



REQUIREMENTS FOR STUDY STAY ABROAD FOR DOCTORAL STUDIES AT THE FACULTY OF ECONOMICS

Doctoral study programme: **Economics and Management**

Faculty: Faculty of Economics, University of South Bohemia in České Budějovice

Form of study: **full-time/combined**

Effective from: September 2025

1. General Information

This document sets out the conditions, formal requirements and documentation of a professional internship abroad, which is part of the study obligations of students of the doctoral study programme Economics and Management.

2. Obligation to participate in an internship

Every student of the doctoral programme is obliged to participate in a professional internship abroad, which contributes to the development of the dissertation and scientific qualification. The internship is a compulsory part of the individual study plan and a condition for the proper completion of studies.

3. Criteria for recognition of internships

- Minimum duration of internship: 1 month (30 calendar days).
- Place of internship: foreign institution outside the Czech Republic.
- Type of institution.
- The internship must be directly related to the research focus of the dissertation (methodological, data or thematic contribution).

4. Approval Process

Before starting the internship, the student is required to submit:

- Internship Approval Application, which includes:
 - Name and address of the host institution.
 - The date and duration of the internship.
 - Title of the topic and scope of activities.
 - Name of the supervisor at the host institution – email and phone number.



- Justification of the contribution to the dissertation.

The application must be approved by the supervisor and subsequently by the chair of the Study Field Committee.

5. Evidence of the internship

After completing the internship, the student will submit:

- **Internship report, which includes:**

- A description of the activities carried out.
- A description of the internship.
- An evaluation of the contribution of the internship to doctoral research.

- **A certificate of completion of the internship from the host institution:**

- An official document indicating the duration, focus and confirmation of the student's participation.
- Signed by the supervisor of the internship or an authorised person.

6. Language requirements

The student must be able to carry out the internship in a foreign language, typically English. Proof of language competence may be required on request.

7. Final regulations

This document applies to all students of the PhD programme in Economics and Management.

doc. Ing. Ladislav Rolínek, Ph.D.

Approved on: August 26, 2025

Chairman of the Study Field Committee

Faculty of Economics

University of South Bohemia in České Budějovice