

UNIVERSITY OF PARDUBICE Faculty of Arts and Philosophy	
Directive No. 2/2024	
Title:	Doctoral Programme Rules at the Faculty of Arts and Philosophy
Prepared by:	doc. Mgr. Jiří Kubeš, Ph.D., Dean
Approved by:	doc. Mgr. Jiří Kubeš, Ph.D., Dean
Repealed policies:	Instruction No. 14/2010; Directive No. 8/2018; Directive No. 1/2019 and Instruction No. 3/2023

Article 1 **Introductory Provisions**

- 1) The underlying legislation includes the applicable provisions of the Higher Education Act (No. 111/1998 Sb.) including, without limitation, Section 47, and Articles 10-16 of the Study and Examination Regulations of the University of Pardubice (hereinafter the “University”).

Article 2 **Admission Procedure**

- 1) The admission procedure is regulated separately for each academic year by virtue of a directive entitled Doctoral programmes admission procedure and requirements.

Article 3 **Scholarships**

- 1) The monthly scholarship for first- to fourth-year doctoral students amounts to CZK 11250.
- 2) Extraordinary scholarships may be paid out for exceptional research, creative and organizational activities. Depending on the source of funding, such scholarships are usually paid upon proposal of the programme supervisor, head of department or project principal investigator subject to approval by the Dean.

Article 4 **Organisation of Study**

- 1) Organisation of study is defined by Article 10 of the University’s Study and Examination Regulations.
- 2) The academic calendar applicable to doctoral programmes is published annually by virtue of a faculty instruction before the beginning of the respective academic year.
- 3) Studies in the doctoral programmes are based on individual curricula under the guidance of a supervisor. The role of supervisors is governed by Article 12 of the University’s Study and Examination Regulations as well as Faculty of Arts and Philosophy Directive No. 6/2023, Supervisor status at the Faculty of Arts and Philosophy.

Article 5

Supervision and Evaluation of Doctoral Students

- 1) Basic principles are defined in Article 11 of the University's Study and Examination Regulations.
- 2) Exam dates are published by the course supervisors in the IS STAG system.
- 3) Doctoral programme supervisors will propose the composition of the examination board for exam courses subject to consultation with the course supervisors. The board must have a minimum of 2 members. The examination board is appointed by the Dean; the appointment is handled by a Research and Projects employee.
- 4) The deadline for submitting the annual report on the completion of the individual curriculum is defined by the doctoral programmes academic calendar. The deadline falls on the last business day in August.

Article 6

Subject Advisory Board

- 1) There is a subject advisory board for each doctoral programme, which is responsible for monitoring and evaluating the academic aspects and quality of the doctoral programme. The basic rules applicable to subject advisory boards are defined by Article 13 of the University's Study and Examination Regulations.
- 2) The meetings of subject advisory boards are governed by Faculty of Arts and Philosophy Directive No. 1/2021, Rules of procedure of subject advisory boards of doctoral programmes at the Faculty of Arts and Philosophy of the University of Pardubice.

Article 7

PhD Oral Examination

- 1) Basic rules applicable to the PhD oral examination are defined by Article 14 of the University's Study and Examination Regulations.
- 2) The annual doctoral programmes academic calendar defines the deadlines for filing applications for PhD oral examinations.
- 3) In the Czech and English Philosophy study programmes, all requirements defined by the individual curriculum must be completed and the PhD oral examination must be taken by the end of the 3rd year of study. In the Czech and English Historical Sciences study programmes, all requirements defined by the individual curriculum must be completed and the PhD oral examination must be taken not later than by the end of the 4th year of study.
- 4) The PhD oral examination includes the defense of a written paper, which is submitted together with the application for the PhD oral examination.
- 5) The written paper is submitted by the doctoral student to the programme supervisor or a person designated by the programme supervisor for approval. Once approved, the doctoral student may register for the PhD oral examination. Together with the application, doctoral students will submit three hard copies of the written paper to the Research and Project officers. Doctoral students will also send the paper to the officer as a PDF file.
- 6) For the Czech and English Philosophy study programmes, the written paper means a draft dissertation, or a part thereof, including a minimum of 75 standard pages, i.e. 3 chapters of the dissertation (Mock Defense as part of the PhD oral examination). Doctoral students will present their written paper and defend it in light of a review report prepared by an employee of the Department of Philosophy and Religious Studies upon agreement with the student's supervisor and programme supervisor. The presentation is followed by a discussion between the doctoral student and the members of the examination board.

- 7) For the Czech and English Historical Sciences study programmes, a written paper means an academic text with annotations, which is a draft of the dissertation. The written paper has 25-30 pages (i.e. 45000-54000 characters). The doctoral student will deliver a lecture on a broader topic of the dissertation of 25-30 minutes; the lecture will have 2 parts. The first part is methodological and summarizes the existing research into the topic; the second part is analytical and presents the results of the written paper. The presentation is followed by a discussion about the lecture and the written paper between the doctoral student and the members of the examination board.

Article 8

Dissertation and Dissertation Defense

- 1) The basic rules are defined by Articles 15 and 16 of the University's Study and Examination Regulations.
- 2) Formal aspects of dissertations are defined by University Directive No. 7/2019 (Rules for submitting, publishing and formatting theses and dissertations) including, without limitation, Article 8 thereof.
- 3) In the Czech and English Philosophy study programmes, the minimum character count of a dissertation, including spaces, is 234000 (i.e. 130 standard pages); in the Czech and English Historical Sciences study programmes, the minimum character count of a dissertation, including spaces, is 214000 (i.e. 180 standard pages). The character count includes the text and footnotes as well as bibliography, and excludes any annexes. The maximum character count applicable to all study programmes is 1000000 including spaces.
- 4) The deadline for registering for the dissertation defense is defined annually by the doctoral programme academic calendar.
- 5) Doctoral students will submit the dissertation (together with the application) in three hard copies to the Research and Projects Office. They will also upload the electronic version in the IS STAG system.
- 6) Once uploaded, the plagiarism check is carried out in the Theses.cz system. The results of the check are saved in the IS STAG system; the student's supervisor will assess the similarity score and record it in the IS STAG (see Article 2 of University Directive No. 7/2019).
- 7) If the dissertation is assessed to be plagiarized, the student's supervisor will refer the relevant documents to the Dean to initiate disciplinary proceedings under the Disciplinary Code of the Faculty of Arts and Philosophy of the University of Pardubice.
- 8) Reviewer's reports on the dissertation are made available to the doctoral students through the IS STAG system not later than 10 business days before the date of the defense.

Article 9

Final Provisions

The following policies are hereby repealed: Instruction No. 14/2010, Doctoral Programmes Rules, Directive No. 8/2018, Rules for submitting dissertations and preparing review reports, Directive No. 1/2019, Rules for scholarship payments to full-time doctoral students, Instruction No. 3/2023, Written papers for PhD oral examinations.

In Pardubice on 16 April 2024

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