

**Basic Information for Students of Doctoral Study
Programme**

Charles University in Prague

2014

Basic Information for Students of Doctoral Study Programme

Doctoral study programmes (Ph.D., Th.D.) may be without exaggeration marked as the flagship of Charles University in Prague. The Latin expression “doctor” is derived from *docere* (to teach), or also possibly from *doctus* (learned), and since the beginnings of universities it has been used to mark the top academic level that can be achieved at a university. It is a once-in-a-lifetime opportunity for both the professional and personal development of determined master's study graduates, because only a mature personality coming to a doctoral programme with their own knowledge capital and a clear target may make the most of this opportunity for further study. The implication is that successful doctoral candidates cease to be students in a figurative sense and begin to be seen as an integral part of the academic community.

Charles University in Prague perceives the work of doctoral study programme students as a contribution to the scientific potential of the university as a whole. This is a benefit, but also a commitment, as a third of all domestic doctoral study programme students are enrolled to study here. Therefore, we place great emphasis on checking the study quality, both on the part of the responsible institutions and by the students themselves. The results thus far have confirmed our belief that we are on the right track, and as far as high quality is concerned, we not only expect it but can also offer it.

Since it is natural that orientation in a new type of study may not be entirely intuitive, we would like to provide a brief overview for new doctoral study programme candidates to make the transition to a new type of study as smooth as possible and enable them to fully devote themselves to their research objectives. To this end, we gathered basic information about doctoral study in the form of this document, the aim of which is to summarise the rights and obligations of a doctoral study programme student. It can be stated that in comparison with bachelor's and master's study programmes, doctoral study has the least amount of regulations. We primarily proceeded from the Higher Education Act and the internal regulations of Charles University in Prague, which is why most of the provisions are of a declaratory nature; however, we have also included information that is as yet not treated by these regulations.

This manual reflects the result of the efforts of the working group, whose members operate both in real and executive realms of doctoral studies, as well as comments and observations from the Rector's collegium and realistic practical activities required for doctoral study fulfillment. The following individuals participated in the development of this manual: prof. PhDr. Ing. Jan Royt, Ph.D., Vice-Rector for Creative and Editing Activities, PhDr. Vladislava Kůželová, Head of the Department for Study and Student Affairs, Eva Semerádová, Head of the Doctoral Study Department and Bc. Lukáš Nachtigal from the Doctoral Study Department. Additional information provided by representatives of the faculties of Charles University and workers of Charles University Information Advisory Centre.

Source: Act No. 111/1998 Coll. on universities; the Code of Study and Examination of Charles University in Prague; the Constitution of Charles University in Prague; Appendix No. 5 of the Constitution of Charles University in Prague, the Admission Procedure Code, the Bursary Code, the Life-Long Education Code, the Rules of Support of Interest Activities of Students, *Rector's Measures No. 10/2013* and *No. 14/2013*. Available at www.cuni.cz.

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List of abbreviations:

AoU: Act No. 111/1998 Coll. on higher education institutions and amendments to other acts

CoSE: Code of Study and Examination of Charles University in Prague

BC: Bursary Code of Charles University in Prague

1. APPLICANT

- 1.1. The current overview of programmes and fields of study for a particular academic year is published on the website of the university and its faculties four months prior to the final deadline for submission of study applications, which are usually filed by 30 April. Accurate data and information are available in the Admissions Procedure Dates and Deadlines for the relevant academic year or from clerks in the relevant faculties.
- 1.2. The most accurate information on the conditions of the admission procedure for all involved faculties is available at the following address: <http://is.cuni.cz/studium/eng/podprij/>. You can find detailed information on the content of entrance examinations, assessment criteria and conditions for admission to various degree programmes and specialised fields of study at this website.
- 1.3. Given the fact that individual faculties of Charles University in Prague (hereinafter referred to as “Charles University”) have different requirements concerning the form, terms and annexes of the application, it is always necessary to follow the instructions of the appropriate faculty for the relevant study programme/field. Applicants shall submit their applications for study directly to the faculty to which they are applying.
- 1.4. An application shall be accompanied by a document proving payment of the fee related to the admission procedure. The amount of the fee and the manner of its payment are determined in compliance with faculty rules. The fee is non-refundable at all stages of the procedure.¹ Unless the admission procedure conditions regulate the possibility to pay the fee in euros or dollars, it is necessary to cover all bank fees associated with payment from abroad.
- 1.5. An applicant may, because of their health disability, including specific learning disorders, apply for a modified entrance examination. Applicants for study or a student with special needs shall be understood as a student or an applicant for study who, due to the congenital or acquired nature of their health condition, requires modification of the admission procedure, conditions of study, removal of physical obstacles, or other special modification of the university premises for the purpose of the successful course of their study. Such a request shall be part of the application at the time of its submission and must be in writing, justified and documented (medical certificate). This fact cannot be subsequently taken into consideration, e.g. during the review procedure. The request is assessed by the Dean. In this case it is also possible to address the Office for Students with Special Needs, which is a part of the Information, Advisory and Social Centre. It provides its services at the university level and arranges for coordination, consultation, information, records and conception activities and methodical assistance in the area of students and prospective students with special needs. Particular information concerning the activities of the Office is available at: <http://www.cuni.cz/UKEN-190.html>.
- 1.6. Documents supporting the decision on rejection/admission should generally be submitted by 30 September. For applicants who filed a request for recognition of a foreign university education, this deadline is usually prolonged until mid-October by means of the Rector's Measure in cases which have not been decided by 30

¹ Article 8 (4) of the Admission Procedure Code

September. In the case of receipt of a decision not to accept the application, it is possible to submit a request for a review of the decision. Pursuant to the Higher Education Act, applicants for study are admitted by the Dean of the faculty to which the particular applicant is applying. The Dean of the faculty issues a written decision, which is delivered to the attention of the applicant.

- 1.7. If an applicant is a graduate from a foreign university, it is necessary to attach a certificate recognising the equivalence of the foreign university education and qualification in the Czech Republic to the application.
- 1.8. An applicant may submit a request for a review of the faculty Dean's decision.² Such a request shall be filed with the Rector of Charles University through the faculty Dean's Office within a period of 30 days following the day of the decision delivery.³ The request shall include:⁴
 - applicant's name, surname, address to which the decision on the request is to be delivered;
 - reference to the decision for which the applicant requests a review (the faculty, reference number and date of the decision, the study programme or the field of study within the programme, the form of study);
 - indication of what shall be reviewed, or the reasons for the student's disagreement with the original decision in the matter;
 - signature of the applicant or the person who sent the request on behalf of the applicant.
- 1.9. If an applicant is represented during the procedure by another person, the full power of attorney including the applicant's authenticated signature shall be attached to the request.⁵
- 1.10. If the Dean finds within the review procedure that some regulations or conditions of the admission procedure were breached by their decision and that this fact influenced the correctness of the decision, he may grant the request for a review and change of the original decision on the applicant's admission. This decision is delivered to the attention of the applicant.
- 1.11. After having reviewed whether the Dean's decision is in compliance with the Higher Education Act, the Constitution, internal regulations of the university and the relevant faculty and other conditions for admission of applicants determined by the faculty, the Rector either confirms or changes the Dean's decision. The Rector's decision concerning the review procedure result is delivered to the attention of the applicant. The schedule of meetings of committees within the review procedure is always published on the university's website.
- 1.12. If some applicants who were admitted to study in the faculty in the relevant study programme/field do not enrol in their programme, the Dean of the relevant faculty may decide to announce an additional procedure.⁶ This step is fully in the competence of the faculty Dean, not the Rector. Therefore, there is no reason for including this fact

² Article 11 (4) of the Admission Procedure Code

³ Article 12 (2) of the Admission Procedure Code

⁴ Article 12 (5) of the Admission Procedure Code

⁵ Article 12 (1) of the Admission Procedure Code

⁶ Article 17 (1) of the Admission Procedure Code

in the request for the Dean's review of the decision. The Dean only informs the Rector of the announcement of the additional procedure; the faculty shall also publish information concerning the additional procedure on the official board.⁷

- 1.13. An applicant who was admitted to study is entitled to enrol in the relevant doctoral study programme. This entitlement originates upon communication of the decision on admission to study. Applicants shall enrol within the period of time determined by the university or its part.⁸
- 1.14. If an applicant has completed previous study abroad and has not yet received an official diploma documenting this fact, alternative documents establishing the proper completion of study shall be used.
- 1.15. The foreign study recognition procedure shall be commenced on the basis of a written request submitted by a graduate from a foreign university through the faculty of Charles University that realises the same or similar accredited study programme. The following documents shall be attached to the request:⁹
 - an authenticated copy of the diploma or an adequate document issued by the foreign university;
 - an authenticated copy of a list of passed exams or of the Diploma Supplement;
 - authenticated translations of both documents into Czech (the translation is not required in the case the documents are in English);
 - or possibly a decision on refugee status, if the applicant for recognition is a person who was granted this status;
 - the power of attorney if the applicant is deputised by an authorised person;
 - universities may also require additional information, e.g. that the study programme was realised by an institution authorised to provide tertiary education, or a document stating the content of the university study, or syllabi.
- 1.16. If foreign tertiary education is recognised, the Rector of Charles University will issue a certificate on equivalence with the education accomplished by graduating from Charles University. Along with recognition of tertiary education, the academic degree granted to the graduate by a foreign university is also recognised. Thus, the holder of a foreign diploma is only entitled to use the academic title or a different identification of a foreign school graduate specified in their diploma.
- 1.17. A student is obliged to elaborate a proposal for an individual study plan with their supervisor within two months following enrolment in the study and submit it to the Subject Area Board for approval.
- 1.18. Contact details for the doctoral study at faculties are published on the website of Charles University in Prague: <http://www.cuni.cz/UK-4986.html>.

⁷ Article 17 (2) of the Admission Procedure Code

⁸ Section 51 (1) of the AoU

⁹ <http://www.cuni.cz/UKEN-16.html>

- 1.19. Furthermore, applicants or students may use the Lifelong Learning programmes.¹⁰ The Lifelong Learning programmes are provided within or beyond the accredited study programmes and are realised in the full-time, distance or combined form not only in Czech, but also, e.g. in English.¹¹ Attendants of Lifelong Learning are not students within the meaning of the Higher Education Act.¹²
- 1.20. By taking the Lifelong Learning courses, attendants may deepen their expertise or use the possibility of foreign language lessons. The offer of Lifelong Learning courses is available at: <http://is.cuni.cz/studium/eng/ekczv/>.

2. STUDENTS

Students are expected to be highly motivated to study, have professional qualifications, comply with the requirements for independent creative activity, have an active approach to fulfilling the individual study plan and personal responsibility.

- 2.1 An applicant becomes a student on the day of enrolment in the university. Enrolment takes place at the faculty offering the particular study programme. In the case of a study programme pursuant to Article 22 (3) (c) of the Constitution of Charles University at the faculty which is thus designated in the accreditation of the relevant study programme or in an inter-faculty agreement provided the accreditation allows enrolment at more faculties. Enrolment takes place in the period of time determined by the Dean of the particular faculty. Upon enrolment a student is issued a study statement, unless the faculty only maintains this statement in an electronic form. The university issues a student identity card to the student according to the rules set by the Rector's measure. Students shall take a matriculation oath (Article 56 (1) of the Constitution of Charles University).¹³
- 2.2 Central Authentication Service:
- 2.2.1 Every successful applicant receives a login and a password to the Central Authentication Service (CAS) in the Information, Advisory and Social Centre.¹⁴ Every owner of a Charles University student identity card, i.e. everyone who has been allocated an eight-digit personal number in the IS of Charles University, which is printed under the picture on the Charles University identification card, may become a CAS user.
- 2.2.2 The purpose of the CAS is to facilitate user login to applications so that students can use the same user name and password for the following systems:¹⁵
- Study Information System (*A system intended for students, pedagogues, applicants for study at Charles University and participants in the Lifelong*

¹⁰ <http://www.cuni.cz/UKEN-4.html>

¹¹ Article 3 (2) of the Lifelong Learning Code of Charles University

¹² Article 3 (2) of the Lifelong Learning Code of Charles University

¹³ Article 4 (1) and (2) of the Code of Study and Examination

¹⁴ <http://www.cuni.cz/UKEN-134.html>

¹⁵ <http://www.cuni.cz/UKEN-18.html>

Learning programmes, which provides for comprehensive support of the study agenda.)

- Thesis and Dissertation Repository (A summary of theses and dissertations defended at Charles University, including the full texts of these theses and their assessment.)
- WhoIs personnel application (serves as the central data register of persons, organisational structures of Charles University and staff.)
- Application Accommodation Support Scholarship and Bursaries (An application intended for students of Charles University to submit requests for accommodation support scholarship and requests for bursaries.)
- Grant Agency of Charles University (A system for submitting requests for Charles University Grant Agency projects and for other administration connected with the whole life cycle of projects.)
- Erasmus Application (An application for students of Charles University for submitting and other processing of requests for a foreign study stay within the LLP/Erasmus programme.)
- Publication activities records – PBD (A system intended for the central records of publication activities of students and employees of Charles University.)
- Records of grants and projects (A system intended for recording grants and other funded projects handled by the individual faculties and other parts of Charles University.)
- REHOS – submitting requests for accommodation in dormitories (A system for those interested in accommodation in Charles University dormitories.)

2.3 Possibilities of student accommodation:

2.3.1 Accommodation of Charles University students is handled through dormitories and refectories. Charles University offers its students the possibility of accommodation in Prague, Plzeň, Hradec Králové and Brandýs nad Labem.¹⁶ The request shall be submitted by the end of the academic year according to the Academic Calendar at the latest. Requests for accommodation for the school year can only be submitted for certain dormitories and only in limited capacities. A summary of reserved capacity for the given academic year is issued in the form of a Director's measure.

2.3.2 Applicants can submit their requests for accommodation in the following ways:

- directly to the free capacity at the accommodation offices of the individual dormitories;
- via the electronic sales web portal for free capacity;
- via the REHOS evaluation system for the reserved capacity.

2.3.3 Students of Charles University and other universities who have accommodation for the academic year or who have prolonged their accommodation according to the Academic Calendar until the end of the academic year can apply for accommodation for the next academic year or for the period of study. The request for accommodation must be submitted

¹⁶ <http://www.kam.cuni.cz/KAM-18.html>

to the office of the given dormitory by the deadline set in the Academic Calendar. Such applicants will always be guaranteed an offer of the same accommodation by 14 June of the given year in which they were accommodated.

- 2.4 A standard period of study is at least three years and at most four years.¹⁷
- 2.5 The study in the doctoral study programme is monitored and evaluated by the Subject Area Board established as per Section 47 (6) of the Higher Education Act and according to Article 23 (5) and (6) of the Constitution.¹⁸ The Subject Area Board consists of renowned experts in the relevant field and of representatives of the engaged workplaces and ensures a high level of study by its activities. A student is entitled to address it at any time if necessary.
- 2.6 The study is organised according to an individual study plan under the supervision of a supervisor and possibly also with the participation of a consultant. The individual study plan in particular includes a list of study obligations, scientific, research or other creative obligations and planned or recommended foreign stays or other research internships or pedagogical activities. The supervisor and the consultant for the given student are appointed and removed by the Dean following a proposal of the Subject Area Board.¹⁹
- 2.7 Supervisor:

Doctoral study is mainly designed as individual study in which the professional relationship between the supervisor and the student is of key importance. Their mutual communication shall be expressed by fulfilling the individual study plan. The supervisor's work is essential for the doctoral study. The supervisor is responsible for the quality of the doctoral project (topic) and for expert supervision of the student.

- 2.7.1 The supervisor for the relevant student is appointed and removed by the Dean of the faculty following a proposal of the Subject Area Board;²⁰ the appointment or the removal of the supervisor by the Dean shall be included in the doctoral study programme student's file. A doctoral study programme student shall always have a supervisor, and therefore if the supervisor changes, the existing supervisor shall be obliged to fulfil the obligations arising from of this post until a new supervisor is appointed.
- 2.7.2 The scientific-research activity of the student may take place under the guidance of a supervisor who is not employed by Charles University, or who is employed at a different workplace than Charles University, provided an agreement between Charles University or the relevant faculty and the particular supervisor or workplace has been concluded.
- 2.7.3 Together with the student, the supervisor shall prepare a proposal for the individual study plan, including the topic of the dissertation.
- 2.7.4 The supervisor shall approve the dissertation proposed by the student or help the student formulate it.

¹⁷ Section 47 (2) of the AoU

¹⁸ Article 8 (1) of the CoSE

¹⁹ Article 8 (2) of the CoSE

²⁰ Article 8 (2) of the CoSE

- 2.7.5 The supervisor shall continuously monitor the fulfilment of the student's study obligations and consult the results of the study with the student on a regular basis.
- 2.7.6 The supervisor shall check that the content of the dissertation corresponds to the content of the study programme/field that the student is studying. In the case of inconsistency with the content of the study programme/field, they shall propose a solution to the Subject Area Board.
- 2.7.7 The supervisor shall evaluate fulfilment of the individual study plan in writing on a regular basis (at least once a year) and present this evaluation to the Subject Area Board for approval.²¹
- 2.7.8 The supervisor shall express their opinion on the content of the individual agreements, the so-called cotutelle (agreements on joint supervision of dissertations between Charles University in Prague and a foreign university), especially with regard to the individual study plan.
- 2.7.9 The supervisor may propose to the Subject Area Board that a consultant from among appropriate experts be appointed to supervise the student during a particular section or time period of the doctoral study due to the consultant's special expertise or methodical and technical possibilities.
- 2.7.10 Together with the relevant workplace they shall provide their own/individual operational and technical facilities for the student.
- 2.7.11 The supervisor shall remain in regular contact with the student.
- 2.7.12 The supervisor shall supervise and provide guidance to the student, recommend specialised literature (resources), teach the student to be in the company of experts, to present the results of their research work to the public (soft skills), teach the student to raise funds to finance their projects, help them establish expert contacts at home and abroad and enter the international scientific community, pass their knowledge on to students and enable them to teach to a reasonable and suitable extent.

2.8 Consultant

A consultant, as a leading specialist in the relevant area, is able to guide the student and complement the expert activities of the supervisor. The consultant is responsible for the supervisor's obligations that were entrusted to them. However, the consultant cannot replace the primary responsibility of the supervisor for the expert aspect of the student's doctoral study.

- 2.8.1 The consultant may be proposed by the supervisor or the student and shall be chosen from among appropriate experts to supervise the student within a particular section or time period of the doctoral study due to the consultant's special expertise or methodical and technical possibilities.
- 2.8.2 The consultant for the given student is appointed and removed by the Dean of the faculty following a proposal by the Subject Area Board;²² the appointment or removal of the consultant by the Dean shall be included in the doctoral student's file.

²¹ Resource document for evaluation of the study course by the Subject Area Board pursuant to Article 8 (4) of the CoSE.

²² Article 8 (2) of the CoSE

- 2.8.3 The consultant is not usually from the same workplace as the supervisor.
 - 2.8.4 The consultant needn't be employed by Charles University provided an agreement between Charles University or the relevant faculty and the particular consultant or workplace has been concluded. They shall be co-responsible for the realisation of the doctoral project.
 - 2.8.5 The consultant shall be in regular contact with the student; in addition, they communicate with the Subject Area Board and the supervisor, or also with the Dean.
- 2.9 Recommendations concerning the content of the individual study plan:
- 2.9.1 The topic of the dissertation and the form and extent of the work;
 - 2.9.2 The schedule for producing the dissertation (specification of the realisation plan in the given academic year) with the planned date of submitting the dissertation;
 - 2.9.3 The State Doctoral Examination, including the planned date for taking the exam;
 - 2.9.4 Subjects with the planned date of their fulfilment;
 - 2.9.5 Publications, topic, content, more detailed specification;
 - 2.9.6 Conferences, name, domestic/foreign, active/passive participation, planned date;
 - 2.9.7 Seminars, courses, active/passive participation, planned date;
 - 2.9.8 Internships, more detailed specification or the planned date;
 - 2.9.9 Other assignments (pedagogical activities), more detailed specification, planned date.
 - 2.9.10 The individual study plan shall be signed by the supervisor, the student and the chairman of Subject Area Board.
- 2.10 Possibilities of study abroad:
- 2.10.1 Doctoral study programme students may make use of the offer of international exchange programmes. Study stays can range from 3 to 12 months and may be pursued at every level of university study.
 - 2.10.2 The individual faculties or their parts (departments, institutes, institutions) that realise the selection procedures are responsible for selection procedures for students²³ to occupy the offered study stays. The selection procedures have one round (in the case of faculties with central selection procedure organisation) or two rounds, where the first round takes place within the competence of the department, institute or institution and the second one at the central (faculty) level. The selection procedure results in a list of successful candidates in the form of a student waiting list for individual countries.
 - 2.10.3 Each candidate may register (submit an application) for up to three various destinations of the study places offered within one period (winter/summer term) and the faculty of Charles University at which they are enrolled.

²³ <http://www.cuni.cz/UKEN-154.html>

A candidate should choose the destination on the basis of their field of study and consult their choice with the relevant academic worker or the contact person for the appropriate bilateral agreement.

- 2.10.4 The accepting institution shall not require any fees (e.g. tuition, registration fees, fees for exams, fees for using laboratories, libraries, etc.) from the student who has been admitted to the study within the Erasmus programme, with the exception of minor expenses for insurance, membership in student unions and organisations or using various materials. However, the student is still obliged to pay fees to the sending organisation, for example for tuition.
- 2.10.5 Students of doctoral study programmes may also make use of the Erasmus Mundus offer,²⁴ which allows students of Charles University to study at foreign universities in joint doctoral study programmes (*Erasmus Mundus Joint Doctorates, Partnership*).²⁵ Beginning in 2014, faculties will also be able to apply for European grants within the ITN activity of the Marie Skłodowska-Curie Programme: *European Joint Doctorates (EJD)*.
- 2.10.6 The "joint degree"²⁶ shall be understood as integrated joint study with foreign partners, at the end of which the student receives a joint diploma, or two or more diplomas from partner universities.²⁷ Students are offered two forms of this kind of study at Charles University:
- at the level of international study programmes with a joint curriculum, i.e. the joint degree study programmes where, based on an inter-university agreement, partner universities apply for accreditation of the joint study programme according to the rules applicable in the relevant country;²⁸
 - at the level of individual doctoral study students under double supervision, the so-called cotutelle.
- 2.11 Joint (double) supervision of Dissertations (known under the French term *cotutelle*) takes place on the basis of cooperation between Charles University and a foreign university.²⁹ The study is realised under the guidance of supervisors from both involved institutions and the student spends part of their doctoral study at the foreign university.
- 2.11.1 For each doctorate prepared within cotutelle, the partner institutions conclude an individual Agreement on Joint Supervision of Dissertation, which determines the conditions, academic calendar and other requirements of study and defence of the dissertation. It is signed by the postgraduate student and their supervisors, the Dean of the faculty, the Rector of Charles University and relevant representatives of the partner institution.
- 2.11.2 Both universities or the postgraduate student themselves search for suitable funds to arrange for the foreign study. A student of Charles University may

²⁴ <http://www.cuni.cz/UKEN-19.html>

²⁵ Article 22 (5) of the Constitution of Charles University

²⁶ <http://www.cuni.cz/UKEN-20.html>

²⁷ pursuant to Section 47a and Section 81 of Act No. 111/1998 Coll.

²⁸ A detailed list of the Joint Degree programmes offered is available at: <http://www.cuni.cz/UK-5057.html>.

Instructions for submitting applications: <http://www.cuni.cz/UKEN-19.html>.

²⁹ <http://www.cuni.cz/UKEN-217.html>

do so on the basis of: an inter-university agreement, the Erasmus+ Programme, development projects, the Charles University Mobility Fund, grants, etc.³⁰

- 2.11.3 If a student would like to realise their doctorate under double supervision at a university in France, they may apply for a scholarship from the French government, which supports these activities financially.
- 2.11.4 The preparation and conclusion of the individual agreements is in the competence of the individual faculties, which are responsible for their content and implementation. The faculty, i.e. the supervisor or a clerk determined for this issue with the postgraduate student, shall prepare the agreement in cooperation with the supervisor and faculty of the foreign university. The International Relations Department of the Rectorate of Charles University offers approved working specimens in various languages, which may be offered to the partner university. If the partner institution wishes to use its own agreement specimen, it is necessary for the draft to be approved by the Legal Department and Student Affairs Department of the Rectorate of Charles University.
- 2.12 A student is entitled to request a change in the dissertation topic, which is to be approved by the supervisor and the Subject Area Board. The change shall be incorporated in a supplement to the individual study plan, including the consent of the supervisor and the Chairman of Subject Area Board.
- 2.13 A request for a change to the individual study plan related to care for the student's child during maternity leave shall always be approved, with the change being determined so that the deadline for the fulfilment of the study obligations is prolonged by the period of time the maternity leave would otherwise last. The period of time for which the maternity leave would otherwise last shall not apply while assessing the facts within the meaning of Article 12 (1) (b).³¹
- 2.14 The recognised maternity period in the case of a mother of a child shall commence eight weeks prior to the anticipated date of the child's birth and end on the child's third birthday. The recognised paternity period in the case of a father of a child shall commence on the day of the child's birth and end on the child's third birthday.³² Both the mother and the father of a child may request the university to record the recognised parenthood period at the same time.³³ The applicant is obliged to report to the university any and all changes that may have an influence on the recording of the recognised parenthood period.³⁴
- 2.15 Faculties of Charles University try to support student-parents; babysitting at the Faculty of Arts is one example confirming this fact.³⁵
- 2.16 The Charles University Information Advisory Centre (ICSC) offers postgraduate students of Charles University information services in the whole extent of the ICSC agenda, as well as courses, seminars and workshops for personal development and competency development, information seminars on foreign stays and also individual

³⁰ <http://www.cuni.cz/UKEN-159.html>

³¹ Article 8 (3) of the CoSE

³² Article 1 (1) of Rector's Measure No. 14/2013

³³ Article 2 (2) of Rector's Measure No. 14/2013

³⁴ Article 4 (1) of Rector's Measure No. 14/2013

³⁵ More information at: <http://www.ff.cuni.cz/2013/07/cu-fa-offers-child-care-service/>.

consultancy. An expert consultancy centre is available as along with a psychological consultancy centre (also for foreign students in English), social-legal consultancy centre and a possibility for coaching. The Office for Students with Special Needs operates within the ICSC. ICSC services are free for postgraduate students. More information on the content of the ICSC agenda is available at: <http://www.cuni.cz/UKEN-187.html>.

- 2.17 Fulfilment of the individual study plan is subject to regular (at least annual) evaluation, which is submitted along with substantiation by the supervisor and discussed and approved by the Subject Area Board. The evaluation conclusion consists of a statement that the student
- a) fulfils the individual study plan;
 - b) fails to fulfil some parts of the individual study plan without having serious reasons;
 - c) has failed to fulfil the individual study plan obligations; this assessment indicates that a case included in Article 12 (1) (b) has occurred.³⁶
- 2.18 The maximum duration of a doctoral study programme is the standard length of study of this study programme prolonged by five years.³⁷ If the maximum length of study determined in this way finishes between 1 June and 29 September of a regular calendar year, the maximum length of study shall be prolonged so that it ends on 30 September of the same calendar year. After the maximum length of study expires, a student cannot take exams, the State Final Examinations or submit other forms of their study check as per Article 6 (8).³⁸
- 2.19 During full-time study it is possible to study for the period of time corresponding to the standard duration of the study programme. A student of the doctoral study programme with the standard study duration of three years who was evaluated pursuant to Article 8 (4) (a) of the CoSE in the current and previous evaluation may be allowed by the Dean to study in the full-time form of study even after the expiry of three years, however, only for a further period of one year at most; a relevant written request shall be substantiated, recommended by the supervisor and approved by the Subject Area Board. Unless the student finishes their study within the maximum duration of study, this fact shall be assessed as an occurrence of the case specified in Article 12 (1) (b).³⁹
- 2.20 Unless the student finishes their study within the full-time form of study, they will be transferred into the combined form of study after the expiry of this period of time.
- 2.21 A student is entitled to ask the Dean for a transfer from one form of study to another.⁴⁰
- 2.22 A student is entitled to ask the Dean for a suspension of the study. In this manner the study may be suspended until the end of the relevant term or academic year.⁴¹ The longest overall duration of study suspension (Section 54 (1) of the Higher Education Act) is a length of time that will not along with the actual length of study exceed the maximum length of study. The actual length of study is the period of time

³⁶ Article 8 (4) of the CoSE

³⁷ Article 9 (1) of the CoSE

³⁸ Article 4 (13) of the CoSE

³⁹ Article 9 (1) of the CoSE

⁴⁰ Article 9 (2) of the CoSE

⁴¹ Article 9 (3) of the CoSE

which will elapse from the date of university enrolment, excluding the time during which study was suspended.⁴² The student does not have the status of a student during the suspension of study.

- 2.23 A postgraduate student may take an exam in a registered subject no more than twice, i.e. they are entitled to one substitute date. The results of exams are classified as pass-fail.⁴³
- 2.24 A student is entitled to submit a substantiated request for a change of supervisor, including an opinion from the Subject Area Board, to the Dean. In the case of a request for a new particular supervisor, this supervisor's consent is necessary.
- 2.25 A student is obliged to meet the requirements arising out of their study programme or field, the Code of Study and Examination of Charles University, internal regulations of the university and faculty and legal standards related to university studies.⁴⁴
- 2.26 A student is entitled and obliged to be in regular contact with their supervisor and consultant.
- 2.27 Scholarships:
- 2.27.1 Scholarships paid from a subsidy or a grant may also be granted to students of doctoral study programmes. Scholarships are granted to students by the university or faculty according to the Bursary Code.⁴⁵
- 2.27.2 The following types of scholarship may be granted to a doctoral study programme student: special purpose scholarship, doctoral scholarship, accommodation support scholarship and bursary.⁴⁶
- 2.27.3 Method of financing:
- from a grant, subsidy or scholarship fund – obstacles to scholarship granting shall apply;
 - a scholarship increase from different sources – obstacles to scholarship granting shall not apply;⁴⁷
- 2.27.4 Method of doctoral scholarship payment:
- paid retroactively, a regular monthly amount;⁴⁸
 - as a lump sum (another doctoral scholarship granted as a lump sum on the condition that the student fulfils their individual study plan and achieves excellent results in their study).⁴⁹
- 2.27.5 Entitlement to granting a doctoral scholarship:
- a student of the doctoral study programme is a full-time student;
 - there are no obstacles to granting the scholarship.⁵⁰

⁴² Article 9 (4) of the CoSE

⁴³ Article 9 (5) of the CoSE

⁴⁴ Section 63 (1) and (2) of the AoU

⁴⁵ Section 91 (4) (5) of the AoU

⁴⁶ Article 3 (1) of the BC

⁴⁷ These obstacles are specified in Article 8 of the BC

⁴⁸ Article 3 (6) of the BC

⁴⁹ Article 6 (5) of the BC

2.27.6 Limits to the doctoral scholarship grants are based on the provisions of the Bursary Code of Charles University.⁵¹ In the case of a change of the form of study from combined to full-time, the scholarship may even be granted after several years.

2.27.7 Main obstacles to granting a doctoral scholarship:

- during a suspension of study, which includes all calendar months during which the student suspended the study for at least one day;⁵²
- if a student is on probation and a conditional suspension from the study is running;⁵³
- if the overall full-time period of study exceeded the standard duration of the student's study programme;⁵⁴
- if the study is fully paid by a source other than the Ministry of Education, Youth and Sport or using a special subsidy according to the records of the Foreign Services House of the Ministry of Education, Youth and Sport.

2.27.8 If a student has enrolled in the full-time form of study in multiple doctoral study programmes or in more fields of a study programme, the doctoral scholarship may be granted and paid only once at most. The earlier date of enrolment for study shall be decisive (the Rector shall decide in case of doubt).⁵⁵

2.27.9 The entitlement to the doctoral scholarship originates in the academic year in October at the earliest (payment in November). This shall also apply in the case of enrolment for study in any month before October. The entitlement to the doctoral scholarship for October also originates in the case of enrolment in October (after 1 October).

2.28 A student can address the Charles University Grant Agency (hereinafter referred to as GAUK), the internal grant agency of Charles University. Grant projects may be from one to three years. Commencement of the grant awarding procedure for every new round of the grant competition is announced at the beginning of every academic year by means of the Rector's Measure available on the website of Charles University and the GAUK. Applications shall be filed via an Internet application of the GAUK on the dates published in this measure. The activities of the GAUK are administratively provided by the Rector's Office – the Department of Science and Research, office of the GAUK. For more information visit: <http://www.cuni.cz/UKEN-65.html>.

2.29 Students may also make use of support for special interest activities. A special interest activity shall be understood as any activity leading, pursuant to Article 5

⁵⁰ Article 6 (1) of the BC

⁵¹ Article 6 (2), (3) and (4) of the BC

⁵² Article 8 (1) (c) of the BC

⁵³ Article 8 (1) (d) of the BC

⁵⁴ Article 8 (3) of the BC

⁵⁵ Article 8 (3) of the BC

of the Constitution of Charles University, to the fulfilment of sport, cultural, social and other needs of students while making use of their free time, to holding discussions, talks and other meetings, to providing information services, holding exhibitions, etc.

2.30 Problems related to the study in the doctoral study programme that are most frequently dealt with:

2.30.1 A failure to fulfil study obligations, scientific, research or other creative duties as well as planned or recommended foreign stays or other internships or pedagogical activities on the dates specified in the individual study plan.

2.30.2 A failure to cooperate with the supervisor, a failure to contact the supervisor.

2.30.3 A failure to submit documents necessary for regular evaluation of the individual study plan fulfilment on the date determined by the faculty.

The above-mentioned failures to fulfil the obligations arising out of the study programme lead to the termination of study; the day of study termination shall be the day on which the decision on the study termination comes into force.⁵⁶

2.31 The study is properly completed by the State Doctoral Examination and defence of the dissertation.⁵⁷ The dissertation proves the ability of and readiness for independent activity in the area of research or development or an independent theoretical and creative artistic activity. The dissertation shall include original and published results or results having been accepted for publishing.⁵⁸ The day of the study completion is the day on which the State Doctoral Examination is taken, provided the dissertation has already been defended, or the day on which the dissertation is defended provided the State Doctoral Examination has already been taken; the order is determined in the study programme.⁵⁹

2.32 If the Board for the defence of the Doctoral Dissertation classifies a student as a "Fail", the Board shall determine whether or not it is necessary to rework or amend the dissertation; the dissertation may be defended again in six months at the earliest.⁶⁰

2.33 Due completion of the study and accomplishment of the relevant academic degree is documented by a university diploma including the study programme and/or field, which the university issues to the graduates upon graduation, and a diploma supplement. If a graduate does not arrive at the graduation ceremony, the university issues these documents to them in the manner determined by the Rector. The form of the university diploma and its supplement as well as the data included in them are determined by the Rector's Measure.⁶¹

2.34 Graduates from doctoral study programmes are awarded the academic degree "Doctor" (abbreviated "Ph.D.", which is to be stated after the name), in the area of theology the academic degree "Doctor of Theology" (abbreviated "Th.D.", which is to be stated after the name).⁶² A graduate may use this degree from the day of the successful completion of the study.

⁵⁶ Article 12 (1) (b) of the CoSE

⁵⁷ Section 47 (4) of the AoU

⁵⁸ Article 2 (5) of CoSE

⁵⁹ Article 11 (1) of CoSE

⁶⁰ Article 10 (8) of CoSE

⁶¹ Article 11 (2) of the CoSE

⁶² Section 47 (5) of the AoU

3. GRADUATES

- 3.1 Charles University is interested in staying in contact with its graduates, and therefore also works with this target group.
- 3.2 The Alumni Club is being formed within the university. It will be a modern successor of the previous Society of Graduates and Friends of Charles University – Carolinum. A graduate card is being prepared – a card of the Alumni Club member, which will bring a number of benefits to its holder. During an academic year, members will be invited, e.g. to a garden party in the Wallenstein Garden, to the Christmas meeting of Charles University as well as to many discussions and meetings with major guests of Charles University. Discounts for graduates in university facilities (Dormitories and Refectories, the Sports Centre, Karolinum Publishing House, the Central Library of Charles University) are being explored, as well as within the Lifelong Learning Programme and with external businesses.
- 3.3 Graduate societies are active at practically all faculties of Charles University. For the current list of societies visit: <http://www.cuni.cz/UKEN-93.html>.
- 3.4 Courses of the Charles University Information Advisory Centre within the seminars and workshops of the Graduate Competency Development are intended for both graduates and students of doctoral study programmes. Their aim is to provide graduates and students with information and practical advice that they can use during the study and for their future scientific and pedagogical work.