



## **Measures of the Dean of the Faculty of Economics No. 92/2015 E**

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20. 10.2015

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 Sections 48 - 58 of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to some other Acts, as amended; (further referred to only as Act No. 111/1998 Coll.) and based on Measures of the 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 the relevant legal provisions of Act No. 111/1998 Coll. and relevant legal provisions of the Study and examination code of the USB.
- 2) Professional guarantee of the course and quality of the study in DSP is provided by the Study Field Committee. 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 combined form).
- 2) Standard length of study is three years. The organization of academic year is given by the Schedule of academic year of the FE USB.



#### **Article 4** **Study Field Committee (SFC)**

- 1) Regulating rules of the SFC and its sphere of activity is adjusted by the relevant legal provisions of Act No. 111/1998 Coll. and Study and examination code of the USB and this measure.
- 2) SFC of DSP at the FE USB consists of 7 members; minimally 2 members are not USB employees. The Chairman of the SFC is elected by its members.
- 3) The SFC especially:
  - a) Prepares accreditation materials of DSP and evaluation reports of DSP.
  - b) Prepares measures for entrance proceedings for the study in DSP and proposes members of the board for entrance examinations.
  - c) Approves lecturers and examiners 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 that are approved 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.
- 4) 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) Preparation of accreditation materials of the DSP and evaluation reports of the DSP.
  - b) Preparation of a measure for entrance examinations for the DSP.
  - c) Approving individual study plans of students.
  - d) Discussing annual evaluation of students' study.
- 5) Results of the meetings are presented to the Dean in the form of minutes.



## Article 5

### Enrolment for the Study and a Particular Academic Year

- 1) Enrolment of accepted applicants for the study in the first year is subject to the following rules:
  - a) Accepted applicants for the study in DSP are obligated to enroll for the study in the first year in a term given by the schedule of academic year at the FE USB. Personal presence at the enrolment is obligatory.
  - b) Accepted applicants who will not enroll in the given term and will not apologize within 5 days from the term are not students.
  - c) The Department of Science and Research will determine a substitute term of enrolment to those with excused absence. If accepted applicants will not enroll in the given term, they are not students.
- 2) Enrolment of DSP students for the particular academic year of study is subject to the following rules:
  - a) DSP students are obligated to enroll for the study in the particular academic year in a term given by the schedule of academic year at the FE USB. Personal presence at the enrolment is obligatory.
  - b) Students who will not enroll in the given term and will not apologize within 5 days from the term, are considered as if they did not meet the requirements arising from the study programme and their study is terminated according to Section 56 par. 1 letter. b) of Act No. 111/1998 Coll.
  - c) The Dean will determine a substitute enrolment term for excused students. If students will not enroll in the substitute term, their study will be terminated according to Section 56 par. 1 letter. b) of Act No. 111/1998 Coll.

## Article 6

### Course of Study

- 1) DSP study proceeds according to the approved individual study plan (ISP) under the supervision of a supervisor.
- 2) Obligatory study terms are determined in a current schedule of an academic year at the FE USB. Study is subjected to a credit system.
- 3) Students shall submit their proposals of ISP to the SFC for approval by 30<sup>th</sup> of November of a particular year. A general methodology of a dissertation in a recommended extent of 3 - 5 pages forms an attachment of the ISP. The methodology contains an analysis of a problem, aims, solution, methods, supposed sources of data, literature and a schedule of processing the dissertation.
- 4) In case the proposal is not approved, the SFC
  - a) shall state the reasons of disapproval of ISP,
  - b) shall determine the term of repeated submission of proposal of ISP by 15<sup>th</sup> of June at the latest of a particular academic year.



- 5) The repeated disapproval of proposal of ISP can be considered as a non-observance of requirements arising from the study plan according to Section par. 1 letter. b) of Act No.111/1998 Coll.
- 6) On approving ISP the SFC shall determine the set of topics for the State doctoral examination (SDE). The sets of topics shall include all the subjects completed in DSP.
- 7) Students shall ask the SFC for changes in their ISP.
- 8) An obligatory part of DSP is:
  - a) scientific research and its results,
  - b) completing of 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 at supervising workplace according to the instructions of the head supervising workplace in the extent of 8 hours at maximum of teaching a week. The head of a supervising workplace consults the direction and extent of pedagogical practice with the supervisor. Pedagogical practice is confirmed by the head of the supervising workplace after finishing the term,
  - 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) active participation in activities of the place of study is controlled and confirmed by the head of the supervising workplace,
  - h) a part of an 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.
- 9) Transfer from the internal to combined (full-time to combined) and vice-versa - from combined to internal (combined to full-time) form of study is permitted by the Dean of the faculty on the basis of a reasoned application. The application is commented on by the supervisor and the chairman of the SFC. Transfer is possible after finishing the first year the soonest, further after finishing the subsequent study year. The condition is fulfilment of ISP. Financial questions in the case of transfer from combined to internal (combined to full-time) form of study shall be solved individually by the Dean of the faculty.

#### **Article 7 Supervisor**

- 1) The supervisor is appointed by the Dean following the proposal of the SFC from professors, assistant professors and doctors of science employed by the USB or other universities.
- 2) The supervisor especially:
  - a) participates in an entrance proceedings of students and together with them prepares their individual study plans.,



- b) proposes consultants and the dissertation theme,
- c) monitors course of study and scientific work of students and provides consultations,
- d) is responsible for students' participation in research work and provides them with reasonable material and financial means for 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) Interruption of studies is regulated in the relevant sections of Act No. 111/1998 Coll. and Art. 25 and 36 of Study and Examination Regulations of USB.
- 2) A student announces the interruption of his/her studies to the Study Field Committee in a written form. In accordance with Art. 25 of Study and Examination Regulations of USB, a student can notify the interruption of his/her studies without giving any reason until the State doctoral exam. The studies can be interrupted for one or more semesters but must not exceed two years. The interruption is not possible for the first semester.
- 3) For serious, but not study-related problems, the Dean can interrupt student's studies at the duly justified and documented request or on his own initiative at any time during an academic year. The Dean, in this case determines the beginning and end of interruption of studies. The total interruption, however, must not exceed two years.
- 4) When the completion of the State doctoral exam is no longer than the standard length of study, the student can ask the Dean for interruption of studies with justification of the application.
- 5) An interruption period is not added to the study period.
- 6) After the interruption period the student is obliged to register for further studies. If not, his studies will be terminated under Section 56 par. 1, letter b) of Act No 111/1998 Coll.
- 7) A person who has interrupted studies may apply in writing to terminate the interruption. Subsequently he is also required to register for further studies.

### **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 an 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) Examinations must be passed no later than the end of the fourth semester of studies.
  - b) A student submits reports on internships and fellowships to SFC no later than one month after his/her arrival.
  - 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 done in front of a 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 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.
- 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 State doctoral exam 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 exam.
- 8) The State doctoral examination committee evaluates the candidate's performance in terms of two grades, "Passed" or "Failed".
- 9) The course of the State doctoral exam and its result are entered in a report.
- 10) 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 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.

#### **Article 13 Dissertation Research (DR) and its defense**

- 1) Dissertation research (DR) is a result of the given academic task and must include the original research results made by the PhD student.
- 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) 25 copies of the summary of professional accomplishments. The formal requirements of the summary are set by the Dean of the faculty.
    - c) Five addresses for summary of professional accomplishments mailed differently from those set in the annex no. 1 of this measurement.
    - d) Structured CV.
    - e) Copies of student's publications.
  - 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 exam.
    - 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) Place of study statement.
    - f) Recommendation of the Chairman of the Study Field Committee.
  - 7) In case that the Dean grants the permission to defend the dissertation research:
    - a) Printed version of the dissertation research is made available for the interested parties within the Department of Science and Research.
    - b) The Dean, based on SFC proposals, appoints a chairman, a vice-chairman and at least seven members of the committee for the dissertation research defense (hereinafter committee) and gives the chairman the approved application.
    - c) The committee appoints the opponents for the purpose of dissertation research based on the SFC Chairman's request.
    - d) The Department of Science and Research sends the dissertation research to all opponents immediately after their appointment.





- e) 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.
  - f) The department of Science and Research distributes the DR summaries of professional accomplishments.
  - g) 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.
- 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 including the list of publications and extracts of the articles published by the student in the scientific magazines 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 14**  
**Effect**

- 1) This measurement becomes effective on the day of its signature

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