



MEASURES OF THE DEAN OF THE FE No. 123/2017 E

Study in the doctoral study program

3rd October 2017

Doctoral program in Economics and Management in the field of Management and Business Economics 6208V 097 at the Faculty of Economics of the University of South Bohemia (further referred to only as FE USB) is according to 48 to 58 and 58 of Law No. 111/1998 of the Statute book on universities and on the change and addition of other laws (further referred to only as law) and based on Measures of Dean of the Faculty of Economics and on the Memorandum of Understanding between University of South Bohemia, Faculty of Economics and concerned University and its faculty.

Article 1

General provisions

- 1) Doctoral study programme (DSP) is implemented in accordance with particular legal provisions of law No. 111/1998 of the Statute Book on universities and relevant legal provisions of the Study and examination code of the USB.
- 2) Professional guarantee of the course and quality of study in DSP is provided by the Branch Board (BB). DSP is ensured administratively by the Department for Science and Research.

Article 2

The Aims of DSP

- 1) The aim of the DSP is:
 - a) mastering of theoretical bases and acquiring of methods of scientific work in a chosen study branch,
 - b) competence of independent creative scientific work, which is to be acquired and proved by elaboration and defense of the dissertation, scientific publications and other forms of presentation of student's own scientific and research work.

Article 3

Doctoral Study Programme at USB

- 1) The Faculty of Economics provides DSP in the study programme 6208V Economics and Management, Management and Business Economics in an internal and combined form (full-time and part-time form).
- 2) The standard length of study is a three-year period and the maximum period of study is two years longer than the standard period. The Dean, according to Article 7, paragraph 2 of the Study and Examination Regulations at the University of South Bohemia in České Budějovice (USB) may, in a justified case, allow the maximum period of study to be exceeded.

Article 4

Study Field Committee (SFC)

- 1) Regulating rules of the SFC and its sphere of activity is adjusted by relevant legal provisions concerning universities and Study and examination code of the USB and this measure.



- 2) The members of the Study Field Committee (SFC) of the Doctoral Study Program (DSP) are appointed and released by the Dean after approval by the Faculty's Scientific Board, at most for the period of validity of the doctoral study program accreditation. The SFC has at least five members who may be professors and associate professors or prominent specialists in a given field or with an academic degree (Ph.D., Th.D., Dr., CSc., D.Sc. or DrSc.), who have been, in the last five years, engaged in the activity corresponding to the area or fields of education within which the doctoral degree program is to be pursued. At least two of the members should not be the staff of the faculty or other institutions involved in the implementation of the given DSP.
- 3) The SFC chairman is the guarantor of the DSP
- 4) The SFC especially:
 - a) Approves DSP accreditation materials and is informed about DSP evaluation reports.
 - b) Prepares measures for entrance proceedings for the study in DSP and proposes the structure of the board for entrance examinations.
 - c) Approves tutors and guarantors of DSP subjects.
 - d) Approves topics of dissertations.
 - e) Evaluates and approves presented individual study plans and methodologies of students' dissertations.
 - f) Proposes supervisors of dissertations for approval by the Dean of the faculty.
 - g) Following the supervisor's proposal it determines a consultant of a dissertation from the foremost experts outside the academic sphere.
 - h) Discusses transfer of students and validates subjects and other study obligations fulfilled at other universities according to article 7 of this regulation.
 - i) Discusses annual evaluation of the study and monitors fulfilment of an individual study plan.
 - j) Determines requirements for State doctoral examinations.
 - k) Proposes the structure of a state examination board and a board for the defense of dissertations.
- 5) The SFC meets minimally once every term. The SFC is quorate with absolute majority of members' participation. Resolutions of the SFC are accepted by majority of members present. On the SFC chairman's proposal it is possible to vote by a per-rollam method except for these decisions:
 - a) Approving individual study plans of students,
 - b) Discussing annual evaluation of students' study.
- 6) Results of the discussion will be presented to the Dean in the form of minutes.

Article 5

Enrolment for the Study and a Particular Academic Year

- 1) The enrollment of DSP students into the respective academic year of study is in accordance with the following rules:
 - a) DSP students are required to enroll in the respective academic year within a deadline set by the Dean.
 - b) A student who does not enroll within the given deadline and does not write a formal



apology within 5 days from such date fails to meet the requirements of the study program and his / her studies are terminated according to Section 56 (1) letter b) of Act No. 111/1998 Coll.

c) The Dean shall provide a revised enrollment date for all students who write an apology. If the student does not enroll by the substitute date, his / her studies will be terminated according to Section 56 (1) letter b) Act No. 111/1998 Coll.

Article 6 Course of Study

- 1) DSP study proceeds according to approved individual study plan (ISP) under the supervision of a supervisor.
- 2) The ISP proposal is submitted by the student to the Study Field Committee for approval by 5th January of the respective academic year. The ISP Annex is the framework methodology for a dissertation thesis within the recommended 3-5-page range. The methodology includes a topic analysis, the goals of the solution, the methodology used, expected data sources, a literature review and the schedule of the dissertation work
- 3) In case the proposal is not approved the SFC
 - a) Will state the reasons of disapproval of ISP,
 - b) The deadline for submission of another ISP proposal is set no later than on 15th June the respective academic year.
- 4) The repeated disapproval of proposal of ISP can be considered as non-observance of requirements arising from the study plan according to §56 par. 1 letter. b) Of law 111/1998 of the Statute book.
- 5) The SFC shall provide the student with a range of requirements and the focus of the state doctoral examination. This provision is made, at the latest, at the beginning of the last standard year of the doctoral program.
- 6) Students will apply for changes in their ISP the SFC.
- 7) An obligatory part of DSP is:
 - a) A scientific research and its results,
 - b) Completing subjects according the approved ISP,
 - c) Independent study under a supervision of a supervisor, participation in courses, scientific conferences and seminars, including those abroad,
 - d) Pedagogical practice is a part of the VAVE / DOST course. Other professional tasks are within a maximum of 8 hours of teaching per week. The scope and focus of the pedagogical practice is determined by the head of the department of his/her studies after consultation with a supervisor.
 - e) Active participation in public scientific seminars. Here students will present partial results of their work,
 - f) Publishing of results of research activities in reviewed scientific journals,
 - g) According to Art.37 (3) part A), during the first year of study, the student is obligated to present a methodological plan of his/ her thesis on the topic of his / her dissertation work



at a seminar (which is provided by the department of his/her studies and which at the same time informs the Science and Research Department of the date of this meeting).

- h) A part of a internal (full-time) study is completing at least one placement abroad in the minimum length of one month in cooperation with the Department for foreign relations of the FE USB in České Budějovice. The supervisor is responsible for the choice and content of the placement abroad of a DSP student on the basis of coordination with the place of study.
 - i) Among the DSP's study obligations is a requirement to complete a part of the study at a foreign institution for at least one month or participate in an international creative project with results published or presented abroad or involvement another form of direct student participation in international cooperation.
- 8) During the doctoral study program, the student may request a change of study form or transfer to another doctoral study program. The application shall be decided by the Dean based on the recommendation of the competent SFC or the relevant Study Field Committees.

Article 7 Supervisor

- 1) The supervisor is appointed by the Dean following the proposal of the SFC formed by professors, assistant professors and doctors of science of the USB and other universities.
- 2) The supervisor especially:
 - a) Participates in an entrance proceeding of students and together with them prepares their individual study plans.
 - b) Proposes consultants and the dissertation theme,
 - c) Monitors the course of study and scientific work of students and provides consultations,
 - d) Is responsible for student's taking part in research work and a reasonable material and financial assurance of their scientific work,
 - e) Evaluates regularly the fulfilment of a student's ISP and informs the SFC about the evaluation.

Article 8 Interruption of Studies

- 1) The interruption of studies is outlined in Art. 26 and to the extent appropriate, in Art. 346 (3) of the Study and Examination Rules of the USB.

Article 9 Assessment of Study Results

- 1) Study Field Committee (SFC) assesses student's study results within the individual study plan (ISP) annually. A student submits all relevant documents to SFC to the deadline of 15th June every academic year. Student's supervisor comments on the annual assessment. In case of student's failure SFC submits the Dean a proposal to terminate the study.
- 2) Fulfilment of student's ISP is assessed on the basis of:
 - a) According to the ISP, DSP examinations must be successfully passed at the latest by the end of the 5th semester of study



- b) the completion of internships and study period abroad is documented by submitting a report to the Department of Science and Research no later than 1 month after the end of the stay,
 - c) A student demonstrates publication and other outcomes of his/her research activities in Personal Bibliographic Database (PBD). He is supposed to insert there all bibliographic records and full texts through the department of his/her studies.
- 3) All examinations are commission. The commission consists of at least two examiners. They are nominated by a supervisor and approved by a SFC chairman. The supervisor of a doctoral student is not a member of the commission. For subjects students registered in an academic year a lecturer must announce at least two exam dates not later than one month before.

Article 10 Plagiarism Detection System

- 1) The dissertation and all written work of the State Doctoral Exam are subject to the control system for plagiarism detection. Inspection reports are assessed by the student's supervisor.
- 2) A supervisor comments on publications of a doctoral student in terms of possible plagiarism in observations to the student's application for permission to defend the dissertation.

Article 11 State Doctoral Exam (SDE)

- 1) SDE examines comprehensive knowledge of a student's doctoral programme, his/her ability to acquire deep knowledge of issues in relation to areas approved by the ISP in its wider context and his/her ability to evaluate information and use it in a creative manner.
- 2) A student applies to SDE after completion all study requirements of his/her ISP not later than one year after the standard duration of doctoral studies. A student submits the application for SDE to the Dean through the Science and Research Department.
- 3) Attached to the application for SDE is a paper. The paper is presented in the form of an article in the journal of Economics Working Papers published by EF USB in České Budějovice (<http://ewp.ef.jcu.cz>). Content of the paper should match the aim of the dissertation thesis. It is usually about the student's literary research and dissertation methodology and is opposed by two opponents.
- 4) The Dean announces a student the date of SDE not later than one month before. The date is published on the Official Board of EF USB.
- 5) Student's performance at SDE is evaluated by the Board of Examiners. Its chairman and board members are nominated by SFC and appointed by the Dean of the Faculty one month before SDE. The Commission has an odd number, at least five members, including the chairperson. Commission members may be professors, associate professors and eminent experts, where it is necessary to approve the nomination by the Academic Council of the Faculty. The supervisor is not a member of the Commission.
- 6) SDE is oral, in Czech, Slovak or English languages, the topics are specified by the Study Field Committee in ISP.
- 7) The SDE process is in accordance with the following rules:
 - a) the candidate presents the hypothesis of the written work in relation to Art.14(3),
 - b) the applicant's response to the opponents' reports and the discussion of the commission members on the work submitted,
 - c) the SDE testing of requirements set of his/her studies in ISP according to Art. 9 (5)



The State doctoral examination as well as the announcement of its result is open to the public. The result will be decided by secret ballot on the closed part of the State doctoral examination.

- 8) The State doctoral examination committee evaluates the candidate's performance in terms of two grades, "Passed" or "Failed".
- 8) The course of the State doctoral examination and its result are entered in a report.
- 9) The Science and Research Department announces a student, Committee members and opponents the opponent assessments not less than 7 days prior to the defense.

Article 12 Dissertation Research (DR) and its defense

- 1) The dissertation shows the ability of the DSP student to carry out independent scientific and research activities..
- 2) Dissertation research must include:
 - a) Overview of the current situation of the topic, which was selected for the dissertation research.
 - b) Goals of the dissertation research
 - c) Methodology
 - d) Results including the new outcomes
 - e) Discussion of the results
 - f) Conclusions
 - g) Summary
 - h) Bibliography
- 3) Formal requisites of the dissertation research are set by the dean's directives
- 4) The defense of DR is scheduled after the State doctoral examination, the following day at earliest.
- 5) The student asks the Dean of the faculty for permission to defend the dissertation research through the Department of Science and Research. Along with the request, the student must include:
 - a) Six hard copies of the dissertation research followed by the identic PDF version of the dissertation research uploaded into the university's information system – STAG in accordance with the Rector's measurement R156
 - b) thirty-five copies of the autoreferate. The formal requirements of the autoreferate are set by the Dean's directives.
 - c) five addresses other than the obligatory set addresses prescribed by Annex 1 to these measures
 - d) Structured CV
 - e) offprints of their own publications - the offprint must be in accordance with the Dean's directive
- 6) The Department of Science and Research adds the following documents into the student's request for the DR defense.



- a) Student's transcript
 - b) Record from the State doctoral examination
 - c) Complete list of student's research activity results (extract from personal bibliographic database)
 - d) Recommendation of the supervisor including the plagiarism checks statement.
 - e) the comments of the department of his/her studies based on the result of the internal defense of the dissertation. The department of his/her studies is obliged to announce the date of the internal defense to the Scientific and Research Department.
 - f) the statement of the SFC Chairman
- 7) In case that the Dean grants the permission to defend the dissertation research:
- a) the Dean appoints the chairman, vice-chairman, members and opponents of the dissertation work on the SFC proposal.
 - b) The committee appoints the opponents for the purpose of dissertation research based on the SFC Chairman's request.
 - c) The Department of Science and Research sends the dissertation research to all opponents immediately after their appointment.
 - d) The Chairman of the SFC in accordance with the Department of Science and Research sets the date and place of the dissertation research defense and informs the student, committee members, opponents, the supervisor and the academic community of the Faculty of Economy USB about such decision. The notice of the defense must be published on the official notice board of FE USB at least four weeks in advance.
 - e) The department of Science and Research distributes the DR summaries of professional accomplishments
 - f) The department of Science and Research receives the evaluation and written comments towards the summary of professional accomplishments and the dissertation research. Gathered documents are sent to the chairman of the committee before the defense.
 - g) Printed version of the dissertation research is made available for the interested parties within the Department of Science and Research
- 8) The committee has an odd number of members and is a nine-member. At least three members of the committee must be professors, associate professors or doctors of science (DrSc.). At least three members are external workers (outside the USB) and at least two members must be members of the Study Field Committee. Supervisor is not a member of the committee. At least five members of the committee must be presented during the dissertation research defense.
- 9) Opposition proceedings of the Dissertation Research is in accordance with the following principles:
- a) There are at least three opponents of the dissertation research chosen within the ranks of the dissertation research specialists. At least one opponent must be professor, associate professors or doctor of science (DrSc.). In case the dissertation research is considered cross-department, the opponents must be chosen in the way that there is a specialist from each department involved in the DR. A supervisor, a consultant or any other worker who participated on the dissertation research cannot be appointed as an opponent. One opponent can be appointed from the ranks of the USB. The opponents can be members of the committee.



- b) The dissertation research along with a cover letter, the summary of professional accomplishments which contains the list of the five most important publications of the student as well as the article offprints published in the scientific journals and are sent to the opponents.
- c) The opponent's assessment includes an objective and critical analysis of the weaknesses and strengths of the dissertation research.

The evaluation must include:

- i) Evaluation of how the dissertation research fulfilled the objectives
 - ii) Observations on the methodology and results including the student's contribution
 - iii) Observations on the importance for the discipline development or the real-life contribution.
 - iv) Observations on the formal layout and the language level of the Dissertation Research
 - v) Observations on the student's publications
 - vi) Definite verdict whether the dissertation should or should not be accepted for the defense.
- d) In case that the opponent refuses to evaluate the dissertation research, the committee appoints a new one based on the SFC Chairman's proposal.
 - e) The department of Science and Research informs the student, the committee and the opponents with the opponent's evaluation seven days before the defense at the latest.

10) The DR defense is in accordance with the following principles:

- a) The defense is managed by the Chairman, the vice-chairman or other delegated member in the Chairman's absence. The defense cannot be managed by the student's supervisor.
- b) The opponent's participation is mandatory. The DR defense may take place if the absent opponent submitted a positive evaluation. If two or more opponents are absent, the defense is canceled and the new date is set within the 14 days by the Department of Science and Research and the Chairman of the committee.
- c) The defense starts with Chairman introducing the student. The possibility to evaluate the student has also the supervisor. The Chairman of the committee then is obliged to submit all written responses of the DR and the summary of professional accomplishments, which were sent, to the committee followed by a 20- minute presentation of the DR by the student himself. After the presentation, the opponents evaluate the dissertation and the student reacts on such evaluation. The next part of the defense is a discussion between the student, opponents, committee members and other present academicians. The student is obliged to deliver an opinion on every comment raised during the defense. Above stated parts of the defense are available to public.
- d) The student has the right to submit a written request for withdrawal of the defense before the defense date is set. If the student ask for the withdrawal after the dean's decision on the authorization of the defense, the defense is graded as "failed"
- e) In case the student is absent and will not submit a written apology of other than study reason within five working days, the defense will be graded as „failed“. The Dean then evaluates the written apology and eventually sets a new date for the dissertation defense.



- f) The final evaluation of the dissertation research defense is closed to public and attended by the supervisor (without the right to vote) and opponents. The committee shall decide in secret ballot. The course and result of thesis defense are consolidated into the protocol, which is then signed by all the present members of the committee. The ballots are sealed in the envelope and stored together with the protocol.
- g) The defense is graded with either „Passed“ or „Failed“. The majority of the votes is required to achieve the „Pass“ result.
- h) In case that the final result is „Failed“ the defense can be re-taken once after six months at earliest.
- i) The defense result is announced publicly.

Article 13 Conclusion of Studies

- 1) Studies in DSP are duly completed by the defense of dissertation. The studies are concluded by the day of dissertation defense.
- 2) The reason for the termination of studies is, among other reasons specified in the relevant provisions of Act No. 111/1998 Coll. and Study and Examination Regulations USB, in particular:
 - a) Leaving a study that student announces in writing by registered mail or through the mail room of the Science and Research Department EF USB,
 - b) Failure in completion of study requirements based on an annual evaluation of the performance of ISP, by the Dean's decision based on SFC proposal,
 - c) Failure in registration for his/her studies in time in terms of the article 8.

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