

Basic Information for Students  
of Doctoral Study Programme

Charles University

2021



## Basic Information for Students of Doctoral Study Programme

Doctoral study programmes (Ph.D.) may be without exaggeration marked as the flagship of Charles University. The Latin expression “doctor” is derived from *docere* (to teach), or also possibly from *doctus* (learned), and since the beginnings of universities it has been used to mark the top academic level that can be achieved at a university. It is a once-in-a-lifetime opportunity for both the professional and personal development of determined master's study graduates, because only a mature personality coming to a doctoral programme with their own knowledge capital and a clear target may make the most of this opportunity for further study. The implication is that successful doctoral candidates cease to be students in a figurative sense and begin to be seen as an integral part of the academic community.

Charles University perceives the work of doctoral study programme students as a contribution to the scientific potential of the university as a whole. This is a benefit, but also a commitment, as a third of all domestic doctoral study programme students are enrolled to study here. Therefore, we place great emphasis on checking the study quality, both on the part of the responsible institutions and by the students themselves. The results thus far have confirmed our belief that we are on the right track, and as far as high quality is concerned, we not only expect it but can also offer it.

Since it is natural that orientation in a new type of study may not be entirely intuitive, we would like to provide a brief overview for new doctoral study programme candidates to make the transition to a new type of study as smooth as possible and enable them to fully devote themselves to their research objectives. To this end, we gathered basic information about doctoral study in the form of this document, the aim of which is to summarise the rights and obligations of a doctoral study programme student. It can be stated that in comparison with bachelor's and master's study programmes, doctoral study has the least amount of regulations. We primarily proceeded from the Higher Education Act and the internal regulations of Charles University, which is why most of the provisions are of a declaratory nature; however, we have also included information that is as yet not treated by these regulations.

Source: Act No. 111/1998 Coll. on universities (in Czech); Act No. 500/2004 Coll., Code of Administrative Procedure (in Czech); Act No. 262/2006 Coll., Labor Code (in Czech); the Code of Study and Examination of Charles University (will come into effect on 1<sup>st</sup> January 2021); the Constitution of Charles University; the Code of Admission Procedure (in Czech); the Scholarship and Bursary Rules (will come into effect on 1<sup>st</sup> November 2020); the Life-Long Education Code; the Rules of Support of Interest Activities of Students; *Rector's Measures No. 34/2020, No. 5/2020, No. 12/2018 and No. 23/2017* (in Czech). Available [www.cuni.cz](http://www.cuni.cz).

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### List of abbreviations:

- AoU:** Act No. 111/1998 Coll. on higher education institutions and amendments to other acts
- CoSE:** Code of Study and Examination of Charles University  
(will come into effect on 1<sup>st</sup> January 2021)
- SBR:** Scholarship and Bursary Rules of Charles University  
(will come into effect on 1<sup>st</sup> November 2020)

## 1. APPLICANT

- 1.1. The current overview of programmes and fields of study for a particular academic year is published on the website of the university and its faculties four months prior to the final deadline for submission of study applications, which are usually filed by 30<sup>th</sup> April.<sup>1</sup> Accurate data and information are available in the Admissions Procedure Dates and Deadlines for the relevant academic year or from clerks [in the relevant faculties](#).
- 1.2. The most accurate information on the conditions of the admission procedure for all involved faculties is available [here](#). You can find detailed information on the content of entrance examinations, assessment criteria and conditions for admission to various degree programmes and specialised fields of study at this website.
- 1.3. Given the fact that individual faculties of Charles University have different requirements concerning the form, terms and annexes of the application, it is always necessary to follow the instructions of the appropriate faculty for the relevant study programme/field. Applicants shall submit their applications for study directly to the faculty to which they are applying.
- 1.4. An application shall be accompanied by a document proving payment of the fee related to the admission procedure. The amount of the fee and the manner of its payment are determined in compliance with faculty rules. Unless the admission procedure conditions regulate the possibility to pay the fee in euros or dollars, it is necessary to cover all bank fees associated with payment from abroad.
- 1.5. An applicant may, because of their health disability, including specific learning disorders, apply for a modified entrance examination. Applicants for study or a student with special needs shall be understood as a student or an applicant for study who, due to the congenital or acquired nature of their health condition, requires modification of the admission procedure, conditions of study, removal of physical obstacles, or other special modification of the university premises for the purpose of the successful course of their study.<sup>2</sup> Such a request shall be part of the application at the time of its submission and must be in writing, justified and documented (medical certificate).<sup>3</sup> This fact cannot be subsequently taken into consideration, e.g. during the appeal procedure. The request is assessed by the Dean.<sup>4</sup> In this case it is also possible to address the Office for Students with Special Needs, which is a part of CU Point. It provides its services at the university level and arranges for coordination, consultation, information, records and conception activities and methodical assistance in the area of students and prospective students with special needs. Particular information concerning the activities of the Office is available [here](#).

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<sup>1</sup> The Faculty may announce a second term of admission procedure for selected doctoral study programs, which starts in the middle of the academic year. In these cases, applications are usually accepted by 30<sup>th</sup> November. The date of enrolment to studies is set by the Rector's Measures, usually scheduled on 1<sup>st</sup> March.

<sup>2</sup> Article 3 (1) of the Rector's Measure No. 23/2017

<sup>3</sup> Article 5 (2) of the Rector's Measure No. 23/2017

<sup>4</sup> Article 5 (3) of the Rector's Measure No. 23/2017

- 1.6. Documents supporting the decision on rejection/admission should generally be submitted by 30<sup>rd</sup> September. For applicants who filed a request for recognition of a foreign university education, this deadline is usually prolonged until mid-October by means of the Rector's Measure in cases which have not been decided by 30<sup>rd</sup> September.<sup>5</sup> In the case of receipt of a decision not to accept the application, it is possible to submit an appeal against the decision. Pursuant to the Higher Education Act, applicants for study are admitted by the Dean of the faculty to which the particular applicant is applying. The Dean of the faculty issues a written decision, which is delivered to the attention of the applicant.
- 1.7. If an applicant is a graduate from a foreign university, it is necessary to attach a certificate recognising the equivalence of the foreign university education and qualification in the Czech Republic to the application.
- 1.8. An applicant may submit an appeal against the faculty Dean's decision.<sup>6</sup> Such a request shall be filed with the Rector of Charles University through the faculty Dean's Office within thirty days of the date of notification of the decision.<sup>7</sup> The request shall include:<sup>8</sup>
- the applicant's first name, surname, date of birth, and place of permanent residence.;
  - reference to the decision for which the applicant requests a review (the faculty, reference number and date of the decision, the study programme or the field of study within the programme, the form of study), and what is being proposed;
  - the reasons of appellant to conflict between the decision (or the procedure which preceded it) and legal regulations, internal regulations, and/or the requirements for admission to study;
  - signature of appellant.
- 1.9. If an applicant is represented during the procedure by another person, the full power of attorney shall be attached to the request.<sup>9</sup>
- 1.10. If the Dean finds within the appeal procedure that some regulations or conditions of the admission procedure were breached by their decision and that this fact influenced the correctness of the decision, he may grant the appeal and change the original decision on the applicant's admission. This decision is delivered to the attention of the applicant.
- 1.11. After having reviewed whether the Dean's decision is in compliance with the Higher Education Act, the Constitution, internal regulations of the university and the relevant faculty and other conditions for admission of applicants determined by the faculty, the Rector either confirms or changes the Dean's decision. The Rector's decision concerning the appeal procedure result is delivered to the attention of the applicant.<sup>10</sup>

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<sup>5</sup> Documents required to be provided in regard to the decision on rejection/admission for doctoral study programs starting in the middle of the academic year shall generally be submitted till 1<sup>st</sup> March.

<sup>6</sup> Article 12 (1) of the Code of Admission Procedure

<sup>7</sup> Article 12 (4) of the Code of Admission Procedure

<sup>8</sup> Article 12 (2) of the Code of Admission Procedure

<sup>9</sup> s. 33 (2) letter a) of the Code of Administrative Procedure.

<sup>10</sup> s. 72 (1) of the Code of Administrative Procedure

The schedule of meetings of committees within the appeal procedure is always published on the university's website.

- 1.12. If some applicants who were admitted to study in the faculty in the relevant study programme/field do not enrol in their programme, the Dean of the relevant faculty may decide to announce an additional procedure.<sup>11</sup> This step is fully in the competence of the faculty Dean, not the Rector. Therefore, there is no reason for including this fact in the request for the Dean's review of the decision.
- 1.13. An applicant who was admitted to study is entitled to enrol in the relevant doctoral study programme. This entitlement originates upon communication of the decision on admission to study. Applicants shall enrol within the period of time determined by the university or its part.<sup>12</sup>
- 1.14. If an applicant has completed previous study abroad and has not yet received an official diploma documenting this fact, alternative documents establishing the proper completion of study shall be used.
- 1.15. The foreign study recognition procedure shall be commenced on the basis of a written request submitted by a graduate from a foreign university through the faculty of Charles University that realises the same or similar accredited study programme. The following documents shall be attached to the request:<sup>13</sup>

- A verified copy of the diploma or other adequate proof of completed studies, issued by the international university/college;
- A verified copy of the list of examinations passed during the postgraduate studies, or of a diploma supplement, plus certified translations of both documents to the Czech language (the translation isn't required if the original version is in English) authenticated translations of both documents into Czech (the translation is not required in the case the documents are in English);
- A dissertation or doctoral thesis, or an abstract thereof, in Czech or English (no need for the certified translation). May be submitted in the electronic form. the power of attorney if the applicant is deputised by an authorised person;
- List of citations and publications of the applicant, especially in impacted papers (or a professional CV focused on expert and research activities);
- Letter of authorization, if the applicant is represented by a proxy (authorization template) – it's recommended to include the phone/e-mail contact to the proxy in the application or the letter of authorization;
- The university may also require additional information, e.g. that the study program was provided by an institution authorized to provide college education.

- 1.16. If foreign tertiary education is recognised, the Rector of Charles University will issue a certificate on equivalence with the education accomplished by graduating from Charles University. Along with recognition of tertiary education the academic degree granted to the graduate by a foreign university is also recognised. Thus, the holder of a foreign

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<sup>11</sup> Article 9 (1) of the Code of Admission Procedure

<sup>12</sup> Section 51 (1) of the AoU

<sup>13</sup> <http://www.cuni.cz/UKEN-16.html>

diploma is only entitled to use the academic title or a different identification of a foreign school graduate specified in their diploma.

- 1.17. A student is obliged to elaborate a proposal for an individual study plan with his or her supervisor. It must be submitted to the supervisor via the electronic information system; if the student fails to do so within the deadline set by the Dean's decision, the requirement set by these rules is not fulfilled and the study will be terminated.
- 1.18. Contact details for the doctoral study at faculties are published on the website of Charles University [here](#).
- 1.19. Furthermore, applicants or students may use the Lifelong Learning programmes.<sup>14</sup> The Lifelong Learning programmes are provided within or beyond the accredited study programmes and are realised in the full-time, distance or combined form not only in Czech, but also, e.g. in English.<sup>15</sup> Attendants of Lifelong Learning are not students within the meaning of the Higher Education Act.<sup>16</sup>

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<sup>14</sup> <http://www.cuni.cz/UKEN-4.html>

<sup>15</sup> Article 3 (2) of the Lifelong Learning Code of Charles University

<sup>16</sup> Article 2 (2) of the Lifelong Learning Code of Charles University

## 2. STUDENTS

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

2.1 An applicant becomes a student on the day of enrolment in the university.<sup>17</sup> Enrolment takes place at the faculty offering the particular study programme. In the case of a study programme pursuant to Article 22 (3) (c) of the Constitution of Charles University at the faculty which is thus designated in the accreditation of the relevant study programme or in an inter-faculty agreement. The student enrolls only at one faculty, to which he/she submitted his/her application for study. Enrolment takes place in the period of time determined by the Dean of the particular faculty.<sup>18</sup> Upon enrolment a student is issued a study statement, unless the faculty only maintains this statement in an electronic form. The university issues a student identity card to the student according to the rules set by the Rector's measure. Students shall take a matriculation oath (Article 59 (2) of the Constitution of Charles University).<sup>19</sup>

### 2.2 Central Authentication Service

2.2.1 Every successful applicant receives a login and a password to the Central Authentication Service (CAS) in the CU Point.<sup>20</sup> Every owner of a Charles University student identity card, i.e. everyone who has been allocated an eight-digit personal number in the Information system of Charles University, which is printed under the picture on the Charles University identification card, may become a CAS user.

2.2.2 The purpose of the CAS is to facilitate user login to applications so that students can use the same user name and password for the following systems:<sup>21</sup>

- Study Information System - SIS (A system intended for students, pedagogues, applicants for study at Charles University and participants in the Lifelong Learning programmes, which provides for comprehensive support of the study agenda.)
- Thesis and Dissertation Repository (A summary of theses and dissertations defended at Charles University, including the full texts of these theses and their assessment.)
- Whols personnel application (Serves as the central data register of persons, organisational structures of Charles University and staff.)
- Application Accommodation Support Scholarship and Bursaries (An application intended for students of Charles University to submit

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<sup>17</sup> Section 5 (1) of the AoU

<sup>18</sup> Due to special circumstances, there is a new option of distance form of enrolment from the academic year 2020/2021. The applicant is always informed about this possibility by the particular faculty.

<sup>19</sup> Article 4 (1) and (2) of the CoSE

<sup>20</sup> <https://ukpoint.cuni.cz/IPSCEN-1.html>

<sup>21</sup> <http://www.cuni.cz/UKEN-18.html>

*requests for accommodation support scholarship and requests for bursaries.)*

- Grant Agency of Charles University (A system for submitting requests for Charles University Grant Agency projects and for other administration connected with the whole life cycle of projects.)
- Erasmus Application (An application for students of Charles University for submitting and other processing of requests for a foreign study stay within the Erasmus + programme.)
- Publication activities records – OBD (A system intended for the central records of publication activities of students and employees of Charles University.)
- Records of grants and projects (A system intended for recording grants and other funded projects handled by the individual faculties and other parts of Charles University.)
- REHOS – submitting requests for accommodation in dormitories (A system for those interested in accommodation in Charles University dormitories.)

## 2.3 Possibilities of student accommodation

2.3.1 Accommodation of Charles University students is handled through dormitories and refectories. Charles University offers its students the possibility of accommodation in Prague, Plzeň, Hradec Králové and Brandýs nad Labem.<sup>22</sup> The dates for lodging applications and the prices for accommodation are determined by the Director's of Dormitories and Refectories measures.

2.3.2 Applicants can submit their requests for accommodation in the following ways:

- directly to the free capacity at the accommodation offices of the individual dormitories
- via the electronic sales web portal for free capacity
- via the REHOS evaluation system for the reserved capacity

2.3.3 Students of Charles University and other universities who have [accommodation](#)<sup>23</sup> for the academic year or who have prolonged their accommodation according to the Academic Calendar until the end of the academic year can apply for accommodation for the next academic year or for the period of study. The request for accommodation must be submitted to the office of the given dormitory by the deadline set in the Academic Calendar. Such applicants will always be guaranteed an offer of the same accommodation according to the schedule usually by May of the given year in which they were accommodated.

2.4 A standard period of study is at least three years and at most four years.<sup>24</sup>

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<sup>22</sup> <https://kam.cuni.cz/KAMEN-1.html>

<sup>23</sup> <https://kam.cuni.cz/KAMEN-214.html>

<sup>24</sup> Section 47 (2) of the AoU

2.5 The study in the doctoral study programme is monitored and evaluated by the Subject Area Board established as per Section 47 (6) of the Higher Education Act and according to Article 22 (13) and (14) of the Constitution.<sup>25</sup> The Subject Area Board consists of renowned experts in the relevant field and of representatives of the engaged workplaces and ensures a high level of study by its activities. A student is entitled to address it at any time if necessary.

2.6 **The study is organised according to an individual study plan under the supervision of a supervisor and possibly also with the participation of a consultant.** The individual study plan in particular includes the topic of a dissertation and a list of all study obligations, scientific, research or other creative obligations and planned or recommended foreign stays or other research internships or pedagogical activities.

## 2.7 Supervisor

Doctoral study is mainly designed as individual study in which the professional relationship between the supervisor and the student is of key importance. 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 dissertation and for expert supervision of the student.

2.7.1 The supervisor for the relevant student is appointed and removed by the Dean of the faculty following a proposal of the Subject Area Board<sup>26</sup>; the appointment or the removal of the supervisor by the Dean shall be included in the doctoral study programme student's file. A doctoral study programme student shall always have a supervisor. In the case of a potential risk due to the delay in appointment the duties of a supervisor are meanwhile performed by the Chair of the Subject Area Board to the extent necessary.<sup>27</sup>

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

2.7.3 The supervisor provides co-operation to the student in compiling the individual study plan and is responsible for his / her submission of the subject series within two months from the beginning of the academic year in which the applicant enrolled.<sup>28</sup> The student is then obliged to submit the drawn-up curriculum through the electronic Study Information System to his supervisor. Should the student fail to submit it by the deadline

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<sup>25</sup> Article 10 (7) of the CoSE

<sup>26</sup> Article 10 (6) of the CoSE

<sup>27</sup> Article 10 (6) of the CoSE

<sup>28</sup> Students who start their studies in the middle of the academic year, this period runs from the beginning of their studies, see Article 10 (6) of the CoSE

determined in a respective dean's directive he has failed to comply with a requirement set in this Code and his study is to be terminated.<sup>29</sup>

- 2.7.4 The supervisor shall approve the dissertation proposed by the student or help the student formulate it.
- 2.7.5 The supervisor 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.
- 2.7.6 The supervisor shall check that the content of the dissertation corresponds to the content of the study programme/field that the student is studying. In the case of inconsistency with the content of the study programme/field, they shall propose a solution to the Subject Area Board.
- 2.7.7 The supervisor shall evaluate fulfilment of the individual study plan on a regular basis (at least once a year) and present this evaluation to the Subject Area Board for approval through the SIS system.<sup>30</sup>
- 2.7.8 The supervisor recommends, together with the Subject Area Board, the student's request for a change of form of study to the dean; After the standard length of the student's studies, the recommendation is not necessary.<sup>31</sup>
- 2.7.9 The supervisor shall express their opinion on the content of the individual agreements, the so-called cotutelle (agreements on joint supervision of dissertations between Charles University and a foreign university), especially with regard to the individual study plan.
- 2.7.10 The supervisor may propose to the Subject Area Board that a consultant from among appropriate experts be appointed to supervise the student during a particular section or time period of the doctoral study due to the consultant's special expertise or methodical and technical possibilities.
- 2.7.11 Together with the relevant workplace they shall provide their own/individual operational and technical facilities for the student.
- 2.7.12 The supervisor shall remain in regular contact with the student.
- 2.7.13 The supervisor 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 their research work to the public (soft skills), teach the student to raise funds to finance their projects, help them 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.

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<sup>29</sup> Article 10 (6) of the CoSE

<sup>30</sup> Resource document for evaluation of the study course by the Subject Area Board pursuant to Article 8 (4) of the CoSE.

<sup>31</sup> Article 10 (11) of the CoSE

## 2.8 Consultant

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

- 2.8.1 The consultant 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 the doctoral study due to the consultant's special expertise or methodical and technical possibilities.
- 2.8.2 The consultant for the given student is appointed and removed by the Dean of the faculty following a proposal by the Subject Area Board<sup>32</sup>; the appointment or removal of the consultant by the Dean shall be included in the doctoral student's file.
- 2.8.3 The consultant is not usually from the same workplace as the supervisor.
- 2.8.4 The consultant needn't be employed by Charles University provided an agreement between Charles University or the relevant faculty and the particular consultant or workplace has been concluded. They shall be co-responsible for the realisation of the doctoral project.
- 2.8.5 The consultant shall be in regular contact with the student; in addition, they communicate with the Subject Area Board and the supervisor, or also with the Dean.

## 2.9 According to the accreditation framework of the study program, the individual study plan of each student shall clearly set time schedule of the study, especially for these duties:

- 2.9.1 The topic of the dissertation and the form and extent of the work;
- 2.9.2 The schedule for producing the dissertation (specification of the realisation plan for individual academic years with the planned date of submitting the dissertation);
- 2.9.3 The State Doctoral Examination, including the planned date for taking the exam;
- 2.9.4 Subjects with the planned date of their fulfilment;
- 2.9.5 Publications, topic, content, more detailed specification;
- 2.9.6 Conferences, name, domestic/foreign, active/passive participation;
- 2.9.7 Seminars, courses, active/passive participation;
- 2.9.8 Internships, more detailed specification;
- 2.9.9 Other assignments (pedagogical activities), more detailed specification;

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<sup>32</sup> Article 10 (6) of the CoSE

2.9.10 The individual study plan shall be signed after the student by the supervisor, and the chairman of Subject Area Board. The Subject Area Board may request that the head of a unit providing to the student technical and organizational background (“head of the doctoral student training unit”) should submit his opinion. The individual curriculum is binding on the student upon its approval by the Subject Area Board.<sup>33</sup>

## 2.10 Possibilities of study abroad

2.10.1 Doctoral study programme students may make use of the offer of international exchange programmes. Study stays can range from 3 to 12 months and may be pursued at every level of university study. Fulfilling obligations in the individual study plan, students must report their internship in the Evidence of Internships application in the SIS.

2.10.2 The individual faculties or their parts (departments, institutes, institutions) that realise the selection procedures are responsible for selection procedures for students<sup>34</sup> to occupy the offered study stays. The selection procedures have one round (in the case of faculties with central selection procedure organisation) or two rounds, where the first round takes place within the competence of the department, institute or institution and the second one at the central (faculty) level. The selection procedure results in a list of successful candidates in the form of a student waiting list for individual countries.

2.10.3 Each candidate may register (submit an application) for up to three various destinations of the study places offered within one period (winter/summer term) and the faculty of Charles University at which they are enrolled. A candidate should choose the destination on the basis of their field of study and consult their choice with the relevant academic worker or the contact person for the appropriate bilateral agreement.

2.10.4 The accepting institution shall not require any fees (e.g. tuition, registration fees, fees for exams, fees for using laboratories, libraries, etc.) from the student who has been admitted to the study within the Erasmus programme, with the exception of minor expenses for insurance, membership in student unions and organisations or using various materials. However, the student is still obliged to pay fees to the sending organisation, for example for tuition.<sup>35</sup>

2.10.5 Students of doctoral study programmes may also make use of the Erasmus Mundus offer<sup>36</sup>, which allows students of Charles University to study at foreign universities in joint doctoral study programmes (*Erasmus Mundus Joint Doctorates, Partnership*).<sup>37</sup> Faculties are also able to apply for European grants within the ITN activity of the Marie Skłodowska-Curie Programme: *European Joint Doctorates (EJD)*.

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<sup>33</sup> Article 10 (6) of the CoSE

<sup>34</sup> <https://cuni.cz/UKEN-154.html>

<sup>35</sup> Rector’s Measure No. 27/2017

<sup>36</sup> <http://www.cuni.cz/UKEN-19.html>

<sup>37</sup> Article 22 (5) of the Constitution of Charles University

2.10.6 The "joint degree"<sup>38</sup> shall be understood as integrated joint study with foreign partners, at the end of which the student receives a joint diploma, or two or more diplomas from partner universities. Graduates of a study program carried out in cooperation with a foreign university are awarded an academic degree and, if applicable, also an academic degree of a foreign university in accordance with the legal regulations of the relevant state. Students are offered two forms of this kind of study at Charles University:

- at the level of international study programmes with a joint curriculum, i.e. the joint degree study programmes where, based on an inter-university agreement, partner universities apply for accreditation of the joint study programme according to the rules applicable in the relevant country;<sup>39</sup>
- at the level of individual doctoral study students under double supervision, the so-called *cotutelle*

2.11 Joint (double) supervision of Dissertations (known under the French term *cotutelle*) takes place on the basis of cooperation between Charles University and a foreign university.<sup>40</sup> The study is realised under the guidance of supervisors from both involved institutions and the student spends part of their doctoral study at the foreign university.

2.11.1 For each doctorate prepared within *cotutelle*, the partner institutions conclude an individual Agreement on Joint Supervision of Dissertation, which determines the conditions, academic calendar and other requirements of study and defence of the dissertation. It is signed by the postgraduate student and their supervisors, the Dean of the faculty, the Rector of Charles University and relevant representatives of the partner institution.

2.11.2 Both universities or the postgraduate student themselves search for suitable funds to arrange for the foreign study. A student of Charles University may do so on the basis of: an inter-university agreement, the Erasmus+ Programme, development projects, the Charles University Mobility Fund, grants, etc.<sup>41</sup>

2.11.3 If a student would like to realise their doctorate under double supervision at a university in France, they may apply for a scholarship or bursary from the French government, which supports these activities financially. More information is available [here](#).

2.11.4 The preparation and conclusion of the individual agreements is in the competence of the individual faculties, which are responsible for their content and implementation. The faculty, i.e. the supervisor or a clerk determined for this issue with the postgraduate student, shall prepare

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<sup>38</sup> <http://www.cuni.cz/UKEN-20.html>

<sup>39</sup> A detailed list of the Joint Degree programmes offered is available [here](#). Instructions for submitting applications are available [here](#).

<sup>40</sup> <http://www.cuni.cz/UKEN-217.html>

<sup>41</sup> <http://www.cuni.cz/UKEN-159.html>

the agreement in cooperation with the supervisor and faculty of the foreign university. The International Relations Department of the Rectorate of Charles University offers approved working specimens in various languages, which may be offered to the partner university. If the partner institution wishes to use its own agreement specimen, it is necessary for the draft to be approved by the Legal Department and Student Affairs Department of the Rectorate of Charles University.

- 2.12 A student 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 approved and incorporated in the individual study plan.
- 2.13 Study may be interrupted more than once upon request from a student or by virtue of office.<sup>42</sup> With the exception of cases where the reasons for termination of study apply, the dean interrupts the study of a student upon his request.<sup>43</sup> If the student applies for the interruption of study for a definite period of time, he will submit the application for the appropriate change of the individual study plan along with the application for the interruption of study (Article 10 (8) of the Higher Education Act).<sup>44</sup> The longest total length of study interruption (Article 54 (1) of the Higher Education Act) is the longest period, which, together with the actual time of study, does not exceed the maximum period of study.<sup>45</sup> The periods of interruption of study due to recognized parental leave or to serious health problems do not count towards the longest total period of interruption of study.<sup>46</sup>
- 2.14 The recognised maternity period in the case of a mother of a child shall commence eight weeks prior to the anticipated date of the child's birth and end on the child's third birthday. The recognised paternity period in the case of a father of a child shall commence on the day of the child's birth and end on the child's third birthday.<sup>47</sup> Both the mother and the father of a child may request the university to record the recognised parenthood period at the same time.<sup>48</sup> The applicant is obliged to report to the university any and all changes that may have an influence on the recording of the recognised parenthood period.<sup>49</sup>
- 2.15 **Fulfilment of the individual study plan is subject to regular (at least annual) evaluation, which is submitted along with substantiation by the supervisor and discussed and approved by the Subject Area Board.** The Subject Area Board may request that the head of a doctoral student training unit should submit his opinion. The assessment of the individual curriculum is confirmed by the supervisor and the Chair of the Subject Area Board, or a member of the Subject Area Board designated by him. The evaluation conclusion consists of a statement that the student:

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<sup>42</sup> Article 6 (1) of the CoSE

<sup>43</sup> Article 6 (2) of the CoSE

<sup>44</sup> Article 6 (6) of the CoSE

<sup>45</sup> Article 4 (11) of the CoSE

<sup>46</sup> Section 54 (3) of the AoU, Article 4 (11) CoSE

<sup>47</sup> s. 195 (2) and s. 196 of the Labor Code

<sup>48</sup> s. 196 of the Labor Code

<sup>49</sup> Article 6 (11) of the CoSE

- a) fulfils the individual study plan;
- b) has not fulfilled some duties set in his individual study plan;
- c) has failed to fulfil the individual study plan obligations; in this case the student did not meet the requirement established by the CoSE and the study will be terminated.<sup>50</sup> The day of termination of study is the date of legal force of the decision on the termination of study.<sup>51</sup>

- 2.16 **The maximum duration of a doctoral study programme is eight years and the period of study is counted as of the first day of the academic year in which the student is enrolled.** If the applicant enrolls into study after the first day of the academic year, the maximum period of study is counted as of the date of enrolment.<sup>52</sup> **For students admitted to study no later than the academic year 2016/2017, the maximum length of study is the standard length of study of this study program prolonged by five years.**<sup>53</sup> After the maximum length of study expires, a student cannot take exams, the State Final Examinations or submit other forms of their study check as per Article 8 (1) of the CoSE.<sup>54</sup>
- 2.17 The student must successfully complete his study within the maximum period of study. Should the student fail to complete his study during the maximum period of study, he has not fulfilled the requirements under Code of study and examination and his study will be terminated.<sup>55</sup>
- 2.18 If a student of a doctoral study program requests to change the form of study within the same study program, either in full-time or combined form of study, the Dean assigns him/her to the required form of study based on the recommendation of the supervisor and generally the Subject Area Board. After the standard period of study the Dean can assign the student to the combined form without these recommendations.<sup>56</sup>
- 2.19 **A doctoral student may take an exam in a registered subject no more than twice,** i.e. they are entitled to one substitute date. The results of exams are classified as “passed” (*“prospěl/a”*) or “fail” (*“neprospěl/a”*). To successfully pass the examination means to achieve the results “passed”. The average result is not calculated in doctoral programmes of study.<sup>57</sup>
- 2.20 A student is entitled to submit a substantiated request for a change of 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.

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<sup>50</sup> Article 10 (8) of the CoSE

<sup>51</sup> Article 19 (1) of the CoSE

<sup>52</sup> Article 4 (12) of the CoSE

<sup>53</sup> Article 20 (2) of the CoSE

<sup>54</sup> Article 4 (13) of the CoSE

<sup>55</sup> Article 4 (14) of the CoSE

<sup>56</sup> Article 10 (11) of the CoSE

<sup>57</sup> Article 10 (4) of the CoSE

- 2.21 A student is obliged to meet the requirements arising out of legal standards related to university studies their study programme or field, the Code of Study and Examination of Charles University, internal regulations of the university and faculty.<sup>58</sup>
- 2.22 A student is entitled and obliged to be in regular contact with their supervisor and consultant.
- 2.23 Faculties of Charles University try to support student-parents; Nursery school [Rybička](#) at the Faculty of Science, [Hvězdička](#) kindergarten and nursery located near the Hvězda dormitory, or [babysitting](#) at the Philosophical Faculty are the examples confirming this fact.
- 2.24 For all doctoral students the [Platform of the Doctoral Study](#) offers courses, seminars and workshops which specialize in personal development, presentation skills, pedagogical skills and scientific and creative activities. In particular, the platform aims to present a comprehensive range of skills courses which help the students in the further development of their scientific career and providing information support for fulfilling the topic of their dissertation.
- 2.25 **Scholarships and bursaries**
- 2.25.1 Scholarships and bursaries paid from a subsidy or a grant may also be granted to students of doctoral study programmes. Scholarships and bursaries are granted to students by the university or faculty according to the Scholarship and Bursary Rules.<sup>59</sup>
- 2.25.2 All types of scholarship and bursary, specified by art. 3 (1) of the SBR, may be granted to a doctoral study programme student, except of scholarship for outstanding academic achievement.<sup>60</sup>
- 2.25.3 Method of financing:
- from a grant, subsidy or scholarship and bursary fund;
  - by increasing of scholarship or bursary from different sources – obstacles to scholarship or bursary granting shall not apply to scholarship or bursary from different sources.<sup>61</sup>
- 2.25.4 Method of doctoral bursary payment:
- retroactively, as a regular monthly amount;<sup>62</sup>
  - as a lump sum based upon the suggestion of supervisor or Subject Area Board (another doctoral bursary granted as a lump sum on the condition that the student fulfils their individual study plan and achieves excellent results in their study).<sup>63</sup>

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<sup>58</sup> Section 63 (1) and (2) of the AoU

<sup>59</sup> Section 91 (4) (5) of the AoU

<sup>60</sup> Article 4 (6) of the SBR

<sup>61</sup> These obstacles are specified in Article 13 of the SBR

<sup>62</sup> Article 3 (4) of the SBR

<sup>63</sup> Article 12 (5) of the SBR

2.25.5 A doctoral bursary is awarded to all students enrolled in full-time doctoral programme during the standard length of study.<sup>64</sup> Entitlement to granting a doctoral bursary:

- If the aggregate of study exceeds the standard length of study in the programme in which the student is pursuing his studies, a doctoral bursary may not be awarded;<sup>65</sup>
- If a student is eligible for an award of a scholarship or bursary paid as a periodic payment of the same amount only during part of a calendar month, the amount of the scholarship or bursary is proportionate to the number of days of eligibility;<sup>66</sup>
- If the regular assessment leads to the conclusion that the student failed to fulfil the requirements of his individual study plan, the dean will adopt a decision about the withdrawal of the bursary.<sup>67</sup>

2.25.6 Limits to the doctoral bursary grants are based on the provisions of the Scholarship and Bursary Rules of Charles University.<sup>68</sup>

2.25.7 If a student has enrolled in multiple doctoral study programmes or in more fields of a study programme, the doctoral bursary may be granted and paid only once at most. The earlier date of enrolment for study shall be decisive (the Rector shall decide in case of doubt).<sup>69</sup>

2.25.8 The entitlement to the doctoral bursary in doctoral study programmes originates in the academic year in October at the earliest (payment in November).<sup>70</sup> This shall also apply in the case of enrolment for study in any month before October. The entitlement to the doctoral bursary for October also originates in the case of enrolment in October (after 1<sup>st</sup> October). For students in doctoral study programmes starting on 1 March, eligibility for the doctoral scholarship begins in March.

2.26 A student can address the Charles University Grant Agency (hereinafter referred to as GA UK), the internal grant agency of Charles University. Grant projects may be from one to three years. Commencement of the grant awarding procedure for every new round of the grant competition is announced at the beginning of every academic year by means of the Rector's Measure available on the website of Charles University and the GA UK. Applications shall be filed via an Internet application of the GA UK on the dates published in this measure. The activities of the GAUK are administratively provided by the Rector's Office – the Department of Science and Research, office of the GA UK. For more information visit the page [here](#).

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<sup>64</sup> Article 12 (1) of the SBR

<sup>65</sup> Article 13 (2) of the SBR

<sup>66</sup> Article 3 (9) of the SBR

<sup>67</sup> Article 12 (5,6) and 13 (1) of the SBR

<sup>68</sup> Article 12 (2) and (3) of the SBR

<sup>69</sup> Article 13 (2) of the SBR

<sup>70</sup> If the day of enrollment into the doctoral studies is 1<sup>st</sup> March, the student will receive the first payment of the scholarship in April.

- 2.27 Students may also make use of support for special interest activities. A special interest activity shall be understood as any activity leading, pursuant to Article 5 of the Constitution of Charles University, to the fulfilment of sport, cultural, social and other needs of students while making use of their free time, to holding discussions, talks and other meetings, to providing information services, holding exhibitions, etc.<sup>71</sup> For more information visit Complete Rules for Supporting Extracurricular Activities of Students of Charles University available [here](#).
- 2.28 **Problems related to the study in the doctoral study programme that are most frequently dealt with:**
- 2.28.1 A failure to fulfil study obligations, scientific, research or other creative duties as well as planned or recommended foreign stays or other internships or pedagogical activities on the dates specified in the individual study plan.
- 2.28.2 A failure to cooperate with the supervisor, a failure to contact the supervisor.
- 2.28.3 A failure to submit documents necessary for regular evaluation of the individual study plan fulfilment on the date determined by the faculty.
- 2.29 **The study is properly completed by the State Doctoral Examination and defence of the dissertation.**<sup>72</sup> The dissertation proves the ability of and readiness for independent activity in the area of research or development or an independent theoretical and creative artistic activity. The dissertation shall include original and published results or results having been accepted for publishing.<sup>73</sup> The defence of a dissertation thesis is not part of the State Doctoral Examination in doctoral programmes of study.<sup>74</sup> The internal regulation of the faculty may determine the sequence in which the parts of the State Examination are taken.<sup>75</sup> **The day of the study completion is the day on which the State Doctoral Examination is taken, provided the dissertation has already been defended, or the day on which the dissertation is defended provided the State Doctoral Examination has already been taken; the order is determined in the study programme.**<sup>76</sup>
- 2.30 If the Board for the defence of the Doctoral Dissertation classifies a student as a "Fail", the Board shall determine whether or not it is necessary to rework or amend the dissertation; the dissertation may be defended again in six months at the earliest.<sup>77</sup>
- 2.31 Due completion of the study and accomplishment of the relevant academic degree is documented by a university diploma including the study programme and/or field, which the university issues to the graduates upon graduation, and a diploma supplement. If a graduate does not arrive at the graduation ceremony, the university issues these documents to them in the manner determined by the Rector's measures. The university diploma and the diploma supplement are public documents bearing

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<sup>71</sup> Article 2 (1) of the Rules for Supporting Extracurricular Activities of Students

<sup>72</sup> Section 47 (4) of the AoU

<sup>73</sup> Section 47 (4) of the AoU

<sup>74</sup> Article 9 (6) of the CoSE

<sup>75</sup> Article 9 (9) of the CoSE

<sup>76</sup> Article 11 (1) of CoSE

<sup>77</sup> Article 11 (12) of CoSE

the national emblem of the Czech Republic, together with the name of the relevant university and the academic title awarded.<sup>78</sup>

- 2.32 **Graduates from doctoral study programmes are awarded the academic degree "Doctor"** (abbreviated "Ph.D.", which is to be stated after the name).<sup>79</sup> A graduate may use this degree from the day of the successful completion of the study.

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<sup>78</sup> Section 57 (7) of the AoU

<sup>79</sup> Section 47 (5) of the AoU

### 3 GRADUATES

- 3.1 Charles University is interested in staying in contact with its graduates, and therefore also works with this target group.
- 3.2 The Alumni Club is being formed within the university. It is a modern successor of the previous Society of Graduates and Friends of Charles University – Carolinum. A card of the Alumni Club member offers many benefits to its holder. During an academic year, members will be invited, e.g. to a garden party in the Wallenstein Garden, to the Christmas meeting of Charles University as well as to many discussions and meetings with major guests of Charles University. Discounts for graduates in university facilities (Dormitories and Refectories, the Sports Centre, Karolinum Publishing House, the Central Library of Charles University) are being explored, as well as within the Lifelong Learning Programme and with external businesses. More information available [here](#).
- 3.3 Graduate societies are active at practically all faculties of Charles University. For the current list of societies visit the page [here](#).
- 3.4 For both graduates and students of doctoral study programmes are provided courses. Their aim is to provide graduates and students with information and practical advice that they can use during the study and for their future scientific and pedagogical work. The courses are available [here](#).
- 3.5 Graduate who completed their doctoral studies by 31<sup>st</sup> December 1998 and received the title "Dr." - Doctor. They can apply for a replacement academic degree, and will subsequently be awarded with a Ph.D.
- 3.6 Graduate who completed their doctoral studies by 31<sup>st</sup> August 2016 and received the title of Th.D. - Doctor of Theology, can apply for a replacement academic degree, and will subsequently be awarded with a Ph.D.