

UNIVERSITY OF PARDUBICE Faculty of Arts and Philosophy	
Directive No. 2/2024, as amended by Amendment No. 2/2025	
Subject Matter:	Doctoral Programme Rules at the Faculty of Arts and Philosophy
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Approved by:	Doc. Mgr. Jiří Kubeš, Ph.D., Dean
Repealed legislation:	Instruction No. 14/2010; Directive No. 8/2018; Directive No. 1/2019 and Instruction No. 3/2023

Article 1 **Introductory Provisions**

- 1) The basic standard is the relevant sections of Act No. 111/1998 Sb., on Higher Education Institutions and on Amendments and Supplements to Other Acts, as amended (the "Higher Education Act"), in particular Section 47, and Articles 10–15 of the Study and Examination Regulations of the University of Pardubice (UPCE).

Article 2 **Admission Procedure**

- 1) The admission procedure is governed by separate guidelines for each academic year, entitled Rules for the Admission Procedure and Conditions for Admission to Doctoral Study Programmes. The faculty shall publish the conditions for the admission procedure at least four months before the application deadline on the UPCE website.

Article 3 **Payment of Scholarships**

- 1) The amount of the doctoral scholarship and the rules for its award, reduction, withdrawal, or non-award are set out in Section 91a(8) of the Higher Education Act and Article 8 of the Scholarship Regulations of the University of Pardubice. According to these standards, students enrolled in full-time doctoral study programmes within the standard period of study are entitled to a doctoral study income equal to 1.2 times the minimum wage for the given academic year.
- 2) If a student enrolled in a standard full-time study programme is also employed in a position that involves creative work related to the preparation of their dissertation, 20 % of their corresponding wage or salary is counted toward their doctoral income.
- 3) In the event of interruption of studies in the 1st to 4th year, the period of interruption is not counted towards the standard period of study. Full-time students who interrupt their studies during the standard period of study, i.e., during the period when they are entitled to a doctoral scholarship, are entitled to receive a doctoral scholarship for the remaining period of the standard period of study after re-enrolling. During the interruption of

studies, the student is no longer a student of UPCE and is therefore not entitled to a scholarship.¹

- 4) Extraordinary scholarships may be awarded for exceptional scientific, creative, and organisational activities. According to sources, they are typically awarded on the recommendation of the study programme's guarantor, the department head, or the project's principal investigator, after approval by the Dean.

Article 4 Organisation of Studies

- 1) The organisation of studies is governed by Article 10 of the UPCE Study and Examination Regulations.
- 2) The academic year schedule for doctoral studies is established annually by faculty guidelines before the start of the relevant academic year.
- 3) Studies are conducted according to an individual study plan approved by the subject advisory board and under the guidance of a supervisor. They are subject to both Article 12 of the UPCE Study and Examination Regulations and Faculty Directive No. 6/2023 Standards for Supervisors at the FAP UPCE.

Article 5 Supervision and Evaluation of Doctoral Students

- 1) The exam dates are entered into the IS STAG system by the course guarantor.
- 2) The guarantor of the doctoral study programme, after consulting with the guarantor of the subject, shall propose the composition of the examination board for the subject ending with an examination. The board shall have at least two members. The appointment of the examination board is ensured by the clerk of the Department for Doctoral Studies and International Relations of the Faculty of Arts, and the examination board is appointed by the Dean.

Annual and ongoing evaluation

- 3) The basic principles of assessing and evaluating doctoral students in both full-time and part-time forms of study are summarised in Article 11 of the UPCE Study and Examination Regulations.
- 4) Doctoral students prepare an Annual Report and submit it, along with the relevant appendices (such as the dissertation chapter), electronically to the Department of Doctoral Studies and International Relations by the deadline specified in the Academic Calendar for Doctoral Studies. The report provides a detailed description of the progress made on the dissertation.
- 5) Based on these materials, the supervisor will prepare an Annual Supervisor Evaluation Report, in which they will evaluate the fulfilment of ISP obligations, the progress of work on the dissertation, and the overall development of the doctoral student. This document, together with the Consultation Record, shall be submitted to the Department of Doctoral Studies and International Relations by the deadline specified in the Schedule. The supervisor evaluates the doctoral student verbally and may also assign a grade from A to F (see Appendix No. 1) to the doctoral student in their Annual

¹ The period of interruption of studies, with the exception of recognised parental leave, is included in the total length of studies – see point 7, Article 10 of the Study and Examination Regulations. The rules for interruption of studies are set out in Article 20 of the Study and Examination Regulations

Evaluation Report, whereby the evaluation must clearly state why the given grade was assigned. The supervisor is also obliged to report cases of severe failure to fulfil ISP obligations and, depending on the situation, propose to the DSP guarantor and the field council an adjustment of the scholarship for the next academic year or termination of studies in accordance with Article 8, point 12 of the Scholarship Regulations (for more details, see points 10–12 of this article below).

- 6) After approval by the subject advisory board, the DSP guarantor may appoint one or more evaluation panels as an advisory body to assess the materials submitted by the doctoral student and supervisor. The panel usually consists of three members, typically representatives of the supervisors of the given programme. Minutes are taken of the panel's proceedings, which formulate recommendations, evaluations, and, if necessary, proposals for adjustments to scholarships or termination of studies for each doctoral student. The panel meets before the subject advisory board meeting.
- 7) Based on an assessment of materials submitted by students, supervisors, and, where applicable, the evaluation panel, the subject advisory board approves procedures for subsequent years, discusses or proposes adjustments to doctoral scholarships and termination of studies (see also Rules of Procedure for Subject Advisory Boards, Article 2, point 1g).
- 8) The DSP guarantor shall familiarise students with the content of the annual evaluation reports of supervisors and with the results of the deliberations of their evaluation panel and the subject advisory board. Pursuant to Section 8 of Article 11 of the Study and Examination Regulations, students have the right to comment on these documents before they are submitted to the Dean of the faculty.
- 9) If the supervisor or programme guarantor suspects that a student is seriously failing to fulfil their ISP obligations during the year, they are required to request an extraordinary interim study review, typically in the middle of the academic year. This review is conducted according to the same rules as the annual study evaluation, with the difference that instead of advancing to the following year, the subject advisory board approves the continuation of studies. An interim study review is also conducted in the case of students whose doctoral scholarship has been adjusted due to severe failure to fulfil ISP obligations (see point 14 below).

Rules for adjusting doctoral scholarships for full-time students in SDS

- 10) A proposal to adjust a scholarship or terminate studies may be made by the supervisor, guarantor, evaluation panel, and subject advisory board as part of the annual evaluation of the doctoral student or as part of the ongoing monitoring of studies. After approval by the subject advisory board, the proposal is submitted to the Dean. An adjustment to the scholarship means its reduction or withdrawal during the academic year, or its non-award or award at half the amount for the following academic year. The rules for adjusting scholarships are set out in point 12, Article 8 of the UPCE Scholarship Regulations. In the event of severe failure to fulfil ISP obligations, the supervisor, guarantor, evaluation panel, and subject advisory board may propose the following measures:
 - a) Reduction of the doctoral scholarship by half (or its award in half) in the event of severe failure to fulfill ISP obligations: applies in cases where the student neglects consultations with the supervisor and the completion of assigned tasks, has less than 50 % attendance in compulsory courses, neglects obligations related to writing the dissertation, including the obligation to submit its parts regularly and on time. It is the student's first serious breach of obligations, and the student is prepared to take corrective action. It is evidenced by confirmation

of a consultation with the supervisor or DSP guarantor, during which work planning commenced, resulting in a detailed, binding work schedule for the next six months (see point 12 below).

- b) Withdrawal (or non-award) of doctoral scholarship in the event of severe failure to fulfil ISP obligations: applies in cases where the student repeatedly fails to attend consultations with their supervisor, fails to complete assigned tasks, fails to attend compulsory courses, fails to fulfil obligations related to writing their dissertation, and this situation persists for more than three months. This category also includes cases of repeated severe failure to fulfil obligations or unsuccessful attempts to rectify the problem described in paragraph a). The student is prepared to take corrective action, and given their past work, there is reason to hope that they will do so. This fact is documented by a confirmation of a consultation with the supervisor or DSP guarantor, during which work planning began, resulting in a detailed, binding work schedule for the next 6 months (see point 12 below).
 - c) Termination of studies: applies in cases where students fail to fulfil their ISP obligations and, despite repeated requests, are unwilling to remedy the situation.
- 11) If the supervisor or DSP guarantor suspects that a student is seriously failing to fulfil the ISP, which could be grounds for adjusting the scholarship, they shall inform the student of this fact in writing as soon as possible. They shall also notify the supervisor or DSP guarantor accordingly.
 - 12) In cases a) and b) of point 10, the student and the supervisor shall draw up a work plan within three weeks of the meeting of the departmental board, including a detailed binding schedule of work for the following six months, which shall be submitted to the DSP guarantor. The supervisor shall check compliance with the schedule during regular consultations. At the end of this period, the DSP guarantor shall initiate an interim review of the student's progress in their studies. In the event of an unfavourable outcome, the subject advisory board shall consider the possibility of further withdrawal of the scholarship or termination of studies. In the event of a favourable outcome, the subject advisory board may recommend a renewed increase or award of the scholarship.

Article 6

Subject Advisory Board

- 1) The subject advisory board, established for each doctoral study programme, monitors and evaluates the professional guarantee of the course and quality of study in the doctoral study programme. The basic principles of its functioning are summarised in Article 13 of the UPCE Study and Examination Regulations.
- 2) The proceedings of the subject advisory boards are governed by Faculty Directive No. 1/2021, as amended by Addendum No. 1/2025, Rules of Procedure of the Subject Advisory Boards of Doctoral Study Programmes at FAP UPCE.

Article 7

PhD oral examination

- 1) The basic principles are summarised in Article 15 of the UPCE Study and Examination Regulations.
- 2) For students whose first period of study began after 1 March 2025, according to the UPCE Study and Examination Regulations of 1 September 2025, the final state examination consists solely of the defence of the dissertation. For students whose first period of study began before 1 March 2025, the obligation to pass the state final

examination before the defence remains; the rules for the proper completion of studies and the processes related to the PhD oral examination are set out in Article 14 of the UPCE Study and Examination Regulations of 1 September 2023.

- 3) The deadlines for PhD oral examination applications are set out in the annually published Academic Year Schedule for Doctoral Studies.
- 4) The specific content of the final state examination for students whose first period of study began before 1 March 2025 is specified in the subject description in the STAG system or on the website of the relevant department or institute.

Article 8

Dissertation and Dissertation Defence

- 1) The basic requirements for a dissertation are set out in Article 14 of the UPCE Study and Examination Regulations.
- 2) The formal layout of dissertations is governed by University Directive No. 7/2025 Rules for Submitting, Publishing and Formatting Theses and Dissertations (in particular Article 8 thereof).
- 3) The permitted use of AI tools in dissertation creation is determined or updated at the beginning of each academic year for each study programme by its subject advisory board, taking into account the specifics of research work and current publishing practices in the field. These rules are published on the relevant department's website.
- 4) Dissertations in Philosophy study programmes must have a minimum length of 234,000 characters including spaces (i.e., 130 standard pages), and in Historical Sciences study programmes, 324,000 characters including spaces (i.e., 180 standard pages). This length applies to the text, including footnotes and the list of sources, but does not include appendices. In the Philosophy study programmes, in addition to a monographic dissertation, it is also possible to submit a cumulative dissertation consisting of a set of thematically unified publications, accompanied by an introduction and conclusion. The specific conditions, after approval by the subject advisory board, are published on the relevant department's website.
- 5) The deadlines for submitting applications for dissertation defences are set out in the annually published Academic Year Schedule for Doctoral Studies.
- 6) The doctoral student shall submit the dissertation (together with the defence application) in printed form in three copies to the Department for Doctoral Studies and International Relations of the FAP. At the same time, they shall upload an electronic version to IS STAG.
- 7) After submission, the thesis will be checked for originality in the Theses.cz system. The result of the verification is stored in IS STAG, and the supervisor will then assess the degree of tolerated similarity and is required to record this information in IS STAG (see Article 2 of University Directive No. 7/2025).
- 8) If the dissertation is found to be plagiarised, the supervisor will forward the documentation to the Dean of the faculty, who will submit a proposal to initiate disciplinary proceedings in accordance with the FAP UPCE Disciplinary Rules.
- 9) Reviews of dissertations are made available to doctoral students via IS STAG at least ten working days before the defence.
- 10) The rules for the State Final Examination, consisting of a defence, applicable to students whose first period of study began after 1 March 2025, are described in detail in Article 15 of the UPCE Study and Examination Regulations dated 1 September 2025. The rules for applications for defence and the course of defence for students whose first period of

study began before 1 March 2025 are described in detail in Article 16 of the UPCE Study and Examination Regulations of 1 September 2023.

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; and Instruction No. 3/2023 Written Papers for PhD Oral Examinations.

In Pardubice on 16 April 2024

doc. Mgr. Jiří Kubeš, Ph.D.
Dean of FAP UPCE

Appendix No. 1: Assessment Descriptors²

Classification	Numerical value	Verbal description
A	1.0	Excellent performance with only minor errors
B	1.5	Above-average performance, but with some errors
C	2.0	Overall good performance with a number of significant errors
D	2.5	Acceptable performance, but with considerable shortcomings
E	3.0	Performance meets minimum requirements
F* = failed	4.0	Failed – a considerable amount of additional work is required

² According to Study and Examination Regulations, Article 7, point 8 and ECTS classification grades.

