Code of Study and Examination.

5 Article 10 (8) of the Code of Study and Examination.

6 Article 10 (6) of the Code of Study and Examination.

7 Article 10 (8) of the Code of Study and Examination.

8 Article 12 (4) and (5) of the Scholarship and Bursary Rules.

9 Article 10 (11) of the Code of Study and Examination.

10 Article 10 (6) and (8) of the Code of Study and Examination.

- p. may consider the matters relating to doctoral study by means of voting by letter if the internal regulations of the faculty provide so.
3. Rules for the meetings of the Subject Area Board are determined by the faculty; where the programmes of study are implemented jointly by several faculties the rules for the meetings of the Subject Area Board are determined by an agreement of the deans.

## Article 3 Guarantor of Doctoral Programmes of Study

11

1. The guarantor of a doctoral programme of study is the chair of the relevant Subject Area Board.<sup>12</sup> He is the member of academic staff whose expertise and name serves as the basic guarantee for the quality and proper implementation of the programme of study he guarantees.<sup>13</sup> He is responsible for cooperating with the bodies of the relevant faculty to ensure the quality of content and methodology of the study programme, proper realization of teaching, as well as its development and regular assessment.<sup>14</sup>
2. The guarantor:
  - a. is responsible for the Subject Area Board activities; he is responsible to the dean of the faculty and the Rector of the University for the observation of Charles University regulations, the content and implementation of contracts – the so-called cotutelle (Agreement on Bi-national Supervision of a Doctoral Thesis between Charles University and a foreign university);
  - b. may only be a member of academic staff who satisfies the requirements set by the standards for accreditation of a study programme for the proper performance of activities under Section 44 (7) of the Higher Education Act;<sup>15</sup>
  - c. is appointed and removed by the Rector;<sup>16</sup>
  - d. is responsible for the study programme documents relevant for the accreditation process and assessment of quality of study;<sup>17</sup>
  - e. consults and coordinates his work with the dean, relevant vice-deans, heads of the relevant supervising entities, and guarantors of related study programmes with the aim of good implementation and perspective creation of the given study programme;
  - f. in the case of the appointment of a new supervisor performs the supervisory duties to the necessary extent if the risk of delay requires so.<sup>18</sup>

## Article 4 Supervisor

1. The supervisor is responsible for the quality of the doctoral project (topic) and for specialist supervision of the student.
2. The supervisor is usually a member of the academic staff or a scholar (for example, an associate professor, a professor, or an expert in the given area) whose national and international expert standing should be a guarantee of good and proper supervision of the student; he should heed the good name of the University. The supervisor has sufficient time for the supervision of the student.
3. The supervisor is appointed and removed by the dean upon the proposal of the Subject Area Board.<sup>19</sup> The appointment, or the removal, of the supervisor must be recorded in the file of the student of the doctoral programme of study. The supervisor may be a person other than an employee of Charles University if a contract has been made between Charles University, or the relevant faculty, and the particular supervisor or supervising entity.
4. In particular, the supervisor:
  - a. prepares the draft individual curriculum including the topic of the dissertation with the student; he has a duty to submit the drawn-up individual curriculum to the Subject Area Board within two months of the beginning of the academic year for which the applicant registered. In the case of students who begin their study in the middle of the academic year this limit starts running at the commencement of their study;<sup>20</sup>
  - b. approves the topic of the dissertation proposed by the student or assists in its wording;
  - c. continuously monitors the fulfilment of the student's duties and regularly consults with the student on the results of study;
  - d. checks the compliance of the content of the dissertation with the student's study programme; in case of non-compliance he proposes a solution to the Subject Area Board;

---

11 For the time of accreditation of branches of study, when the programmes of study may be divided into several branches of study, the guarantor of a programme of study is a member of a Subject Area Board; guarantors of a subject area are members of that Subject Area Board whose branch of study they guarantee. A guarantor of a programme of study may simultaneously guarantee a branch of study. A guarantor of a programme of study coordinates activities of guarantors of a subject area (Article 2 (5), Article 3 (1) and Article 3 (3) of Rector's directive No. 10/2013).

12 S. 47 (6) of the Higher Education Act; Article 22 (13) of the Constitution.

13 S. 44 (6) of the Higher Education Act.

14 S. 44 (7) of the Higher Education Act.

15 Government decree No. 274/2016 Sb., on standards for accreditation in higher education: Part 2, Title II.- A.1.1-3.

16 Article 22 (10) and (14) of the Constitution.

17 Article 22 (8) of the Constitution.

18 Article 10 (6) of the Code of Study and Examination.

19 Article 10 (6) of the Code of Study and Examination.

20 S. 62 (1) (b) of the Higher Education Act, Article 10 (6) of the Code of Study and Examination

- e. regularly (at least once a year) assesses the fulfilment of an individual curriculum in the SIS module and submits such assessment, for whose correctness he is responsible, to the Subject Area Board for their approval;<sup>21</sup> duties set in an individual curriculum for each academic year must be specific and controllable;
- f. comments on the content of individual contracts, the so-called cotutelle (Agreement on Bi-national Supervision of a Doctoral Thesis between Charles University and a foreign university), particularly as regards an individual curriculum.;
- g. recommends together with the Subject Area Board the student's application for a change of the form of study to the dean; after the standard period of study has expired such recommendation is no longer necessary;<sup>22</sup>
- h. may propose to the Subject Area Board the appointment of an advisor from among experts in the given programme of study who is able to supervise the student as regards a certain topic or during a specific time period of the doctoral study due to his special expertise or methodological and technological facility;
- i. together with the supervising entity provides to the student his own/individual operational and technological support;
- j. teaches and supervises the student, recommends specialist literature (sources) to him, teaches the student how to communicate in an expert community, how to present the results of his scholarly work to the public (soft skills), and how to acquire financial means to fund his projects, assists him in making contacts with experts locally and abroad and in joining international scientific community, teaches him how to convey knowledge to students, and assists him in his teaching activities set in the individual curriculum.

## Article 6 Doctoral Study Programmes Coordination Board

23

1. The coordination board is a platform for the cooperation of those Subject Area Boards which declared their alliance to related areas of study.
2. The coordination board coordinates assigned doctoral study programmes. In particular, its activities include:
  - a. strategic decisions on the direction and development of doctoral study programmes in the given area;
  - b. searching shared common areas in the implementation of doctoral study programmes;
  - c. the creation of uniform standards for doctoral study programmes related by a topic (for example, requirements for dissertations, admissions procedure criteria, quality requirements for the students' scientific output or the number of students per supervisor;
  - d. proposals for measures designed to increase the rate of successful study;
  - e. cooperation in the preparation for possible common accreditation;
  - f. communication with the relevant units at the Rector's Office and faculties.
3. Chairs of Subject Area Boards become members of those Coordination Boards to which their Subject Area Board was assigned according to their alliance for areas of study, or for which they applied, upon the Rector's appointment. The chair of the Subject Area Board may be a member of several Coordination Boards.
4. A member of the faculty participating in the implementation of the doctoral study programme represented in the given Coordination Board, or another expert proposed to the Rector by the dean or the chair of the relevant Coordination Board, may be a member of the Coordination Board upon the Rector's appointment.
5. Members of the Coordination Board nominate a chair from their ranks; he is appointed by the Rector. The Chair, or a deputy designated by him, convenes and presides over the meetings.

## Article 7 Doctoral Study Programmes in Biology and Medicine (DSPB)

1. Doctoral study programmes in biology and medicine (biomedicine) are based on cooperation between Charles University and the Czech Academy of Sciences ("the CAS") in the area of doctoral study of biomedicine regulated by the Contract on Cooperation in Doctoral Study Programmes made by Charles University and the Czech Academy of Sciences. These study programmes enable the concentrated utilization of expert capacity of both institutions and sensible use of material means of individual supervising entities. DSPB is regulated by the legislation in force applicable to higher education. The mutual cooperation of the contracting parties is coordinated by the Vice-Rector designated by the Rector and the member of the Academic Council designated by the President of the Czech Academy of Sciences.
2. DSPB activities are provided by the Coordination Board of the DSPB.
  - a. The Coordination Board of the DSPB coordinates doctoral study programmes in biology and medicine. The coordination entails regular communication with the Coordination Board members, the management of Charles University and the Czech Academy of Sciences, the deans (vice-deans) of participating faculties, and also regular assessment of the current state of affairs in doctoral study programmes; it resolves possible problems with the management of the University and the Academy.

<sup>21</sup> Basis for the assessment of the course of study by the Subject Area Board under Article 10 (8) of the Code of Study and Examination.

<sup>22</sup> Article 10 (11) of the Code of Study and Examination.

<sup>23</sup> 21The composition and work of Doctoral Study Programmes Coordination Boards is regulated by the Rectors directive No. 18/2018 –Creation and Competence of Doctoral Study Programmes Coordination Boards at Charles University.

- b. Members of the Coordination Board of the DSPB are appointed for a five-year term of office and removed by the Rector of Charles University and the President of the CAS upon proposals of the deans of participating faculties of CU and directors of the participating units of the CAS.<sup>24</sup> Members are in particular the chairs of Subject Area Boards of doctoral study programmes included in the DSPB. The deans of faculties participating in the DSPB act in accordance with contracts made between them. Possible controversies and different interpretation of contracts by the parties are resolved by the Coordination Board in cooperation with the designated Vice-Rector, or Rector, of Charles University and the President of the Czech Academy of Sciences.
3. The chair and vice-chairs of the Coordination Board of the DSPB are appointed and removed by the Rector of Charles University and the President of the CAS upon proposal by the Coordination Board of the DSPB.<sup>25</sup> In particular, the chair:
- a. presides over the Coordination Board of the DSPB;
  - b. presents a joint report on the DSPB activities to the bodies of Charles University and the CAS as necessary, but at least once a year, usually in March;
  - c. at least once a year informs deans of participating faculties on the state of DSPB study.

## Article 8 Student

1. Students are expected to manifest high motivation for study, professional competence, the qualification for an independent creative work, active fulfilment of duties of individual curriculum, and personal responsibility.
2. The student:
  - a. has a duty to fulfil the requirements resulting from the study programme under the Code of Study and Examination of Charles University, internal regulations of the University and faculty and legislation governing study at higher education institutions;<sup>26</sup>
  - b. has a duty to provide to the faculty at which he is enrolled his address for service, or its change, or the address of his data box;<sup>27</sup>
  - c. has a right and a duty to be in regular contact with his supervisor, or advisor;
  - d. has a duty to submit the drawn-up individual curriculum through the electronic information system to his supervisor; should the student fail to do so by the deadline determined in a respective dean's directive, he has failed to comply with a requirement set in this Code and his study will be terminated;<sup>28</sup>
  - e. participates in the preparation of a draft individual curriculum with his supervisor; it is the supervisor's duty to submit an individual curriculum to the Subject Area Board within two months of the enrolment to study even if the student fails to cooperate;
  - f. has a right to apply for a change in the individual curriculum which is approved by the supervisor and the Subject Area Board; the change must be recorded in the individual curriculum in the SIS module;
  - g. has a right to file an application with the dean for a transfer from one form of study to another in which the study programme is also taught;<sup>29</sup>
  - h. has the right to file an application with the dean for an interruption of study;<sup>30</sup>
  - i. has the right to file a justified application with the opinion of the Subject Area Board for a different supervisor; in case of an application for a specific supervisor the consent of such proposed supervisor is required;
  - j. has the right to apply for a change in the topic of the dissertation which is approved by the supervisor and the Subject Area Board; the change must be recorded in the appendix to the individual curriculum with the express approval of the supervisor and the chair of the Subject Area Board;
  - k. has the right to be provided his own/individual operational and technological support by the supervising entity;
  - l. has the right to file an appeal against the dean's decision within 30 days of the delivery of the decision.<sup>31</sup>

## Article 9 Dean

1. The dean as the supreme representative of the faculty creates in the scope of his powers the conditions for the implementation of doctoral study. He decides the rights and duties of students in the first degree.
2. In particular, the dean:
  - a. issues decisions on accepting applicants to study in a doctoral study programme;<sup>32</sup>
  - b. issues decisions on the termination of doctoral study;<sup>33</sup>
  - c. issues decisions on the interruption of study and decides on other rights and duties of students;<sup>34</sup>

<sup>24</sup> Article V (2) of the Contract on Cooperation.

<sup>25</sup> Article V (4) of the Contract on Cooperation.

<sup>26</sup> Section 63 (1) and (2) of the Higher Education Act.

<sup>27</sup> Section 63 (3)(b) of the Higher Education Act.

<sup>28</sup> Article 10 (6) of the Code of Study and Examination.

<sup>29</sup> Article 10 (11) of the Code of Study and Examination.

<sup>30</sup> Article 6 (2)(e) of the Code of Study and Examination.

<sup>31</sup> S. 68 (4) of the Higher Education Act, Article 15 (1) of the Code of Study and Examination.

<sup>32</sup> S. 50 (2) of the Higher Education Act.

<sup>33</sup> S. 56 (1) of the Higher Education Act.

<sup>34</sup> S.68 of the Higher Education Act.

- d. appoints and removes supervisors upon the proposal of the Subject Area Board;<sup>35</sup>
- e. appoints and removes advisors upon the proposal of the Subject Area Board;<sup>36</sup>
- f. appoints the Admissions Board of at least three members upon the proposal of the Subject Area Board;<sup>37</sup>
- g. appoints the State Doctoral Examination Board usually upon the proposal of the Subject Area Board;<sup>38</sup>
- h. appoints the Board for the Defence of Dissertation usually upon the proposal of the Subject Area Board;<sup>39</sup>
- i. decides on the transfer to a different form of study;<sup>40</sup>
- j. signs the diploma together with the Degree Awarding Official and the Rector.
- k. if the supervisor becomes incapable of continuing his supervisory duties, resigns or is recalled, the dean, without undue delay, appoints, upon proposal of the Subject Area Board, a new supervisor for the student.<sup>41</sup>

## Article 10 Rector

1. The Rector as the supreme representative of the University creates in the scope of his powers the conditions for the implementation of doctoral study.
2. In particular, the Rector:
  - a. in the case of a study programme implemented independently by one faculty, designates and removes the guarantor of the doctoral programme of study upon the proposal of the dean of the relevant faculty and after the research board of the faculty has expressed its opinion;<sup>42</sup>
  - b. in the case of a study programme implemented independently by one faculty, designates and removes members of the Subject Area Board of the doctoral programme of study upon the proposal of the dean of the relevant faculty and after the research board of the faculty has expressed its opinion;<sup>43</sup>
  - c. in the case of a study programme implemented independently by several faculties, jointly by several faculties, with participation of a higher education institution designates and removes the guarantor of the doctoral programme of study upon the proposal of the deans of faculties involved, or the director of the higher education institution submitted to him after mutual consent and after the relevant research boards have expressed its opinion;<sup>44</sup>
  - d. in the case of a study programme implemented independently by several faculties, jointly by several faculties, with the participation of a higher education institution, designates and removes members of the Subject Area Board of the doctoral programme of study upon the proposal of the deans of faculties involved, or the director of the higher education institution submitted to him after mutual consent and after the relevant research boards have expressed its opinion;<sup>45</sup>
  - e. decides the appeal against the dean's decision in the first degree;<sup>46</sup> signs the University diploma and the attachment to the diploma.

## Article 11 Final Provision

This consolidated text – Rector's directive No. 19/2018 as amended by the Rector's directive No. 5/2020 becomes legally effective on 20 January 2020.

---

35 Article 10 (6) of the Code of Study and Examination.

36 Article 10 (6) of the Code of Study and Examination.

37 Article 6 (7) of the Code of Admissions Procedure.

38 Article 11 (3) of the Code of Study and Examination.

39 Article 11 (3) of the Code of Study and Examination.

40 Article 10 (11) of the Code of Study and Examination.

41 Article 10 (6) of the Code of Study and Examination.

42 Article 22 (10)(a) of the Constitution.

43 S. 47 (6) of the Higher Education Act, Article 22 (14) of the Constitution.

44 Article 22 (10)(b) of the Constitution.

45 S. 47 (6) of the Higher Education Act, Article 22 (14) of the Constitution.

46 Ss. 50 (7) and 68 (4) of the Higher Education Act, Article 15 (13) to (17) of the Code of Study and Examination.