



Dean's measure No. 26/2021 Doctoral studies standards at PedF CUNI

Art. 1 Introductory provisions

1. The standards of doctoral studies at PedF UK (hereinafter referred to as "standards") regulate the conditions under which studies in doctoral study programs are carried out.
2. The standards follow Act No. 111/1998 Coll., On higher education institutions; Study and Examination Regulations of Charles University, Scholarship Regulations of Charles University; Rector's Measure No. 5/2020 (Manual for Doctoral Studies); Harmonogram (Yearly schedule) for the given academic year for doctoral studies at the Faculty of Education of Charles University, and specifies some provisions of the above legal norms.

Art. 2 Individual study plan creation procedure

1. Study in doctoral study programs / fields is realized on the basis of an individual study plan (hereinafter referred to as "ISP"), which is created in the Study Information System (hereinafter "SIS") in the module Individual study plan Ph.D. students and which is based on the study plans of the relevant accreditation of the doctoral study program.
2. The study plans of doctoral study programs / fields (hereinafter referred to as "DSP") stipulate the volume and form of teaching and the fulfillment of other obligations/duties, including the method of verifying study results.
3. A supervisor is assigned to each student by the DSP subject area board (hereinafter referred to as the "SAB"). If the supervisor is not an associate professor or professor, the student is usually assigned a consultant.
4. An Agreement and a work contract must be concluded with external trainers or with internal trainers who have terminated their employment at the faculty.
5. The ISP proposal is created by the PhD student enrolled in a particular doctoral study program / field in cooperation with the supervisor, and can include a consultant as well. The ISP contains the dissertation topic and a study course list, other duties, scientific-research or other creative duties (publishing activities, participation in conferences, etc.), planned or recommended internships abroad or pedagogical activities at the faculty of education (teaching undergraduate courses).
6. The processed ISP proposal is transmitted by the student to the tutor through the relevant SIS function.
7. If the student does not establish an ISP, it is the supervisors duty to establish an ISP on behalf of the doctoral student.
8. The ISP proposal is assessed and approved by the trainer and then transmitted using the appropriate SIS Subject area board head. Otherwise, the instructor returns the ISP to the



student for revision (again using SIS functions).

9. The ISP approved by the trainer receives the SAB, led by its chairman / guarantor of the PhD study major, for assessment. In the event that the subject area board council finds shortcomings in the proposed ISP, the ISP is returned to the supervisor or student for completion (via SIS). If the SAB approves the ISP, the creation of the ISP is terminated.

Art. 3 Electronic study plans in doctoral study programs accredited within the framework of institutional accreditation with the commencement of studies from the academic year 2020/21

1. In the accredited doctoral study programs within the framework of institutional accreditation, the relevant study plans shall be published via the SIS from the academic year 2020/21.
2. All study obligations/duties are realized through the following courses and duties:
 - The subject guarantor/teacher of a particular study course or duty decides on the fulfilment of compulsory or optional subjects.
 - The supervisor, guarantor or authorized person decides on the fulfilment of subjects with the character of other general study obligations/duties (publication outputs, conferences, internships, etc.) on the basis of documents in the SIS on the basis of the subject area board decision.
 - The study program guarantor (the subject area board head) of the relevant DSP decides on the fulfilment of all obligations/duties on the basis of the supervisor's documents in the SIS.

All publication outputs, which form the basis for the recognition of the comprehensive study obligation, must be registered in the OBD with the author's affiliation at PedF UK.

3. All stays abroad, which form the basis for the recognition of a comprehensive study obligation, must be registered in the SIS, approved in advance by the Department for International Relations and confirmed by this department in the SIS upon the return of the student from abroad.
4. All teaching activities of the doctoral student carried out at PedF UK must be registered with the SIS, stating the doctoral student as the subject teacher. Doctoral students in the second and third year of study may, within the scope of their study duties, lead independent teaching without the right to remuneration, provided that the teaching obligation/duty is part of their ISP and does not exceed the maximum range of 2 hours per week per semester.

Art. 4 Evaluation procedure for individual study plans (annual evaluation)

1. The administration and evaluation of the ISP is carried out in the SIS in accordance with the Schedule of the given academic year for doctoral studies at the Faculty of Education, Charles University. Only this form of registration is used by students and academics.
2. The student processes the performance of his ISP (so-called annual/yearly evaluation - hereinafter "AE") for the year, including a list of unfulfilled obligations/duties/duties and reasons or circumstances of non-fulfilment, the dissertation procedure (compulsory item) and



the final summary (compulsory item) , and sends it to the trainer using the appropriate SIS function.

3. The basis for the evaluation of the student by the supervisor and the Subject area board (SAB), are the records submitted by the student in the SIS and the information provided in the study report for the past period.
4. The proposal of the annual evaluation is prepared by the supervisor or is returned to the student for completion or correction. The annual evaluation prepared by the supervisor is submitted to the relevant SAB for the final evaluation.
5. The subject area board decides on the change of the ISP consisting in the equivalent exchange of study obligations/duties/duties or study subjects no later than within the RH performance of the ISP.
6. The SAB will discuss the annual evaluation, create a final commentary, return the evaluation to the student or supervisor for completion or correction, if necessary, and subsequently approve it. This concludes the annual evaluation.
7. The evaluation is submitted only in electronic form in the SIS, the accuracy of the data is guaranteed by the Chairman of the SAB.

Art. 5 Evaluation rules of individual study plans fulfilment (annual evaluation)

1. The evaluation of ISP performance (annual evaluation) is carried out in the SIS in accordance with the Schedule per given academic year for doctoral studies at the Faculty of Education, Charles University.
2. The supervisor's annual evaluation of the student lists the unfulfilled obligations/duties and the reasons or circumstances of their non-fulfilment, the recommendations for the next academic year, including a possible proposal for the adjustment of the ISP.
3. The supervisor proposes the final evaluation in accordance with the provisions of Article 10, paragraph 8 of the Study and Examination Regulations of Charles University.
5. In case of non-fulfilment of certain obligations/duties, the student must be evaluated b) or c).
6. If a student has not fully complied with the ISP for reasons worthy of special consideration, which occurred without his / her fault, the ISP has complied with it. If the fulfilment of obligations/duties according to the individual study plan was hindered by serious circumstances that occurred without the fault of the student, it cannot be evaluated according to Article 10, paragraph 8, letter c) of the Study and Examination Regulations of Charles University. In this case, the supervisor submits a reasoned proposal for evaluation a) or b) to the DSP subject area board, headed by the chairman.
 - a) In such cases when the evaluation is given with the grade "B", the SAB submits a proposal to the Dean of the Faculty for a reduction of the PhD/doctoral scholarship according to Article 12, paragraph 5 of the Scholarship Regulations, according to the following procedure:



- In the case of less serious non-compliance with ISP conditions, the SAB proposes a reduction of the scholarship by at least 20%.
- In the event of a more serious or repeated non-compliance with the ISP conditions, the DSP subject area board proposes a reduction of the scholarship by at least 40%.
 1. The decision, with a brief justification for the reduction of the scholarship, is sent to the Department for Scientific Activities, which then notifies the doctoral student of the reduction of the scholarship.
 2. In the case of evaluation c) the SAB submits to the Dean a proposal for withdrawal of the scholarship according to Article 12¹, paragraph 6 of the Scholarship Regulations, and the student's studies are terminated on the basis of the Study and Examination Rules Article 10, paragraph 8.
 3. The chairman of the relevant DSP subject area board is responsible for the correctness of the procedure in the implementation of the evaluation.

Art. 6 Rules for submitting dissertations and holding state doctoral examinations

1. The dissertation is submitted in electronic form via the SIS and at the same time 2 copies are submitted via the registry office. Both printed copies are not archived at PedF UK and are returned to the doctoral student.
2. The deadline for submitting the dissertation is 3 months before the expiry of the maximum study period.
3. The deadline for submitting the dissertation may be postponed for a serious reason, based on a request submitted to the chairman of the DSP subject area board or the dean of PedF UK, who will subsequently decide on the submission of the doctoral student's dissertation.
4. The minimum length of the dissertation text, including spaces and footnotes, is 180,000 characters.
5. In justified cases, the Dean may, on the basis of a written request from the student and the supervisor's consent, set a lower minimum scope of the dissertation.
6. Requirements and division of the dissertation thesis:

The final thesis has the requisites, which are arranged in the following order:

¹ Art. 12

Doctoral scholarship

The doctoral scholarship is awarded to all students of doctoral study programs in the full-time form of study, whose study does not exceed the standard study period of the given study program.

The amount of the doctoral scholarship is CZK 10,500 per month. The specific amount is determined within this range, in accordance with the internal regulations of the faculty pursuant to Article 4, paragraph 2 and after the opinion of the academic senate of the faculty, the dean.

After successfully passing the state doctoral examination, the doctoral scholarship determined in accordance with paragraph 2 shall be increased by CZK 2,000 per month from the following calendar month. The internal regulation of the faculty according to Art. 4, par 3



- a) title page,
- b) a statement of the originality of the text itself,
- c) possible thanks,
- d) possible abstract in the language of work and keywords in the language of work,
- e) abstract in the Czech language and keywords in the Czech language,
- f) abstract in English and keywords in English,
- g) content, h) own text (introduction, individual parts and conclusion),
- i) a possible list of abbreviations used,
- j) a list of sources used, k) a possible list of annexes and attachments.

The title page contains the following information:

- a) name of the university (Charles University) without using the emblem,
- b) name of the faculty (Faculty of Education),
- c) the name of the department where the work was assigned to,
- d) designation of the type of work (e.g. Diploma thesis, Dissertation),
- e) the thesis title in the language of the thesis, in English, and if the language of the thesis is not Czech, also the title in the Czech language,
- f) name and surname of the student or candidate,
- g) where applicable, the name of the study program and the field in which the student is enrolled, the name of the supervisor / supervisor with all titles,
- h) submission year.

Each abstract consists of at least 200 words. The abstracts are identical in terms of content. The use of keywords is governed by the database of thematic authorities of the National Library of the Czech Republic.

Editing the thesis text:

- The processing is based on the current valid standard for editing documents ČSN 01 6910 and the customs of the field (for international student APA is also an accepted citation form). The page layout in which the pictures and tables are placed is a rectangle whose dimensions and position on A4 paper are defined by the dimensions of the page margins. In general, it is possible to accept the setting of all margins to the value of 25 mm, specifically, left and top margins to 30 mm or 35 mm and right and bottom margins to 25 or 20 mm with line spacing set to 1.5 lines, exactly 20 points.
- Paragraph spacing is used at a size of 6 points. A 14-point font is used for chapter titles and titles, and a 12-point font is used for custom text. Notes, more specifically, footnotes are written in 10-point font. The text is aligned on both sides (aligned to the block).
- Pages are numbered in Arabic numerals. All valid pages are numbered starting with the first page of the work. On some pages, the page number is not printed (e.g. title page, statement, pages with special graphic design, etc.). Pages are numbered in the header or footer of the page, usually in the middle of the page width. Attachments always have separate numbering.
- With the consent of the supervisor, it is possible for a student to deviate from the provisions of this article if the clarity of work and custom in the field is maintained.



Before the defence of the dissertation thesis, the doctoral student must have completed all subjects enrolled in the ISP, including the doctoral examination. Without fulfilling this obligation/duty, the date of the dissertation defence cannot be announced.

1. The condition for holding the state doctoral examination (SDZ) is the fulfilment of all study obligations/duties of the doctoral student of the subject type completed by the examination. Without fulfilling this obligation/duty, the doctoral student cannot be admitted to the state doctoral examination.
2. The defence of the dissertation is public. The course and announcement of the results of the state doctoral examination are public.
3. Minutes of the dissertation defence and the state doctoral examination and voting shall be drawn up in the SIS and signed by the chairman and at least one other member of the commission; the number of present members of the examination commission during the defence of the dissertation and the state doctoral examination may not be less than three.

Art. 7 Rules for meetings of professional councils, including hybrid meetings of councils and subject area board commissions (SAB)

1. The SAB meetings are convened by its chairman, or the dean or vice-dean for science and research.
2. If at least one third of the SAB members so request, the Chair/SAB head shall convene a meeting of the SAB at the latest within one month of receiving the request.
3. The SAB may act in person or in hybrid form. The professional council (Scientific board with the authority above the SAB) is able to pass a resolution if an absolute majority of all members is present.
4. The resolution is adopted if an absolute majority of the present SAB members voted for it.
5. If a member of the SAB so requests, an absolute majority of all SAB members is required for the adoption of a resolution. In such a case, the decision is usually adopted by per rollam vote.
6. The proceedings of the SAB shall be chaired by the Chairman or a member of the SAB authorized by them.
7. Proposals for the composition of commissions and the appointment of opponents are submitted by the chairman of the SAB after consultation with the trainer.
8. Minutes are taken of the meeting of the Board of Directors/department leads, a copy of which is forwarded to the Department of science and research (*OVC in Czech*) at PedF CUNI.

Art. 8 Rules for per rollam meetings and decision making

1. The SAB may vote per rollam if the matter is urgent or it is not expedient to convene the SAB, the SAB may, on a proposal from the Chair, adopt a resolution outside the SAB meeting.
2. Voting on a resolution per rollam shall always be public.
3. The roll-call vote announcement shall state clearly the resolution on which the vote is taken and the deadline by which votes may be cast.
4. An absolute majority of all SAB members is always required in order to adopt any resolution.



5. The minutes of per rollam voting shall be approved by the SAB at its next meeting. The minutes of per rollam voting shall include a complete SAB member list indicating how each member voted.

Art. 9 Additional provisions on committee meetings and examinations

Theses defences and doctoral examinations, as well as meetings of habilitation and appointment commissions, can also take place in a hybrid manner.

Art. 10 Changes in the form of study

1. If a student requests a doctoral study program to change the form of study within the same study program carried out in both full-time and part-time study, the dean may include it in the required study form based on the supervisor and the SAB previous approval.
2. It is possible to change the form of study from combined to full-time only on the date of the beginning of the new academic year.
3. It is possible to change the full-time form to the combined form at any time during the academic year.
4. After the expiration of the standard period of study (4 years of standard study), the study form is changed for doctoral students from full-time to combined form at the following academic year beginning.

Art. 11 Supervisor

The PhD student supervisor duties include in particular:

- Continuously monitor the performance of the doctoral student's ISP, regularly consult with him / her about the results of the study and the progress of the dissertation thesis.
 - To determine the topic of the dissertation in accordance with the field focus of doctoral programs.
 - Prepare a written statement to defend the doctoral student's dissertation, including an overall evaluation of the doctoral student's studies, including an assessment of his / her publishing activities.
1. A maximum of five dissertations may be conducted by supervisors at the same time.

Art. 12 Final provisions

1. The Dean's measure No. 32/2020 is hereby repealed; No. 2/2013 and No. 3/2013
2. This measure would be discussed by the Academic Senate of the Faculty on:
3. This measure shall enter into force on the signature date.

prof. PaedDr. Michal Nedělka, Dr., v. r.
dean of the faculty of education