

PROVISION
OF THE DEAN OF THE FACULTY OF INTERNATIONAL RELATIONS
NO. 3/2018
TO DOCTORAL STUDY
AT THE FACULTY OF INTERNATIONAL RELATIONS,
PRAGUE UNIVERSITY OF ECONOMICS AND BUSINESS

§ 1
Scope of Validity

The Ministry of Education, Youth and Sports registered the *Study and Examination Regulations (SER) of the Prague University of Economics and Business* under Section 36 (2) of Act No. 111/1998 Coll., On Higher Education Institutions and on Amendment and Supplementation of Other Acts (Higher Education Act), under No. MSMT- 19508/2017, on July 18, 2017. Changes to the Study and Examination Rules of the Prague University of Economics and Business were registered by the Ministry of Education, Youth and Sports pursuant to Section 36 (2) of the Higher Education Act on 19 April 2018 no. MSMT-10731/2018 (*Study and Examination Rules of the Prague University of Economics and Business*, hereinafter referred to as the SER).

Following the valid SER, the Faculty of International Relations (FIR) has adopted this *Provision to Doctoral Study*, which specifies and complements the SER in the field of the rights and obligations of a PhD student and the Supervisor to highlight the scientific, research and publishing activities of PhD students in order to put pressure on proper and timely graduation and to improve an overall quality of Doctoral Study at FIR. The provision is valid for Doctoral Study students, who began their study in the academic year 2019/2020. Furthermore, competences at Dean's - Vice-Dean's for Research and Doctoral Study level are delimited, based on an authorisation of the Vice-Dean of FIR to exercise certain rights and duties of the FIR's Dean, enshrined in SER.

§ 2
Rights and Obligations of the PhD Student

1. The PhD student is led by a qualified Supervisor, who is a Professor or an Associate Professor in a respective or a related field. Supervisor without a habilitation (an appointed Associate Professor or a Scientific Assistant Professor) is a rare and agreed exception in writing, that must be approved by the Scientific Board of the Faculty.
2. If the subject of the dissertation thesis requires the need for specific guidance or professional consultations, a consultant may be appointed to provide an agreed part of the student's training, together with the Supervisor. The consultant is usually a specialist in the field. The consultant is appointed and dismissed by the Dean only at the suggestion of the Supervisor and with the consent of the programme's guarantor.
3. PhD student has the obligation to successfully complete all subjects in the prescribed structure and the right to register two additional optional subjects taught at FIR or other faculties of the Prague University of Economics and Business, in addition to the minimum requirements.
4. Before the end of the 1st semester, PhD student is obliged to prepare a frame of assignment of the doctoral thesis (subject, structure, methods), which is registered in the electronic information system (InSIS) and is a part of the PhD student's study file.

5. By the end of the 2nd semester, PhD student is obliged to defend a submitted dissertation project in front of the team of the department (or its part composed of specialists in the given field). The defence of the dissertation project is based on pre-submitted written documents in the range of 25 - 30 standard pages, which were drawn up in consultation with the Supervisor and duly handed in according to the instructions of the Head of the Department at least one week before the defence (hereinafter background documents). Part of the project is an article that is at least prepared for submission to a peer-reviewed professional journal. The defence of the project is attended by a guarantor of the relevant doctoral programme of study (or a representative of the branch council) and a Supervisor. The guarantor of the programme, on the Supervisor's proposal, will appoint 1 - 2 rapporteurs to prepare an opinion on the elaborated text, the rapporteurs will draw up a detailed written opinion and will introduce it to the departmental staff during the presentation. The presentation of the project takes place by the end of the 13th week of the 2nd semester of study at the latest. In case the intention/project of the dissertation thesis is not accepted during the defence, the repeated defense will be held by June 30, January 31 in case of interruption of studies during the 2nd semester. It is possible to specify the name and structure of the dissertation thesis in InSIS on the basis of the defence in accordance with the state of research and scientific activities of the workplace, no later than by the end of the 1st year, that is by the end of September, or by February (in case of interruption of studies during the 2nd semester).
6. PhD student is obliged to present at least once during the course of their studies results achieved in front of the team of the department, or during the PhD Students' Day (departmental or faculty's). During the so-called PhD Students' Day, by September 30 of the respective year, he/she will present a text in which the research methodology and the partial results of the empirical research of the dissertation work will be presented in front of the team of the department (or its part composed of specialists). If the presentation is during the 3rd or 4th semester of study, the basis for the presentation is an elaborated text of the dissertation, or a set of articles that will be presented as a dissertation, in the range of 50-60 pages. If the PhD student presents the thesis in the 5th or 6th semester of study, then 80-100 standard pages. Together with the elaborated text of the dissertation, the PhD student will present an overview of previous publication activity and a brief report on the progress of research, deviations in comparison with the defended project of the dissertation thesis and a research schedule. An article/articles that have been published or at least demonstrably accepted for publication (with the name of the journal and its type designation) are also part of the pages scope range.
7. By the end of the 8th semester, the PhD student is required to defend the results of their work in a small defence successfully. The PhD student will submit a written request for a small defence addressed to the Head of the Department and at least 1 copy of the dissertation thesis to the secretary of the relevant department within the deadline set by the Head of the Department, but at least 1 month before their own defence. At the same time, the PhD student sends an electronic version of the thesis to the guarantor of the doctoral study programme and to the Head of the Department.
8. The PhD student who is studying a doctoral programme accredited and conducted in the Czech language may apply for processing and presenting the dissertation thesis in English. The Vice-Dean for Research and Doctoral Studies decides on the application, after discussion with the Supervisor and the programme's guarantor. Before the defence, the Dean decides in which language (i.e., Czech or English) the defence will take place. For a positive decision of the application, it is essential that the PhD student:
 - a. demonstrates participation in a current international scientific project in the respective language, or
 - b. submits at least three peer-reviewed scientific publications in that language, or

- c. submits other grounds justifying the request.
9. The PhD student shall complete part of a study at a foreign institution for at least one month or take part in an international creative project with results published or presented abroad or directly participates in international cooperation. The international creative experience must be demonstrably proved so that it can be registered in the PhD student's file.
10. The PhD student is involved in the creative activity of their Supervisor or other faculty members. The creative project in which the PhD student engages must be linked to their research in the dissertation thesis.
11. The PhD student is actively involved in the activities of the respective department and the faculty. When enrolled in full-time studies, he/she performs tasks assigned to him/her by the relevant Head of the Department.
12. The Dean may, in accordance with the *Scholarship Rules of the Prague University of Economics and Business* and with the currently valid Dean's Provision on the Scholarships, decide to grant an extraordinary scholarship for the PhD students based on the proposal of the Head of the Department and the Vice-Dean for Research and Doctoral Studies.
13. The Vice-Dean for Research and Doctoral Studies may, in accordance with currently valid *Provision of the Dean of the Faculty of International Relations on recognition of study duties*, decide to recognise study duties fulfilled at VSE.
14. If a PhD student fails to fulfil their duties defined by SER, Individual Study Plan, or by these provisions, the guarantor of the programme of study can (after consultation with the supervisor and the Head of the Department) propose termination of their study (Article 30, SER).

§3

PhD Student's Publishing Obligations

1. Publishing outputs must be produced during the current course of study and be dedicated to FIR. Exceptions for specific publishing outputs must be explicitly granted by the Head of the Department (after agreeing with the Supervisor), where the PhD student carries out his/her research and creative activities. Record of the granted exception is part of the PhD student's study file.
2. All publication outputs, as well as organized workshops and conferences, the PhD student will report promptly in the publication database of VSE (PCVSE) immediately after their publication or conduct. In the published texts, he/she will consistently state their institutional affiliation to the department, FIR and VSE, or a link to a grant conducted therein.
3. Publications in their majority must relate to the scientific work associated with the dissertation. It is necessary to have the publication outputs at least demonstrably accepted for publication at the filing date of the application.
4. The PhD student is obliged to document the following number of reviewed publications at the deadline for submitting the application for the final defence of the dissertation, while its height and structure take into account the quality of the publication activity. At the filing date of the application, it is necessary to have articles or papers at least demonstrably accepted for publication. In most cases, the publications must relate to the scientific work associated with the dissertation:
 - a. a minimum of 4 reviewed publications, where the PhD student must be the author or co-author of at least one peer-reviewed article published in a journal indexed in the Web of Science type J_{imp} (with an Impact Factor) or in the Scopus

- database (with SJR, J_{SC}), and three reviewed J_{ost} -type articles (alternatively 1 reviewed publication can be replaced by a paper published in international conference proceedings), or
- b. a minimum of 3 reviewed publications, where the PhD student must be at least in two cases the author or co-author of a peer-reviewed article published in a journal indexed in the Web of Science type J_{imp} (with an Impact Factor) or in the Scopus database (with SJR, J_{SC}), and at least 1 reviewed J_{ost} -type article or a paper published in an international conference proceedings, or
 - c. a minimum of 2 publications, where the PhD student is the author or co-author of at least one extraordinary quality publication in an impacted magazine whose Article Influence Score has a value greater than one (i.e. the articles published in it have long-term over-average impact), or which is in the Web of Science database, based on an IF value, in Q1 and Q2 quartile, or is listed in a current list of the Association of Business Schools of the Academic Journal Guide with a grade 3* and 4*, and at least 1 reviewed J_{ost} (alternatively J_{SC})-type article or a paper published in an international conference proceedings.
5. The PhD student is obliged to document the following number of peer-reviewed publications on the deadline for filing the application for the State Doctoral Exam, amount and structure of whose take into account the classification of publication outputs and their weight according to the current VVI evaluation methodology:
- a. a minimum of 3 reviewed publications, where the PhD student must be the author or co-author of the reviewed J_{ost} -type article; (alternatively 1 reviewed publication can be replaced by a paper published in international conference proceedings), or
 - b. a minimum of 2 reviewed publications, where the PhD student must be at least in 1 case the author or co-author of a peer-reviewed professional article published in a journal indexed in the Web of Science type J_{imp} (with an Impact Factor) or in the Scopus database (with SJR, J_{SC}), and at least 1 reviewed J_{ost} -type article or a paper published in an international conference proceedings, or
 - c. if the PhD student publishes an exceptionally high quality publication in an impacted magazine whose Article Influence Score has a value greater than one (i.e. the articles published in it have long-term over-average impact), or which is in the Web of Science database, based on an IF value, in Q1 and Q2 quartile, or is listed in a current list of the Association of Business Schools of the Academic Journal Guide with a grade 3* and 4*, then just this single publication is sufficient.

§ 4

Dissertation thesis as a set of published quality articles with a unifying commentary

1. In addition to the form of the monograph research, the dissertation thesis may also be in the form of a set of well-published scientific articles supplemented by a unifying

- commentary (see Article 24 (1) of SER). In case that the dissertation thesis is a set of published scientific articles, then:
- a. The choice of the form of the thesis is subject to the agreement of the Supervisor and the programme guarantor.
 - b. A set of at least 3 articles that have been published in journals indexed in the Web of Science and Scopus databases are simultaneously dedicated exclusively to FIR of VŠE.
 - c. At the same time, the PhD student must be the sole author of at least 2 such articles and must have at least 50% of the copyright share of the other (or others); this must be documented by an affidavit.
 - d. At the same time, all these articles must relate to the programme, which the PhD student belongs to at FIR and be the results of PhD dissertation research. Simultaneously, journals in which the articles are published must be included in the same or related disciplines as the programme to which the PhD student belongs.
 - e. Articles published prior to commencement of studies cannot be included in the set.
 - f. The unifying commentary is a summary and a unifying view of the aims of the thesis, current state of knowledge of the given problem, methods and sets used, results, as well as the overall benefit of the work, added scientific value, respectively (in the range of at least 20 standard pages).
 - g. The recommended range of work consisting of a set of articles is approximately 90 standard pages.
2. If the dissertation thesis for the small defence is submitted in the form of quality articles with a unifying comment, opinion on the quality of the articles and their link to the PhD student's dissertation research is given by the Supervisor and also by the programme guarantor.
 3. The thesis done in the form of a set of articles is subject to the same procedures as the dissertation done in the form of a monograph (i.e. defence of the project in front of the team of the department, presentation of the outcomes during the course of study, small defence, public defence) and must be submitted in a standard printed form.
 4. This provision abolishes the Provision of the Dean of the Faculty of International Relations No. 1/2018 on Doctoral Studies of January 15, 2018.

§ 5

Pedagogical activities of PhD students

Full-time PhD students can participate in teaching with an average of 4 hours a week at most during one semester; these activities are carried out based on a legal employment relationship with FIR. PhD students oppose bachelor's and master's theses, which are appointed by the academic staff of the relevant department with the approval of the Head of the Department. They offer consultation hours to students in a range of 1 hour per week. If necessary, they are involved in the organisational running of the department. PhD students in the combined form of studies may, under the guidance of the academic staff appointed by the Head of the Department, conduct lessons in a pre-discussed scope, and based on the needs of the department they oppose bachelor's and master's theses.

§ 6

Rights and responsibilities of the Supervisor

1. No Supervisor should have more than 5 PhD students, but this does not include PhD students with their study on hold for a period longer than two consecutive semesters. A higher number of PhD students is possible only in exceptional cases and in cases substantiated in writing and with the approval of the Vice-Dean for Research and Doctoral Studies.
2. The Supervisor must report a minimum of 3 reviewed editorial outputs registered in the RIV in the last 5 years. If this is not the case, the guarantor of the programme may propose to the Dean to appoint the Supervisor only through a written substantiated request.
3. By the end of the 1st semester, the supervisor is required to establish a framework assignment (subject, structure, methods) in cooperation with the PhD student and insert it into the information system (InSIS). Printed and signed assignments are part of the PhD student's study file.
4. The supervisor has the right and obligation to involve the PhD student in their research conducted in favour of FIR.
5. The supervisor is obliged to continuously control and direct the scientific research (and pedagogical) activities of the PhD student, including preparation of a written dissertation project for his defense in front of the team of the department (by the end of the 13th week of the 2nd semester) and presentation of achieved results (in the subsequent study); as well as consult with the PhD student all the publications being prepared.
6. The Supervisor is obliged to evaluate the progress of the work and the achievement of the PhD student's objectives, in particular in the form of the Study Progress Report of the doctoral study, within the terms established by SER and with this Provision.
7. If in the opinion of the PhD student, the Supervisor does not fulfil their role, the student will ask the programme guarantor for a solution. In case of a proven failure to fulfil his/her obligations, the Supervisor may be dismissed. The appeal is made by the Dean on the basis of the proposal of the programme's guarantor, and after discussion with the relevant Branch Council.

§ 7

Delimitation of competences in doctoral studies at FIR resulting from the wording of the Study and Examination Rules of the Prague University of Economics and Business (VŠE) and the Rules of Quality Assurance, educational, creative and related activities and internal quality assessment of educational, creative and related activities of VŠE (Rules)

1. Dean of FIR:
 - a. Appoints and revokes the members of the Branch Council after discussion at the Scientific Board of the Faculty. *[Art. 10 (2) Rules]*
 - b. Appoints and revokes the programme guarantor after approval by the Faculty Scientific Board. *[Art. 11 (1) Rules]*
 - c. Appoints and revokes the Supervisor on the basis of the programme guarantor's proposal. *[Art. 14 (1) Rules]*

- d. Assigns the PhD student to a respective department where he/she belongs to according to the topic of their dissertation, usually to the department where the Supervisor works. *[Art. 5 (2) SER]*
 - e. Appoints the members of the State Doctoral Exam Committee for the relevant doctoral study programme after approval by the Scientific Council of the faculty. *[Art. 22 (2) SER]*
 - f. Appoints, at the proposal of the Programme's guarantor, at least a three-member Examining Board for the State Doctoral Exam, including its Chairperson from the members of the State Doctoral Exam Committee. *[Art. 22 (1) SER]*
 - g. Appoints members of the Committee, Chairman and Vice-Chairmen for defences of the Dissertation theses of the relevant doctoral study programme after approval by the Scientific Council of the faculty. *[Art. 26 (2) SER]*
 - h. Appoints a minimum six-member examination board for the defence of doctoral theses, including its Chairman from the members of the Dissertation Defense Committee. *[Art. 26 (1) and Art. 27 (3) SER]*
 - i. Appoints without undue delay, on the proposal of the Chairman of the examination committee for the defense of dissertations, at least two opponents of the dissertation (in this connection, he may ask the Chairman of the examination committee for a proposal other than those originally submitted). *[Art. 27 (5) SER]*
 - j. Decides on the termination of studies based on non-fulfilment of requirements resulting from the study programme in accordance with § 56 par. b) of the Act; his/her decision is covered by §68 of the Act. *[Art. 30 (2) SER]*
 - k. Confirms - after examining the procedural requirements for the defence of the dissertation - by signing the Protocol on the Defense of Doctoral Thesis, thus confirming the validity of the defence of the dissertation thesis. *[Art. 28 (8) SER]*
 - l. Decides to postpone the publication of a dissertation or part of the dissertation on the basis of a reasoned request submitted by the student to the Dean before the defence. The Dean may authorise postponement of the publication of the final thesis, its part or its annex, for a maximum of 3 years. *[Art. 31 (4) SER]*
 - m. Decides on an application for an excuse of a study obligation, if the obligation is a State Doctoral Exam or a defence of the dissertation, that was revoked by the guarantor of the study programme. The Dean decides on the application without undue delay and with a final validity. *[Art. 11 (3) SER]*
2. Vice-Dean of FIR for Research and Doctoral Studies:
- a. Decides upon the application and after negotiation with the Programme's guarantor, the possibility of submitting a PhD thesis in a foreign language during the study of a doctoral programme accredited and realised in the Czech language. *[Art. 6 (2) SER]*
 - b. Specifies the term of study enrollment and the term of matriculation. *[Art. 5 (2) SER]*
 - c. Approves, on the basis of the Programme Guarantor's recommendation, an Individual Study Plan of PhD students. *[Art. 18 (2) SER]*

- d. Specifies the term of attestation (Individual Study Plan check) of students in the doctoral study programme and approves the Study Progress Report of the PhD student. *[Art. 19 (2) SER]*
- e. Decides, on the basis of the Study Progress Report on the PhD student's enrollment into the higher grade. *[Art. 20 (6) SER]*
- f. Decides on a conditional enrollment to a higher grade at the request of a PhD student who does not meet the requirements for enrolling into a higher grade. *[Art. 20 (7) SER]*
- g. Decides upon PhD student's request and after the Supervisor's opinion on the repeated interruption of the study. *[Art. 7 (1) (4) (6) SER]*

An updated version of this provision enters into force on September 1, 2019.

doc. Ing. Josef Taušer, Ph.D., Dean