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### **The Standards of Doctoral Studies**

Translation of DEAN'S MEASURE NO. 14/2023

Reference no. UKPedF/429127/2023

Prepared by: vice-dean for science and research

Responsible: dean of the faculty

#### **Article 1 Introductory Provisions**

1. The Standards of Doctoral Studies at the Faculty of Education, Charles University (hereinafter referred to as "the Standards") regulate the conditions under which studies in doctoral study programmes are carried out.
2. The Standards are based on Act No. 111/1998 Coll., on Higher Education Institutions; the Study and Examination Regulations of Charles University; the Scholarship Regulations of Charles University; Rector's Measure No. 5/2020 (Manual for Doctoral Studies); and the Schedule of the Academic Year for Doctoral Studies at the Faculty of Education of Charles University, and they specify some of the provisions of the aforementioned legal norms.

#### **Article 2 Procedure for the Development of an Individual Study Plan**

1. Studies in doctoral study programmes/fields are carried out on the basis of an Individual Study Plan (hereinafter referred to as "ISP"), which is created in the Student Information System (hereinafter referred to as "SIS") in the Individual Study Plan of Ph.D. Students module and which is based on the study plans of the respective doctoral study programme accreditation.
2. The study plans of doctoral study programmes/fields of study (hereinafter referred to as "DSP") determine the volume and form of teaching and the fulfilment of other obligations, including the method of verification of the results of the study.
3. Each student is assigned a supervisor by the Subject Area Board of the DSP (hereinafter referred to as "SAB"). A student may also be assigned a consultant on the basis of a decision of the SAB.
4. External supervisors, or internal supervisors who have left the employment of the faculty, must have a Contract of Mandate.<sup>1</sup>
5. The ISP proposal is developed by the student of the doctoral study programme/field in cooperation with the supervisor or consultant. The ISP includes the topic of the dissertation and a list of study, research or other creative duties (publications, participation in conferences, etc.), planned or recommended foreign internships and/or teaching activities.
6. The draft ISP is submitted by the student to the supervisor via the relevant SIS function.
7. The draft ISP is reviewed and approved by the supervisor and subsequently submitted to the SAB using the appropriate SIS function. Otherwise, the supervisor returns the ISP to the student for revision (again using the SIS).
8. The ISP approved by the supervisor is given to the SAB headed by the DSP chair/guarantor for review. If the SAB finds deficiencies in the proposed ISP, the ISP is returned to the supervisor or student for refinement (using SIS). If the SAB approves the ISP, the ISP creation is complete.
9. Changes to the ISP, including changes to the dissertation topic, are the responsibility of the SAB and are usually discussed as part of the annual ISP evaluation.



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**Article 3 Electronic Curricula in Doctoral Study Programmes Accredited under Institutional Accreditation  
Starting in the Academic Year 2020/21**

1. In doctoral study programmes accredited under institutional accreditation, the relevant curricula shall be published via the SIS from the academic year 2020/21.
2. All study obligations are implemented through courses:
3. Compulsory or elective courses are decided by the course guarantor.
4. Courses with the character of other overall study obligations (publications, conferences, internships, etc.) are decided on the basis of the documents in the SIS by the guarantor or an authorised person, based on the decision of the SAB.
5. On the basis of the supervisor's documents in the SIS, the guarantor of the study programme (chair of the SAB) of the relevant DSP decides on the fulfilment of all obligations.
6. All publications that form the basis for the recognition of the overall study obligation must be registered in the OBD with the author's affiliation to the Faculty of Education of Charles University.
7. All international stays that form the basis for the recognition of the overall study obligation must be registered in the SIS, approved in advance by the Department for International Relations and confirmed by this department in the SIS upon the student's return from abroad.
8. All teaching activities of the doctoral student implemented at the Faculty of Education of Charles University must be registered in SIS, with the doctoral student listed as the teacher of the course. Doctoral students in the second and third year of study may conduct independent teaching without remuneration as part of their study obligations, provided that the teaching obligation is part of their ISP and does not exceed a maximum of 2 hours per week per semester.

**Article 4 Procedure for the Evaluation of Individual Study Plans (Annual Evaluation)**

1. The administration and evaluation of the ISP is carried out in the SIS in accordance with the Schedule of the Academic Year for Doctoral Studies at the Faculty of Education of Charles University. Only this form of registration is used by students and academic staff.
2. The student prepares the performance of his/her ISP (the so-called annual evaluation - hereinafter referred to as "AE") for the given year of study, including a list of unfulfilled obligations and the reasons or circumstances of their non-fulfilment, as well as the progress in the dissertation (mandatory item) and the final summary (mandatory item), and sends it to the supervisor using the appropriate SIS function.
3. The basis for the evaluation of the student by the supervisor and the SAB are the records submitted by the student in SIS and the information provided in the study report for the previous period.
4. The proposed annual evaluation is prepared by the supervisor or returned to the student for completion or correction. The annual evaluation prepared by the supervisor is submitted to the relevant SAB for final evaluation.
5. The SAB discusses the annual evaluation, makes a final comment, returns the evaluation to the student or supervisor for completion or correction if necessary, and then approves it. This concludes the annual evaluation.
6. The evaluation is submitted only in electronic form in SIS, the accuracy of the data is the responsibility of the Chair of the SAB.



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**Article 5 Rules for the Evaluation of Individual Study Plans (Annual Evaluation)**

1. The evaluation of the fulfilment of the ISP (annual evaluation) is carried out in the SIS in accordance with the Schedule of the given Academic Year for Doctoral Studies at the Faculty of Education of Charles University.
2. The supervisor's annual evaluation of the student shall list the unfulfilled obligations and the reasons or circumstances of their non-fulfilment, recommendations for the next academic year, including any proposal for modification of the ISP.
3. The supervisor shall propose the final evaluation in accordance with the provisions of Article 10, paragraph 8 of the Study and Examination Regulations of the Charles University.
4. In the case of failure to fulfil some of the obligations, the student shall be graded B or C.
5. If, for reasons worthy of special consideration which occurred without his/her fault, the student has not fully fulfilled the ISP, it is considered that he/she has fulfilled the ISP. If the fulfilment of the obligations according to the Individual Study Plan was prevented by serious circumstances which occurred without the student's fault, the student cannot be assessed according to Article 10(8)(c) of the CU Study and Examination Regulations. In such a case, the supervisor shall submit a reasoned proposal for assessment (a) or (b) to the DSP Subject Area Board, headed by the Chairperson.
6. In the case of evaluation b), the SAB submits a proposal to the Dean of the Faculty to reduce the scholarship according to Article 12, paragraph 5 of the Scholarship Regulations, according to the following procedure:
  - In the case of a minor failure to meet the ISP conditions, the SAB proposes a reduction of the scholarship by at least 20%.
  - In case of more serious or repeated failure to meet the conditions of the ISP, the DSP Subject Area Board proposes a reduction of the scholarship by at least 40%.
7. The Chair of the SAB will send to the Department for Research and Scientific Activities the justification for the reduction of the scholarship for all students in one summary document. For each student, it will be specified which academic requirements he/she has not fulfilled. The Department for Research and Scientific Activities will then notify the PhD students concerned of the reduction.
8. In case of evaluation c), the SAB submits a proposal to the Dean to withdraw the scholarship according to Article 12, paragraph 6 of the Scholarship Regulations and the student's studies are terminated on the basis of the Study and Examination Regulations Article 10, paragraph 8.
9. The chairperson of the relevant DSP Subject Area Board is responsible for the correctness of the evaluation procedure.

**Article 6 Rules for Submitting Dissertations and Holding State Doctoral Examinations**

1. The dissertation shall be submitted in electronic form via the SIS and two copies shall be submitted simultaneously via the mailroom addressed to the Department for Research and Scientific Activities. At the same time, the doctoral student submits a signed application for Defence, curriculum vitae, a list of publications and a list of the 3-5 most important publications. All documents must be submitted simultaneously at least 3 months before the Defence. Copies are not archived at the Faculty of Education of Charles University and are returned to the doctoral student.



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2. The SAB sends to the Department for Scientific Activities, before the Doctoral State Exam or the Defence, a proposal of the composition of the committee (in case of the Defence, a proposal of the opponents is also provided) in a signed paper version and an electronic version by e-mail. The deadline for the submission of the committee proposal for the Defence is no later than three months before the date of the Defence, the committee proposal for the Doctoral State Exam is delivered no later than 6 weeks before the date of the Defence. The committee proposal must include a proposal for the date, time and place of the Doctoral State Exam or Defence. If the externs are not registered in Whols, a completed and signed request to introduce the externs to the Whols system must also be included in the application.
3. The Chairperson of the SAB or his/her delegate shall verify through the SIS that the obligations necessary to proceed to the Doctoral State Exam or Defence have been fulfilled. For students starting in 2020/2021, the SAB must confirm completion of the Course Summary for the Doctoral State Exam (plus the specific abbreviation for specific doctoral programs). Prior to nominating a Dissertation Defence committee, the chair of the SAB must confirm completion of all course requirements by registering the Summary of Completion of Dissertation Defence Requirements (plus specific abbreviation for specific doctoral programs).
4. The latest date for submission of the dissertation is 3 months before the maximum period of study expires.
5. The deadline for submission of the dissertation may be postponed for a serious reason, based on a request submitted to the Chair of the DSP Subject Area Board or to the Dean of the Faculty of Education of Charles University. The Dean of the Faculty of Education of Charles University decides on the change of the dissertation submission date on the basis of the request and the supervisor's statement.
6. The minimum length of the dissertation text (the text without title pages, reference list and appendices) including spaces and footnotes is 180 000 characters.
7. In justified cases, the Dean may, on the basis of a written request from the student and the consent of the supervisor, set a lower minimum length of the dissertation.
8. Requirements and structure of the thesis:

The final thesis has the following elements, which are arranged in the following order:

- a) title page,
- b) a declaration of the originality of the text itself,
- c) an acknowledgement of authorship,
- d) an abstract, if any, in the language of the thesis and keywords in the language of the thesis,
- e) an abstract in the Czech language and keywords in the Czech language,
- f) abstract in English and keywords in English,
- g) table of contents,
- h) the text itself (introduction, individual parts and conclusion),
- i) a list of abbreviations, if any,
- j) a list of sources used,
- k) list of appendices and annexes, if any.

The title page shall contain the following information:

- a) the name of the university (Charles University) without the use of a symbol,
- b) the name of the faculty (Faculty of Education),
- c) the name of the department where the thesis was commissioned,



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- d) designation of the type of thesis - Dissertation,
- e) the title of the thesis in the language of the thesis, in case the language of the thesis is not English, also in English,
- f) if the language of the thesis is not Czech, also the title in Czech,
- g) the name and surname of the student,
- h) the name of the study programme and field of study in which the student is enrolled, the name of the supervisor with all titles,
- i) the year of submission.

The length of each abstract is at least 200 words. The abstracts shall be identical in content in each language. The use of keywords is governed by the database of thematic authorities of the National Academy of Sciences of the Czech Republic.

9. Editing the text of the thesis:

- The current standard for editing of documents, CSN 01 6910, or field practices (e.g. APA) are used as a basis for the preparation. The page layout, in which figures and tables are placed, is a rectangle whose dimensions and position on A4 paper are defined by the dimensions of the page margins. In general, setting all margins to 25 mm, or the left and top margins to 30 mm or 35 mm, and the right and bottom margins to 25 mm or 20 mm, while setting the line spacing to 1.5 lines, or exactly 20 points, can be taken as the standard form of a thesis page when writing in standard 12-point fonts.
  - Paragraph spacing is used at 6 points. A font size of 14 points is used for headings and chapter titles and a font size of 12 points for the text itself. Notes or footnotes are in 10-point font. The text is justified on both sides (justified in a block).
  - Pages are numbered in Arabic numerals. All valid pages are numbered starting from the first page of the work. On some pages the page number is not printed (e.g. title page, declaration, pages with special graphics, etc.). Pages are numbered at the header or footer of the page, usually in the middle of the page width. Annexes are usually numbered separately.
  - With the consent of the supervisor, it is possible for a student to deviate from the provisions of this article, provided that the clarity of the work and the custom in the field are maintained.
10. Prior to the Dissertation Defence, the doctoral student must have completed all courses (including courses with the character of additional overall study obligations) registered in the ISP, including the State Doctoral Examination. Without fulfilling this obligation, the Dissertation Defence date cannot be announced.
11. The condition for taking the State Doctoral Examination is the fulfilment of all study obligations listed in the doctoral student's ISP for the type of course culminating in an examination. Without fulfilling this obligation, the doctoral student cannot be admitted to the State Doctoral Examination. The fulfilment of the obligations is checked by the Chair of the committee on the day of the final examination. For students starting in 2020/2021, the fulfilment of the subject Summary of Fulfilment of the Obligations for the Doctoral State Exam is also checked.
12. The Dissertation Defence is public. The conduct and announcement of the results of the State Doctoral Examination are public.
13. Minutes of the Dissertation Defence and the State Doctoral Examination and of the voting shall be drawn up in the SIS and signed by the chairperson and at least one other member of the examination



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committee; the number of members of the examination committee present at the Dissertation Defence and the State Doctoral Examination may not be less than three.

**Article 7 Rules for Meetings of the Subject Area Board, including Hybrid Meetings of the Councils of Committees**

1. Meetings of the SAB are convened by its Chairperson, or by the Dean or Vice-dean for Science and Research.
2. If at least one-third of the members of the SAB request it, the Chairperson shall convene a meeting of the SAB within one month of receiving the request.
3. The SAB may meet in the form of a hybrid meeting or in the form of a plenary meeting. The quorum of the SAB shall be a majority of all members present.
4. A resolution shall be adopted if a majority of the members present at the meeting is in favour of the resolution.
5. If a member of the SAB so requests, a supermajority of all SAB members is required for the adoption of a resolution. In such a case, the decision shall normally be approved by per roll call vote.
6. The Chairperson or a member of the SAB authorised by the Chairperson shall chair the SAB meeting.
7. Proposals for the composition of committees and the appointment of opponents are made by the Chair of the SAB after consultation with the supervisor.
8. Minutes of the meetings of the SAB are taken and a signed copy is forwarded to the Department for Research and Scientific Activities. An electronic version is uploaded to the intranet by the Chair of the SAB.

**Article 8 Rules for Per Rollam Meetings**

1. The SAB may vote by roll call. If the matter is urgent or if it is impractical to convene the SAB, the SAB may, on a proposal from the Chair, adopt a resolution outside the SAB meeting.
2. Voting on per rollam resolutions shall always be open to the public.
3. The notice of the per rollam vote must clearly state the resolution to be voted on and the deadline by which votes may be cast.
4. A supermajority of all SAB members is always required to pass a resolution.
5. The minutes of the per rollam vote shall be approved by the SAB at its next meeting. The minutes of the roll-call vote shall include a list of the names of the regular members of the SAB, indicating how each of them voted.

**Article 9 Further Provisions on the Conduct of Committees and Examinations**

1. The Defence and Doctoral Examinations, as well as the meetings of the habilitation and nomination committees, may be conducted in a hybrid manner.

**Article 10 Change of Form**

1. If a student of a doctoral study programme requests a change of form of study within the same study programme carried out in both full-time and combined forms of study, the dean may, on the basis of the consenting opinion of the supervisor and the SAB, include the student in the requested form of study.



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2. The change of the form of study from the combined form to the full-time form is possible only on the date of the beginning of the new academic year.
3. It is possible to change from full-time to combined form at any time during the academic year.
4. After the standard period of study has expired, doctoral students change their form of study from full-time to combined on the date of the start of the next academic year.

**Article 11 Supervisor**

1. The duties of the supervisor include, in particular:
  - To continuously monitor the doctoral student's fulfilment of the ISP, to regularly consult with the doctoral student the results of his/her studies and the progress of the dissertation.
  - Determine the topic of the dissertation in accordance with the doctoral programmes.
  - To prepare a written statement on the defence of the doctoral dissertation, including an overall evaluation of the doctoral student's studies, including an assessment of his/her publication activity, and to submit it electronically to the Research Department at least one week before the defence.
2. The number of dissertations that the supervisor may supervise simultaneously is governed by the recommendation of the AGM and the relevant Rector's measure (OPAR 13/2019). The total number of supervised theses includes theses of students who have interrupted their studies. In the event of exceeding this number, the solution is at the discretion of the SAB.

**Article 12 Final Provisions**

1. The Dean's Measure No. 26/2021 is hereby repealed.
2. This measure was discussed by the Academic Senate of the Faculty on 20.06.2023.
3. This measure shall enter into force and effect on the date of signature.

In Prague on 24.07.2023

prof. PaedDr. Michal Nedělka, Dr., v. r.  
dean