

CENTRES FOR DOCTORAL STUDIES AT FSV UK

DIRECTIVE S_SO_010		
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Related regulations and documents: Statutes of FSV UK Rules for Awarding Scholarships at FSV UK S_SO_001 Academic Calendar of FSV UK S_SO_009 Organization of Doctoral Studies at FSV UK S_OV_001 Principles of Allocation of Institutional Support for Science and Research at FSV UK		
Repealed regulations: OD 7/2020 Centres of Doctoral Studies at the Faculty of Social Sciences		
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Appendices:		
Brief summary of the regulation: Directive specifies the main principles of functioning of the centres called "Centre for Doctoral Studies" at FSV UK.		
Discussed with AS FSV UK: Not requested	Approved by AS FSV UK: Not requested	Discussed with trade unions: Not requested
Discussion with or approval by another body: Not requested		
In charge of accuracy: Mgr. Michael Podsedník, head of Student Services Office JUDr. Jindra Pavlová, Legal Office Ing. Monika Mandová, head of SD&KT Ing. Ondřej Blažek, Faculty Secretary		
Issued by: PhDr. JUDr. Tomáš Karásek, Ph.D., Dean of the Faculty		

Part I – Information about the Regulation

1. Reasons for and Explanation of the Changes

Content of the change	Point
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Transformation of the regulation into a directive	
Specification of provisions concerning the faculty's contribution to the funding of the Centres for Doctoral Studies	4.2, 4.3

2. Purpose and Scope of the Measure

This measure issues a new Directive - Centres for Doctoral Studies at FSV UK, which regulates the main principles of operation of the centres called "Centre for Doctoral Studies" or "CDS" at the Faculty of Social Sciences of Charles University, hereinafter referred to as the "faculty". The determination of more detailed rules of their functioning may be regulated in a decree of the director of the respective institute.

Part II – Basic Terms and Roles

3. Definition of Terms and Roles

- 3.1. **The Centre for Doctoral Studies (CDS)** is established at the institutes of the faculty. Their primary task is to support outstanding doctoral students in the development of their independent research activities and in fulfilling the study obligations set out in their individual study plan, especially in the preparation of their dissertation thesis.
- 3.2. **The head of the Centre for Doctoral Studies** is appointed by **the director of the respective institute** from among **the members of the subject board** of the institute's doctoral study programme, usually the chair of the subject board of the institute's doctoral study programme.
- 3.3. **Members of the Centres for Doctoral Studies** are full-time doctoral students of the institute's doctoral study programme. The members of the Centres for Doctoral Studies are selected by a selection procedure for a period of one academic year. A doctoral student may become a member of the Centre for Doctoral Studies repeatedly. Only a student with a grade A studying in the standard period of study may become a member of the Centre for Doctoral Studies. Further conditions for participation in the selection procedure, including qualification and other prerequisites, will be determined when the selection procedure is announced. The selection procedure for the Centre for Doctoral Studies is governed by the Regulations of the Selection Procedure of Charles University.
- 3.4. An applicant for study becomes **a student** on the date of enrolment. Enrolment takes place at the faculty that implements the respective study programme within the time limit set by the Dean of that faculty. A person whose studies have been interrupted becomes a student on the date of re-enrolment. A person ceases to be a student on the date of termination of studies in accordance with § 55 para 1 and § 56 paras 1 and 2 or interruption of studies in accordance with § 54 of Act No. 111/1998 Coll., Act on Universities and on Amendments and Supplementations to Other Acts (the Act on Universities).
- 3.5. **The head of the Research Office**, in cooperation with the Student Services Office, is responsible for the allocation of institutional support for science and research at FSV UK within the approved budget in the section of research support - implementation of strategic priorities, as a contribution to the institutes for the funding of the Centres for Doctoral Studies. These funds are first allocated to a dedicated accounting centre under the responsibility of the Student Services Office.

- 3.6. **The Student Services Office** prepares documents for the Account Office for the financial settlement of the faculty's contribution to the funding of the Centres for Doctoral Studies.
- 3.7. **The Account Office** is in charge of the preparation of the budget and the implementation of the financial settlement.

Part III – Organization of the Centres for Doctoral Studies at FSV UK

4. Funding

- 4.1. Centres for Doctoral Studies are funded from the finances of individual institutes.
- 4.2. The faculty contributes to the funding of the Centres of Doctoral Studies from the institutional support for science and research at FSV UK in accordance with the approved budget.
- 4.3. The funds of the faculty's contribution to the funding of CDS are first allocated to a dedicated accounting centre under the responsibility of the student services office, which prepares the basis for the distribution of funds among the institutes. The financial settlement is ensured by the account office.
- 4.4. In the event that members of the Centres for Doctoral Studies have a net income of at least CZK 5,000 per month from the institute's funds (this amount does not include the doctoral scholarship according to Article 7 of the Rules for Awarding Scholarships at the Faculty), the institute may draw on the funds allocated for the support of the Centre for Doctoral Studies in the faculty's budget. These funds must be used to further increase the income of the members of the Centre for Doctoral Studies.
- 4.5. A maximum of 6 members of the Centre for Doctoral Studies may be supported at each institute from the funds allocated in the faculty budget. For the purposes of funding from the faculty budget, the number of members of the Centre for Doctoral Studies as of 1 February of the current calendar year is decisive. The faculty contribution per one member of the Centre for Doctoral Studies is CZK 30,000 per year.

5. Organizational and Administrative Activities of Members of the Centres for Doctoral Studies

- 5.1. The Centres for Doctoral Studies may coordinate administrative activities related to the running of doctoral study programmes and the involvement of doctoral students in research and teaching activities. They may also advise doctoral students on their grant projects.
- 5.2. Members of the Centre for Doctoral Studies carry out the workload associated with administrative duties as directed and assigned by the head of the Centre for Doctoral Studies.
- 5.3. This activity must be carried out within the framework of employment relations, usually as a technical and economic staff member. The agreed salary must not be funded by faculty's contributions to support members of the Centres for Doctoral Studies (Part III, point 5.3.) and is not included in the minimum required net income of CZK 5,000 specified in Part III, point 5.2.