

Regulation

by the Dean of the Faculty of Informatics and Statistics

No. 02/2019 of 2nd September 2019

on the Rights and Obligations of Doctoral Students and Supervisors in Doctoral Study Programmes realized at the FIS (hereafter as the “Regulation”)

The Regulation specifies the rights and obligations of doctoral students and supervisors in doctoral study programmes realized at the Faculty of Informatics and Statistics of VŠE (hereafter as “FIS”). The Regulation amends the Study and Examination Rules of the University of Economics, Prague (Hereafter as “SZR”) and the Rules for the System of Quality Assurance of Educational, Creative and Related Activities and of Internal Evaluation of the Quality of Educational, Creative and Related Activities (hereafter as the “Rules”).

Article 1

Rights and obligations of a doctoral student

1. A student has the right to be supervised by a qualified supervisor, pursuant to Article 14 of the Rules.
2. A student shall participate in compiling his/her individual study plan at the beginning of his/her studies.
3. A student shall prepare, together with the supervisor, a framework specification of the student’s thesis (topic, structure, methods) by the end of the first semester.
4. A student shall submit in writing and defend his/her *dissertation project*, including first achieved results (at least in the form of a review of discovered facts) before a department commission comprising of experts from the given field by the end of the second semester.
5. A student shall pass at least two examinations by the end of the second semester and all required sub-examinations by the end of the fourth semester.
6. A student shall present his/her achieved results by the end of the sixth semester at least once at the “Day of PhD students at FIS.”
7. A student may register for the state doctoral examination only if he/she has obtained at least three points for published or provably accepted publications (in monographies, journals or anthologies) in compliance with the “Publishing Evaluation Policy at FIS” effective as of the day the student commenced his/her studies.
8. A student shall pass the state doctoral examination by the end of the sixth semester. The state doctoral examination includes a defence of the student’s *dissertation syllabi* of 20-30 pages submitted in writing.
9. A student shall successfully defend the results of his/her thesis in a small defence by the end of the eighth semester. The student may resit the small defence no sooner than two months after his/her failed attempt.

10. A student may register for defending his/her dissertation thesis only if he/she has fulfilled all obligations specified in previous points and in the SZR (including the student's involvement in international cooperation pursuant to Article 18, par. 4, letter d) and obtained at least 10 points for published or provably accepted publications in compliance with the "Publishing Evaluation Policy at FIS" effective as of the day on which the student commenced his/her studies. Such publications must include a scientific article with at least one-third authorship published in a journal indexed in the Scopus database or the Web of Science database. The publications must relate to the student's scientific work relevant to his/her dissertation thesis.
11. A student has the right and obligation to consult all planned publications with the supervisor and to provide the supervisor with everything that is to be published sufficiently in advance for evaluation and comments.
12. Full-time doctoral students have four hours of courses per week on average (the average is calculated for an academic year), have at least two scheduled hours of consultations per week, participate in student testing and supervise and oppose bachelor papers and theses. The head of the relevant department can approve exemptions from the study obligations in justified cases.
13. A student, who does not fulfil his/her obligations specified pursuant to the SZR and the Regulation, may be expelled from study. A doctoral student may request a conditional enrolment for the next semester with the Dean.
14. If a student believes that the supervisor is failing in his/her supervisory role, the student can ask the head of the department, the guarantor of the study programme or the Vice-Dean for Research and International Relations for help.

Article 2

Rights and obligations of a supervisor

1. A supervisor shall prepare, together with the student, a student's individual study plan at the beginning of the student's studies.
2. A supervisor shall decide, together with the student, on a framework specification of the student's thesis (topic, structure, methods) by the end of the first semester and enter it in the information system of the University of Economics in Prague.
3. A supervisor shall regularly check and direct the student's scientific research and consult with the student all student's publications prior to their submission.
4. A supervisor has the right and obligation to include the student in the supervisor's research and research outputs.
5. A supervisor shall evaluate the progress of the student's work and the fulfilment of the student's objectives by the deadlines specified in the SZR and in Article 1 of the Regulation.
6. If a student does not fulfil obligations specified in the SZR or the Regulation, the supervisor may propose expelling the student from study upon consultations with the guarantor of the study programme and the head of the department.
7. The supervisor may submit to the Dean a nomination for a consultant – approved by the

doctoral degree programme board – for a specific dissertation thesis.

Article 3

Effect and force

1. The Regulation comes into effect and force on 2nd September 2019.
2. The Regulation applies to all students of doctoral study programmes at FIS enrolled after 2nd September 2019.

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