

## **Directive No. 1DS/2018 of the Dean of the Faculty of Economics of the University of Bohemia in Pilsen**

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### **Organization of study in the P6208 doctoral study programme, specialization 6208V007 - Economics and Management**

Basic rules for the doctoral study programme (hereinafter DSP) at the University of West Bohemia in Pilsen (hereinafter the UWB) are included in the Study and Examination Regulations (hereinafter SER) of the UWB, as amended. This Directive of the Dean of the Faculty of Economics (hereinafter the 'FoE') of the UWB in accordance with the SER specifies conditions for the DSP study at the FoE.

#### **Article 1**

##### **Admissions procedure**

- (1) The organisation of the admission procedure is based on the SER of the UWB and is regulated by a separate Dean's Directive on the admission procedure for the DSP in a given academic year.
- (2) The entrance examination takes place before the Examination Board of at least three members.
- (3) The applicant shall be informed of the outcome of the admission procedure in writing within the time limit set by the Directive on the admission procedure for the DSP.
- (4) The decision on admission also includes a decision on the organizational placement of the student to a particular FoE Department.

#### **Article 2**

##### **Standard course of study in the DSP**

- (1) The DSP content is based on the DSP study plan – Economics and Management specialization with compulsory subjects (block A), compulsory-optional subjects (block B) and optional subjects (block C), including credit allocation. The syllabi of subjects are specified in the Methodology Sheets for subjects in doctoral study programme P6208 - Economics and Management at the FoE of the UWB.
- (2) The standard length of study in the DSP is four years for both forms of study.
- (3) The study may be interrupted at the student's request by the FoE Dean in accordance with the SER.
- (4) Studies are carried out according to an individual study plan (hereinafter the ISP).
- (5) No later than 14 days after the enrolment, the student, in cooperation with the supervisor, shall prepare an ISP. The composition of subjects is based on the DSP study plan – Economics and Management specialization and corresponds with the expert focus of the dissertation theme.
- (6) The student may include in the ISP optional subjects (C) that are not offered in the DSP study plan - Economics and Management specialization, but are offered in the DSP at

other UWB faculties or at another university. They must justify this intention and submit it together with the subject syllabus to the supervisor for comments. The DSP Guarantor also comments on the application.

- (7) The ISP for the upcoming year of DSP studies may be modified by 15 September of the given academic year on the basis of a request with justification. The application, together with the student's annual assessment and the supervisor's statement, is submitted by the student to the Subject Board for discussion via the Study Department.
- (8) The student may complete any of the DSP subjects within a mobility abroad. Subjects, which will be studied within such mobility must be discussed in advance with the supervisor and approved by the DSP Guarantor.
- (9) The supervisor submits an annual assessment of the student to the Subject Board no later than 15 days after the end of the academic year.

### **Article 3**

#### **Study obligations**

- (1) The student shall fulfil their study obligations according to the ISP.
- (2) The minimum number of credits gained to advance to the second year of study is 40.
- (3) The condition for enrolling in higher years is to obtain 80 credits in four consecutive semesters within the standard period of study.
- (4) After completing a subject, the student will check the result input in IS/STAG.
- (5) In each year of study, full-time students, in consultation with the supervisor and the head of the department where the student is organizationally placed (hereinafter the head of department), shall engage in research projects of the department, e.g. specific research projects. Students of the combined form of study shall carry out research in agreement with the supervisor at the FoE or another workplace.

### **Article 4**

#### **Pedagogical obligations**

- (1) Students fulfil their teaching obligations under the ISP in the subjects of Pedagogic work 1-6.
- (2) Students of both the full-time and combined forms of study may contribute to the supervision and opposing of bachelor theses.

### **Article 5**

#### **Publication obligations**

- (1) Students fulfil their publication obligations under the ISP in the subjects of Scientific research activities 1-4.
- (2) During their DSP studies, the students are obliged to publish partial and final results of their research activities in professional journals and at scientific conferences both at home and abroad. The students cooperate with their supervisor on the publishing activities.
- (3) The condition for submitting an application for the defence of the dissertation is the publishing (or acknowledgment of receipt of an article for publication) of the key results of the dissertation in a magazine registered in the WoS or Scopus database. In this publication, the student's home workplace must be the FoE of the UWB.

**Article 6**  
**Other obligations**

- (1) The student shall participate in the performance of other tasks of the department and the faculty, especially matriculation, graduation, state final examinations, admission procedure, etc.
- (2) Full-time students shall be present at the department on days determined by the head of the department.

**Article 7**  
**DSP exam recognition**

- (1) The Dean, on the basis of an application submitted by the supervisor and the Subject Board, may recognize an examination passed in the previous doctoral study programme at the UWB or at another university.

**Article 8**  
**Colloquium**

- (1) The aim of the colloquium is for the student to inform the members present about the elaborated topic of their dissertation thesis (hereinafter the DT) in the scope of the proposal of the prepared DT's theses for the state doctoral examination (SDE).
- (2) The condition for a colloquium to take place is the previous successful completion of all compulsory subjects (block A), which are completed by an examination.
- (3) The colloquium is called by the head of the department at the suggestion of the supervisor. The date and theme discussed at the colloquium will be published by the head of the department at least 14 days before the colloquium date.
- (4) Colloquium is usually attended by members and students of the DSP department to which the student is organizationally placed, members and students of the DSP of other FoE departments, or other interested parties from the UWB academic community, other universities, and expert practitioners.
- (5) The professional discussion shall be conducted by the doctoral supervisor. The debate aims to provide the student with instructions for the successful completion of the DT.
- (6) Notes are taken from the colloquium, which are processed by the supervisor and attached to the student's application for the SDE.

**Article 9**  
**State doctoral examination**

- (1) The SDE serves to verify the student's knowledge in the field of study.
- (2) The student may submit an application for the SDE if they have completed all subjects in accordance with the ISP or at least all compulsory subjects (block A) with the exception of FEK/DVVN4. Part of the SDE is the defence of the DT.
- (3) The form and particulars of the SDE are governed by the SER, as amended.
- (4) Part of the SDE is the defence of the DT's theses.
- (5) Together with the application for the SDE, the student submits the DT's theses in three copies to the Study Department.
- (6) The SDE takes place before the Examination Board appointed by the Dean from a list of persons approved by the Faculty's Academic Council on the basis of a proposal by the Subject Board.

- (7) The chairman of the SDE Examination Board is usually not a member of the UWB academic community.
- (8) The Dean appoints, based on the proposal of the Subject Board, one of the members of the Examination Board as the supervisor to assess the DT's theses.
- (9) The student presents the DT's theses, which shall demonstrate an advanced level of elaboration of the DT and test expert knowledge, methodology and application capability of the student and their readiness for further scientific growth.
- (10) The oral examination and discussion about the presented theses of the DT are led by the chairman of the Board.
- (11) The evaluation of the SDE takes place at a close meeting of the Examination Board in the form of a public vote.
- (12) The student is informed about the result of the SDE orally immediately after the evaluation. Upon successful completion of the SDE, the student shall receive a certificate within 30 days.
- (13) If the student fails to pass the SDE at the first attempt, the Examination Board shall determine the conditions for its repetition. The SDE can be repeated only once.
- (14) Minutes shall be taken of the SDE, usually by a member of the Board appointed by the Chairman of the Board. The chairman of the Board is responsible for the correctness of the content of the minutes.

## **Article 10**

### **Defence of the dissertation**

- (1) DT is the result of solving a specific scientific task.
- (2) The content and formal particulars of the DT are listed in the SER and on the FoE website.
- (3) Conditions for submitting the application for the defence of a DT are:
  - a) successful passing of the SDE;
  - b) completing all compulsory and compulsory-optional subjects according to the DSP study plan;
  - c) gaining at least 240 credits in the structure set by the DSP study plan;
  - d) fulfilling the publication obligation under Article 5(3) of this Directive.
- (4) The student shall submit their application for the defence of the dissertation within six years of enrolment. In justified cases, after the approval of the Subject Board, the Dean may extend this period to the maximum of seven years from the enrolment for study.
- (5) The student shall submit an application to the Study Department including all attachments required by the SER, a dissertation thesis in three copies in hardcover and 10 copies of the DT summary.
- (6) The defence of the DT shall take place before the Examination Board appointed by the Dean from a list of persons approved by the Faculty's Academic Council on the basis of a proposal by the Subject Board.
- (7) The Dean appoints, upon the proposal of the Subject Board, two opponents for the DT, no more than one of which may be a member of the UWB academic community.
- (8) The opponent shall prepare an Evaluation Report within one month of the delivery of the decision on the appointment of the opponent. If the opponent cannot prepare the report,

they inform the Study Department in writing within 10 days in accordance with the SER. The Dean shall then appoint another opponent within 7 days.

- (9) The discussion of the Defence Board shall be chaired by its chairman or, in his absence, by the vice-chairman.
- (10) The Board shall decide about the evaluation of the defence by a secret vote at a close meeting on the day of the defence. Immediately after, the result is communicated to the student.
- (11) If the student fails to defend the DT at the first attempt, they are required to submit an application for repeated defence no earlier than six months and no later than one year from the date of the unsuccessful defence. The student may repeat the defence no more than once.
- (12) The course and outcome of the defence shall be recorded in a report, which is usually drawn up by a member of the Board appointed by the chairman of the Board. The chairman of the Board is responsible for the correctness of the content of the report.

### **Article 1 1**

#### **Completion of the study**

- (1) The student duly completes their studies by successfully passing the state doctoral examination and defending the dissertation.
- (2) Termination of study for failure to meet the requirements arising from the study programme is specified in the SER.

In Pilsen, on 05/10/2018

Doc. Ing. Michaela Krechovská, Ph.D.