

PID: 389793

Dean's Decree No 11/2020

Doctoral programme studies

Article 1

Organisation of studies

- 1) Doctoral programme studies at HAMU shall take place in accordance with Section 47 and 47a of Act No. 111/1998 Coll., on higher education institutions and amending and supplementing other acts (the Higher Education Act), as amended, hereinafter the "Act", according to the valid accreditation and in keeping with the AMU Accreditation Rules and AMU Study and Examination Rules.
- 2) Doctoral programme studies shall take place in full-time or part-time form.
- 3) The standard duration of studies in a doctoral programme is three years, depending on accreditation.
- 4) The maximum duration of studies in a doctoral programme is six years for both full-time and part-time studies, counted starting with the first day of the academic year for which the student has enrolled.
- 5) Studies can be suspended multiple times at the student's request and the recommendation of the Subject Area Board on serious grounds such as long-term illness, serious artistic reasons, parenthood, etc. or ex officio in accordance with the provisions of the AMU Study and Examination Rules. There is no legal entitlement to suspension of studies with the exception of suspension under Article 14 (4) of the AMU Study and Examination Rules.
- 6) The chair of the Subject Area Board, who is by law the guarantor of the given programme of study (hereinafter the Subject Area Board Chair) is responsible for organisation, administration and supervision of doctoral programme studies, in accordance with the Accreditation Rules. The Subject Area Board monitors and evaluates the studies.
- 7) The provisions of the AMU Study and Examination Rules concerning the admissions procedure, study plans and subjects, categories of subjects, recognition of subjects, exemptions from studies and changes of year shall be applied to the course of doctoral programme studies mutatis mutandis.
- 8) Scholarships may be awarded to full-time doctoral students in accordance with the AMU Scholarship Rules. The conditions for their material security are laid down by the generally binding regulations. Students may be participants in research projects and grants and be employed by AMU.
- 9) The part-time form of doctoral studies is intended primarily for students who are actively working in theoretical, artistic or teaching areas, etc. during their studies. Part-time doctoral students shall not

be entitled to scholarships.

10) Studies in a doctoral programme may be quantified by ECTS credits.

Article 2

Admissions procedure

- 1) The general conditions for the course of the admissions procedure for doctoral programmes are laid out in Article 8 of the AMU Study and Examination Rules.
- 2) The conditions for admission to a specific study programme shall be declared by the Dean on the basis of a proposal from the Study Area Board Chair following approval by the academic senate of the faculty, informing applicants thereof, including the deadlines for submitting applications and how they are to be submitted, on the public part of the faculty website within the statutory time limits.
- 3) According to Section 48 (3) of the Act, proper completion of a master's programme, including obtaining an academic title, shall be a condition for admission to a doctoral programme.
- 4) Declaration of the admissions procedure must contain the following:
 - a) the name of the doctoral programme and potentially the specialisation of this programme
 - b) the form and general content of the entrance talent exam and theory exam or test of other disciplines with specification of requirements
 - c) the criteria for evaluating the results of the admissions procedure and other facts documenting the applicant's prerequisites for study
 - d) the deadlines for submitting applications, dates for admissions proceedings (talent and theory exams) and dates when applicants can view the materials important for the decision on their admission
 - e) the method for assessing excusing of absence at the entrance exam and potentially the option of completing it on another date
 - f) potential requirements for medical fitness to study the particular study programme
 - g) potentially the maximum number of applicants admitted for studies in the given study programme if this criterion has been set by the faculty; in such a case, if more applicants meet the conditions of the admissions procedure, the ranking of the best shall decide
 - h) the requirements for documents that must be attached to the application (document on completion of university, summary of theoretical or artistic or teaching activities to date, list of work published, including those focused on popularisation and instruction, CV)
 - i) where the application is to be sent
 - j) requirements for dissertation project (brief outline of the issue on which the dissertation is to be focused in the range of approx. 7500–11 500 characters)

- 5) The chair and members of the admissions exam committee (hereinafter the "Committee") shall be appointed by the Dean at the proposal of the competent Subject Area Board. The Committee shall have at least five members. At least three members must be present during examination.
- 6) The entrance exam is oral and if required by the programme also includes practical performance. It shall take place before the Committee. During the discourse, the applicant is to demonstrate the prerequisites for independent artistic, artistic-instructional and academic research activity including the ability of theoretical reflection. The entrance exam also includes discussion of the chosen dissertation topic.
- 7) The Committee shall assess the level of knowledge of the applicants and their qualifications for studies. The course of the admissions procedure and declaration of results are not public. The Committee shall rule on the result of the exam through a majority vote of members present at a closed meeting. In the event of a tie, the vote of the Committee chair shall decide. The list of persons proposed for admission and those proposed for non-admission shall be submitted by the exam committee chair to the dean of the faculty, who shall rule of admission or non-admission of the applicants for doctoral studies.
- 8) If an applicant who has obtained a post-secondary education by completing studies in a post-secondary programme at a foreign university is applying for doctoral studies, admission shall be governed by Section 48 (5) of the Act and compliance with the conditions laid out in the HAMU Dean's Decree.
- 9) With communication of the decision on admission, the applicant acquires the right to enrol as per Section 51 of the Act. Following admission, the applicant becomes an AMU student on the day of enrolment.
- 10) Following enrolment, a newly admitted student who has not done so at AMU in the past shall be obliged to undergo the matriculation oath. In the event of a justified absence, the student shall deliver this oath by a designated alternative deadline to the hands of the Rector or Dean.

Article 3 **Course of studies**

- 1) The course of studies in doctoral programmes is laid out by Article 32 et seq. of the AMU Study and Examination Rules.
- 2) Studies in a doctoral programme take place according to an individual study plan. The individual study plan is proposed by the supervisor following discussions with the student and is approved by the Subject Area Board. The supervisor shall submit the individual study plan to the Subject Area Board for approval at the latest one month after the start of the academic year.
- 3) The content of the individual study plan includes but is not limited to:
 - a) a list of study obligations, or subjects, and controls for the studies
 - b) a list of planned artistic, academic, research and other creative activities, including expected attendance of conferences, publications, etc.
 - c) a list of planned compulsory and recommended stays abroad, or other types of involvement in

projects with an international dimension

- d) an internship plan
 - e) a teaching activity plan
- 4) The obligations of the individual study plan must be specific and verifiable for each academic year; any change to the individual study plan is subject to approval by the Subject Area Board.
 - 5) The student shall be obliged to observe the internal regulations and internal standards of AMU and the components thereof.

Article 4 Subject Area Board

- 1) The studies are monitored and evaluated by the Subject Area Board. The Subject Area Board is an initiatory and supervisory body that guarantees the proper standards of doctoral studies.
- 2) Details of the meetings of subject area boards are laid out by the HAMU Dean's Decree "Subject Area Board Rules of Procedure".

Article 5 Supervisor

- 1) At the proposal of the Subject Area Board, the Dean appoints and can remove a supervisor for each student of a doctoral programme. Supervisors are mainly professors, associate professors, and at the approval of the HAMU artistic board also Ph.D. holders, or potentially professionals with corresponding erudition in the student's field. A supervisor may only perform this activity for up to 5 doctoral students.
- 2) Duties and powers of the supervisor:
 - a) to compile the individual study plan in cooperation with the student and be responsible to the Subject Area Board for its fulfilment
 - b) to guide the student over the course of their studies professionally and organisationally
 - c) to narrow down the dissertation topic with the student and guide them in processing it, particularly in terms of methodology
 - d) to guide the student in terms of artistic performance for their specific study programme based on the individual study plan
 - e) to monitor and check fulfilment of the student's study obligations on an ongoing basis
 - f) to provide the doctoral student with consultation
 - g) to take part in student research projects as part of the Student Grant Competition, and potentially

under other grant schemes

- h) to help the student to make contacts in the research community
 - i) to submit their opinions on the student's self-evaluation report to the Subject Area Board, on the basis of which the competent vice-dean determines the scholarship amount in accordance with the AMU Scholarship Regulations
 - j) in case of an assessment of "unsatisfactory", the supervisor shall propose expulsion to the faculty dean along with the Subject Area Board Chair
- 3) After the end of each academic year, the supervisor shall comment on the student's self-evaluation Report on studies and creative activities associated with the dissertation topic in the section Evaluation of the Doctoral Student. The supervisor shall submit their written statement to the Subject Area Board via the KOS system by 31 October at the latest. If a student is not living up to their obligations, failing to cooperate with the supervisor, or the content of the self-evaluation report or dissertation is not in keeping with the focus of the study programme, the supervisor shall inform the Subject Area Board even outside the regular evaluation with a proposal for resolving the given situation.
 - 4) The supervisor shall participate in the defence of the dissertation and the state doctoral exam as an assessor with an advisory vote. The supervisor has the right to attend the student's exams as part of their doctoral studies.
 - 5) The supervisor may propose to the Subject Area Board the assigning of a consultant (typically a specialist in the given field) who is able to guide the student as part of a specific practical or chronological segment of the doctoral studies. The consultant does not however take over the supervisor's responsibility for professional guidance of the project.
 - 6) Acting as a doctoral supervisor is counted as part of their teaching position, or potentially is compensated on the basis of agreements on work conducted outside of employment.

Article 6

Classification and testing of studies

- 1) The form of testing the studies is exams set out by the individual study plan.
- 2) The exam is a classified form of checking the studies that tests knowledge and level of creativity in the relevant subject and is recorded in the record of the doctoral student and the information system with the words "pass" – "fail".
- 3) At the end of the academic year, the student shall draw up a self-evaluation report on the studies and creative activity associated with the topic of the dissertation. The student is obliged to enter the report into the information system by 30 September of the ending academic year at the latest.
- 4) The student's report is taken up by the Subject Area Board for doctoral studies.
- 5) Evaluation of the student in individual subjects shall be recorded in the information system by the end of the academic year at the latest.

- 6) If doctoral studies are being realised under joint supervision (co-tutelle), the language of the dissertation shall be stipulated in the agreement between the schools, along with other conditions of study, in particular the make-up of the committee for the state final examination and defence of the dissertation.

Article 7

Proper completion of studies

- 1) Studies in a doctoral programme are properly concluded with a state doctoral exam and defence of the dissertation.
- 2) The student shall apply for their dissertation defence and defence under the specific study programme and artistic performance and the state doctoral exam through the study information system.
- 3) The state doctoral exam and dissertation defence are public.
- 4) The state doctoral exam and dissertation defence, and potentially an artistic performance defence, can take place on different dates. A condition for conducting the defence is successful completion of the state doctoral exam.

Article 8

State doctoral exam

- 1) A condition for the state doctoral exam to be held is fulfilment of the obligations of the individual study plan for doctoral studies.
- 2) The final state exam shall take place before an exam committee appointed by the Dean at the proposal of the Subject Area Board Chair. The exam committee may be comprised of professors, associate professors, and also experts approved by the faculty's Subject Area Board. At least one committee member must be from outside the faculty.
- 3) The student's supervisor, former supervisor or consultant may not be a member of the committee for the state doctoral exam or dissertation opponent, nor can a direct superior or subordinate of the student or a person for whom there is reason to doubt their impartiality with regard to their relationship to the content of the dissertation or persons to whom the defence pertains.
- 4) A form shall be drawn up on the holding of the state final exam, which shall be signed by the chair and all members of the committee; there may not be fewer than five committee members. At least three committee members must be present at the exam.
- 5) The state doctoral exam may also include a dissertation lecture of at most 20 minutes. Through the dissertation lecture the student demonstrates their ability to present an academic problem, including the ability to defend their own position in subsequent critical debate.
- 6) The result of the state doctoral exam shall be evaluated with the words "pass" or "fail". The committee for the state doctoral exam shall discuss the result in a closed session; announcement of the results is public.

- 7) The state doctoral exam may only be repeated once, at the latest within one year from the date of the unsuccessful exam date.

Article 9

Dissertation paper and dissertation thesis

- 1) The dissertation paper is a stand-alone paper that is the result of academic or artistic research based on the student's individual study plan.
- 2) The dissertation is a written, comprehensive treatise with a minimum length of 120 standard pages (216 000 characters including spaces, not including the bibliography and any appendices), or 80 pages (144 000 characters including spaces, not including the bibliography and any appendices) if the dissertation also includes a performance; an evaluation report must also exist for this.
- 3) The dissertation shall contain original and unpublished results or results accepted for publishing. A dissertation generally consists of the following parts:
 - a) an introduction, the objectives of the dissertation and rationale for addressing the issue
 - b) the current state of research in the given area
 - c) the theoretical and methodological points of departure
 - d) chapters dedicated to addressing the researched issue itself
 - e) a conclusion, summary of results and evaluation thereof for the field, prospects for further research
 - f) list of resources used
 - g) potentially a list of artistic performances or documentation of an artwork or performance
- 4) A theoretical dissertation paper must be submitted in the Czech or Slovak language. Students may submit their work in a foreign language – generally English or German – with the consent of the Dean.
- 5) The rules for treatment of the dissertation are governed by the relevant AMU Rector's Decree.
- 6) The dissertation paper must be bound and submitted to the Dean in triplicate. In addition the student shall submit the dissertation via the information system. A record of an artistic performance created during the doctoral studies shall be submitted as a documentary part of the theoretical dissertation; the conditions of the record and storage thereof shall be governed by the relevant AMU Rector's Decree.
- 7) With the dissertation paper, the student shall also submit the thesis of their dissertation in triplicate in the range of 5–10 standard pages (from 9 000 to a maximum of 18 000 characters), which serves to inform the public of the main artistic and academic results of their dissertation. Appended shall be a list of the student's works published over the course of their studies, including citations, and a list of any potential artistic performances or artistic teaching work. The thesis must also be submitted in electronic form. The title page of the thesis must include:

- a) name of school and faculty where the defence is taking place
- b) name of doctoral student and dissertation title
- c) field of doctoral studies
- d) name of supervisor

Article 10 **Defence of the dissertation**

- 1) A condition for conducting the defence is fulfilment of the obligations of the individual study plan for the doctoral programme, including submission of the dissertation with all the prescribed appurtenances and successful completion of the state doctoral exam.
- 2) Preparation of the dissertation defence is commenced by the faculty dean (or vice-dean designated thereby) on the basis of a written application. The time interval between submission and defence of a dissertation shall be at least two months and at most six months.
- 3) The student shall submit:
 - a) an application for the state doctoral exam via the information system
 - b) the dissertation paper in the form laid down by Article 37 (3) of the AMU Study and Examination Rules and Article 7 (2) of the AMU Study and Examination Rules and the AMU internal standards
 - c) the thesis in the form laid down by Article 37 (4) of the AMU Study and Examination Rules and this decree
- 4) After reviewing the documents, checking fulfilment of the study plan, formal requirements of the dissertation and the thesis, the secretaries of the subject area boards shall pass along the request with documentation to the Subject Area Board Chair.
- 5) The Subject Area Board shall propose and the Dean shall set the time and place of the defence – at least two months after submission of a complete application by the student, but at most within six months.
- 6) The committee for defending the dissertation and its chair shall be named by the Dean at the proposal of the Subject Area Board Chair. The committee shall have at least five members. Professors, associate professors and experts approved by the HAMU artistic board may be named committee members. At least one committee member must be from outside the faculty.
- 7) The student's supervisor, former supervisor or consultant may not be a member of the defence committee, nor can a direct superior or subordinate of the student or a person for whom there is reason to doubt their impartiality with regard to their relationship to the content of the dissertation or persons to whom the defence pertains.
- 8) At the proposal of the Subject Area Board Chair, the Dean shall name at least 2 opponents for the dissertation. One of the opponents must be external, i.e. may not be AMU academic staff or an AMU employee. The chair of the Subject Area Board is responsible for the timely appointment of opponents so that they have sufficient time to draft an assessment.

- 9) The chair of the Subject Area Board shall request that the supervisor and appointed opponents draw up opponent assessments. The assessment must contain an objective and critical evaluation of the strengths and shortcomings of the dissertation work. In it the opponent shall particularly comment on the following:
- a) any required artistic performance
 - b) the topic
 - c) the method
 - d) fulfilment of objectives
 - e) the contribution of the dissertation
 - f) the overall quality of the dissertation, including any artistic performance included, and its sufficiency for conducting the defence
- 10) In addition to the opponents, the supervisor shall also draw up an assessment of the dissertation in the form of a basic evaluation. At the end of their assessments, both opponents and supervisor shall explicitly state whether they recommend it for defence or not.
- 11) Both opponents and supervisor are obliged to submit their assessments at least 7 days before the date of the defence; if access is provided to the assessment later, the student shall have the right to request a new defence date before the defence takes place.
- 12) If an absolute majority of the assessments drawn up by the supervisor and opponents do not recommend the dissertation for defence, the student cannot be admitted to make their defence and it shall be considered that the defence took place at its proper time and was graded with an "F". The condition for repeating the defence is revising the dissertation. The student shall have a deadline of five months to one year from the date of their unsuccessful defence to revise the dissertation and apply in writing to defend the new version.
- 13) The date and place of the defence must be announced at least one month in advance to the student, the members of the defence committee and the opponents. The assessments of the opponents and supervisor must be provided to the members of the committee for defending the dissertation. Information on the date of the defence and topic of the dissertation must be published via the HAMU official bulletin at least ten days before the set date of the defence.
- 14) The defence shall take place in Czech. The result of the defence is graded with the words "defended" or "did not defend". The results are also announced by the committee chair publicly. If the result of the defence is negative, the Dean shall also inform the student subsequently in writing. In accordance with the conclusions of the committee, they shall state in the decision the conditions under which the defence can be made again. The student can request a defence of a revised dissertation at a date five months to one year from the unsuccessful defence. Defence can only be repeated once.
- 15) Programme for dissertation defence:
- a) after the defence has commenced, the committee chair shall instruct the supervisor to acquaint

those present with their assessment of the dissertation, including any included artistic performance, with the student's work to date and to state the important information about the course of studies

- b) the student shall briefly state the content and results of the dissertation as a whole
- c) the opponents shall present their assessment
- d) the student shall comment on the assessments
- e) discussion on the submitted work shall follow
- f) in a closed session the committee shall evaluate the overall quality of the dissertation and its defence and take a secret ballot on the result of the defence with the alternatives "defended" or "did not defend".

16) AMU shall publish the dissertation work in accordance with Section 47b of the Act. Publishing shall occur at the faculty library as well as electronically in the AMU repository of qualified works "Dspace" at <http://dspace.amu.cz>.

Article 11 **Other terminations of studies**

- 1) Studies are also terminated pursuant to Section 56 of the Act.
- 2) The possibilities of expulsion and the conditions therefore are laid down by the Act, in particular Section 65 (1) c) and Section 67 of the Act.
- 3) A student that has abandoned studies, been expelled or otherwise terminated studies pursuant to Section 56 (1) of the Act shall have the right to request a document be issued on successfully completed exams (confirmation of studies, document on exams taken pursuant to Section 57 of the Act). This document must also state that the student did not properly conclude their studies.
- 4) Appended to the diploma shall be an annex containing a list of subjects completed during the whole studies. Graduates of studies in doctoral programmes are granted the academic title of "doctor" (abbreviated as "Ph.D.") listed after the name.

Article 12
Temporary and final provisions

- 1) This decree shall enter into force on the day it is signed.

Prague, 9 June 2020

Prof. Ivan Klánský
Dean of HAMU