

Directive no. 2DS/2021 of the Dean of the Faculty of Economics, University of West Bohemia in Pilsen

Organization of study in doctoral study programs P0413D050018 Ekonomika a management and P0413D050017 Economics and Management

Article 1

General provisions

- (1) The basic rules for study in the doctoral study program (hereinafter DSP) at the University of West Bohemia in Pilsen (hereinafter UWB) are contained in UWB's Study and Exam Regulations as amended (hereinafter SER). This directive from the Dean of the Faculty of Economics at UWB (hereinafter FEC) specifies the conditions for DSP study at FEC in accordance with SER.
- (2) This directive makes provisions for the organization of study in the following study programs:
EKONOMIKA A MANAGEMENT in full-time and combined form of study; taught in the Czech language, and
ECONOMICS AND MANAGEMENT in full-time and combined form of study; taught in the English language.

Article 2

Admission procedure

- (1) Organization of the admission procedure is based on SER and is determined by the Dean's independent regulation on the admission procedure for DSP in the given academic year.
- (2) An entrance examination takes place before a commission that consists of at least three members.
- (3) The entrance examination for the DSP that is taught in English is also carried out in English.
- (4) The applicant is notified of the result of the admission procedure in the period established by the Regulation on the Admission Procedure to DSP.
- (5) A part of the decision for admission is the decision concerning the student's organizational enrollment to a specific department at FEC.

Article 3

Standard course of study in DSP

- (1) The content of study in DSP is based on the DSP's study plan, which establishes compulsory subjects (block A), compulsory elective subjects (block B) and elective subjects (block C) and determines their credit allotments. An overview of subject syllabi is available in the Methodological Papers for DSP.
- (2) The standard period of study in DSP is four years for both forms of study.
- (3) Study may be interrupted in accordance with SER by FEC's Dean at the student's request.
- (4) Study takes place according to the Individual Study Plan (hereinafter ISP).
- (5) At the latest within 14 days of study enrollment, the student will cooperate with his/her supervisor to set up ISP, which will contain a selection of subjects that are to be completed over the course of study and other activities that stem from the study program. Completion of subjects is based on the DSP's study plan and corresponds to the scientific focus of the dissertation thesis.
- (6) The student may include elective subjects (C) in the ISP that are not offered in the DSP study plan but are offered in DSP at other UWB faculties or at another university. The student must justify his/her plan to do so and, together with the subject's syllabus, submit this plan to the supervisor for examination. The DSP guarantor will subsequently make a decision concerning the request.
- (7) For the upcoming DSP study year, ISP can be modified until the 15th of September of the given academic year based on a request with a justification. Together with the annual evaluation, the student submits the request and the supervisor's statement via the Study Department for DSP to the Subject-Area Board for evaluation.
- (8) The student may complete any DSP subject within foreign mobility programs. Subjects that will be studied within the given mobility program must be discussed in advance with the supervisor and approved by the DSP guarantor.
- (9) The supervisor submits the student's annual evaluation at the latest within 15 days after the end of the academic year.

Article 4

Study obligations

- (1) The student fulfills his/her study obligations according to ISP.
- (2) The minimal number of acquired credits for continuing into the second year of study is 40.
- (3) A condition for enrollment into higher years of study is the acquisition of 80 credits in four consecutive semesters.
- (4) After completing a subject, the student carries out a check of the results entered into IS/STAG.
- (5) In each year of study, after negotiating with the supervisor and director of the department at which the student is organizationally enrolled (hereinafter department director), students of the full-time form of study will engage in the department's research projects, e.g. specific research projects. Students of the combined form of study will carry out research after reaching an agreement with the supervisor at FEC or another workplace.

Article 5
Pedagogical obligations

- (1) The student will fulfill his/her pedagogical obligations according to ISP within the subjects entitled Teaching Activities 1 – 6.
- (2) Students of full-time and combined forms of study can take part in supervising and critiquing bachelor theses in accordance with the FEC UWB Dean's independent directive regulating the supervision of theses.

Article 6
Publication obligations

- (1) The student will fulfill his/her publication obligations according to ISP within the subjects entitled Research Activity 1 – 4.
- (2) During DSP study, the student is obligated to publish the individual and final results of his/her research activity in academic journals and at local and international scientific conferences. The student cooperates with his/her supervisor on publishing activities. The thematic focus of publications is in accordance with the study program being studied and the dissertation topic. The student publishes outputs in journals with an impact factor listed in the WoS database and in journals incorporated into the Scopus database in the categories which belong to FORD 50200 Economics and Business.
- (3) A condition for submitting an application to defend a dissertation is the publication (or confirmation of a paper's acceptance to be published) of the essential results of the dissertation in a journal listed in the WoS database qualified as at least Q3 (according to impact) or Scopus qualified at least as Q2 (according to SJR). This publication must list the student's domestic workplace exclusively as FEC UWB.

Article 7
Other obligations

- (1) The student takes part in fulfilling other tasks of the department and Faculty; this primarily includes matriculation, graduation ceremonies, final state examination, admission procedure, etc. The student informs his/her supervisor of these activities.
- (2) A student in full-time study form is present at the department on the days that are determined by the department director.

Article 8
Acknowledgment of examinations in DSP

- (1) Based on a request that the supervisor and Subject-Area Board comment on, the Dean may acknowledge an examination carried out in a different doctoral study program at UWB or another university.

Article 9
Colloquium

- (1) The goal of the colloquium is for the student to acquaint the members present with the extent of completed research on the studied topic for the dissertation (hereinafter DIS), the degree to which the student's DIS topic has been developed according to prepared DIS theories for the state doctoral examination (hereinafter SDE) and the methodology for completing necessary research according to the given topic.

- (2) A condition for the colloquium to take place is the previous and successful completion of all compulsory subjects (Block A), which are completed with an examination.
- (3) The colloquium is assembled by the director of the department at the proposal of the supervisor. The colloquium's date and topic to be discussed are announced by the director of the department 14 days before the colloquium takes place.
- (4) In addition to invited participants, the colloquium also usually includes the participation of members and DSP students of the department in which the student is organizationally enrolled, members and DSP students of other FEC departments, or other interested parties from the ranks of UWB's academic community, other universities, and experts in the field.
- (5) The doctoral student's supervisor leads the scientific discussion. The aim of the discussion is to provide the student with suggestions for successfully completing DIS.
- (6) For DSP taught in English, the colloquium is also conducted in English.
- (7) A record of the colloquium is made by the supervisor and submitted by him/her to the student's application for SDE.

Article 10

State doctoral examination

- (1) SDE serves to verify the student's knowledge in the given subject area.
- (2) The student may submit an application to SDE after completing all subjects in accordance with ISP, at least completing all obligatory subjects (Block A) with the exception of the subject KEM/DVVN4 or KEM/ADRA4.
- (3) The form and requirements of SDE are regulated by SER in its current wording.
- (4) A part of SDE is the defense of the theses in DIS, including a discussion on theoretical aspects related to the topic at hand.
- (5) Together with the SDE application, the student submits the DIS theses in electronic form in three copies to the Study Department.
- (6) SDE takes place before a commission nominated by the Dean from a list of individuals approved by the Scientific Board of the Faculty based on a suggestion by the Subject-Area Board.
- (7) The chairman of the examination commission for SDE is not usually a member of UWB's academic community.
- (8) At the suggestion of the Subject-Area Board, the Dean nominates one of the examination commission's members as an opponent for examining DIS's theses.
- (9) In a presentation of DIS's theses, the student demonstrates the advanced level of DIS's development, his/her scientific knowledge, methodological and application skills in preparing DIS for defense.
- (10) In addition to the topic's ability to be defended, the commission also evaluates the student's preparedness for further scientific growth.
- (11) The oral examination and discussion on presented DIS theses is led by the chairman of the commission.
- (12) For DSP taught in English, presentation of DIS theses and the public section of SDE is also conducted in English.
- (13) SDE evaluation takes place based on non-public proceedings of the examination commission in the form of a public vote.

- (14) The student is informed of the SDE's result orally immediately after the evaluation is completed.
- (15) If the student does not pass SDE on the first attempt, the examination commission determines the conditions for it to be retaken. SDE can be retaken only once.
- (16) A record of SDE's course is created, usually by a member of the commission entrusted with the task by the chairman of the commission. The chairman of the commission is responsible for the correct content of the record.

Article 11

Dissertation defense

- (1) DIS is the result of completing a specific scientific task.
- (2) The content and formal requirements of DIS are listed in SER and on FEC's website.
- (3) Conditions for submitting an application for DIS defense are as follows:
 - a) successful completion of SDE,
 - b) fulfillment of all compulsory and compulsory elective subjects according to DSP's study plan,
 - c) acquisition of at least 240 credits in the structure prescribed by DSP's study plan,
 - d) fulfillment of publication obligations according Art. 6 Para. 3 of this directive.
- (4) The student must submit the application to defend their dissertation at the latest within six years of enrolment to study. In justifiable cases and with the consent of the Subject-Area Board, the Dean may extend this period to a maximum of seven years from enrollment to study.
- (5) The student submits the application to the Study Department including all attachments required by SER and his/her dissertation in electronic form in three printed copies.
- (6) DIS defense takes place before a commission nominated by the Dean from a list of individuals authorized by the Faculty's Scientific Board based on a proposal from the Subject-Area Board.
- (7) The Dean nominates two DIS opponents according to the Subject-Area Board's proposal; at most, one of these individuals may be a member of UWB's academic community.
- (8) The opponent completes an evaluation within one month of receiving the decision of his/her nomination to be an opponent. If the opponent cannot complete the evaluation, he/she will state this fact in accordance with SER in writing within 10 days to the Study Department. The Dean will then nominate another opponent within 7 days.
- (9) Negotiations of the defense commission are led by its chairman; in his/her absence, they are led by the deputy chairman.
- (10) For DSP taught in English, the DIS defense is also conducted in English.
- (11) The commission will pass a resolution on the defense's evaluation in a non-public negotiation via a secret ballot on the day the defense takes place. The result is communicated to the student immediately after.
- (12) If the student does not defend DIS on the first attempt, he/she is required to submit an application for a repeated defense within six months to one year at most from the day of the unsuccessful defense. The student is allowed to repeat the defense only once.

- (13) The course and result of the defense is recorded in a protocol that is usually completed by a member of the commission entrusted with the task by the chairman of the commission. The chairman of the commission is responsible for the correct content of the record.

Article 12

Completion or termination of study

- (1) The student completes his/her study in due form by fulfilling the state doctoral examination and defending his/her dissertation.
- (2) Termination of study due to a failure to fulfill the requirements of the study program is regulated by SER.

Article 13

Final provisions

- (1) This directive becomes valid on September 1, 2021.

In Pilsen, August 5, 2021



doc. Ing. Michaela Krechovská, Ph.D.
Dean of the Faculty of Economics, UWB