

Part III
Details of Organization of Studies in Doctoral Study Programs

Article 19
Enrollment for Studies, Individual Study Plan

(Students enrolled in the year 2014 and earlier)

1. The date of registration for applicants who have been admitted for studies is stipulated in the schedule. Applicants who have obtained a positive decision on admission to studies will come to register at stated dates. In case they are unable to attend registration for serious reasons, they must notify the Study Department of this fact in writing by the last day of registration at the latest.
2. Two months at the latest following the registration, a student submits an individual study plan to the chairman of a subject board. It must be approved by an advisor and must be in agreement with the framework study plan of a given doctoral study program. An individual study plan contains the following:
 - a. Study obligations of a doctoral student including the time framework for their fulfillment,
 - b. Conditions for state doctoral examinations,
 - c. Schedule for the production of the dissertation thesis,
 - d. In case of full-time studies the share to be taken by a doctoral student in the teaching, for instance their assistance in monitoring the teaching, involvement in the teaching,
 - e. Determination of the framework plan for publication activities.
3. Any changes to the submitted individual study plan can be made at the beginning of each academic year only upon the approval from the advisor and the chairman of the subject board within 30 days following the commencement of an academic year.

Article 19 Enrollment for Studies, Individual Study Plan

(Students enrolled in the year 2015 and later)

1. The date of registration for applicants who have been admitted for studies is stipulated in the schedule. Applicants who have obtained a positive decision on admission to studies will come to register at stated dates. In case they are unable to attend registration for serious reasons, they must notify the Study Department of this fact in writing by the last day of registration at the latest.
2. Two months at the latest following the registration, a student submits an individual study plan to a subject board. It must be approved by an advisor and must be in agreement with the accreditation of a given doctoral study program. An individual study plan always contains the following:
 - a. Sequence plan in the preparation of a dissertation thesis, including the timetable for its implementation,
 - b. Conditions for state doctoral examinations,
 - c. Study obligations, including a timetable for their implementation,
 - d. Publication activities, including a timetable for their implementation,
 - e. Participation in conferences, including a timetable for their implementation,
 - f. Internships, including a timetable for their implementation,
 - g. Teaching activities in the case of full-time studies.
3. The individual study plan shall be prepared to assume that students perform the state doctoral exam by the end of the fourth year of their studies at the latest (i.e. no later than on the 1461st day of their studies).

4. In accordance with the deadline set by the subject board, before the beginning of each academic year at the latest and upon an approval by the advisor, a student submits to the subject board specified study activities for the upcoming academic year, and if necessary, proposes changes to his/her individual study plan.
5. Individual study plan, annual specification of an individual study plan and any changes to the individual study plan must be approved by the advisor and a subject board of a corresponding subject.

Article 20

Course of Studies

(Students enrolled in the year 2014 and earlier)

1. A student fulfills his or her study obligations in accordance with an approved individual study plan and the time frame for the fulfillment of obligations.
2. Full-time doctoral students generally participate in the teaching from the 3rd semester of their studies; the form of participation is stipulated by the head of an institute, or the head of the department and generally takes place in bachelor's studies. Doctoral students can conduct seminars and exceptionally lectures as well, provided they have received the approval from a corresponding guarantor of bachelor's, or master's program.
3. Doctoral students participate in the publication activities of an institute, or the faculty, in accordance with the practices in a given field and accreditation of a corresponding doctoral study program.
4. A transfer from one form of studies to another one within the same study program is allowed in exceptional cases based on a valid request. The transfer requires a recommendation from a subject board of a corresponding study program. Further transfers among individual forms of studies within the same study program are stipulated by the Study and Examination Regulations of the University.

Article 20

Course, Interruption, and Assessment of Studies

(Students enrolled in the year 2015 and later)

1. A student fulfills his or her study obligations in accordance with an approved individual study plan.
2. On dates declared by the subject board, the student presents to the subject board an overview of the fulfillment of obligations stipulated in the individual study plan for the period specified by the subject board.
3. In case of an assessment in accordance with Article 8 Para 4 Letter b) of Study and Examination Regulations of University, a subject board determines the procedures to be followed by a student in cases of failures and sets dates to redress such failures. These conditions are regarded as an integral part of an individual study plan, subject to an assessment in accordance with Article 8 Para 4 of Study and Examination Regulations of University.
4. Upon the completed interruption of studies a student is obliged to re-enroll for studies and present to the subject board an overview of the fulfillment of his/her obligations for the period since the last evaluation by the subject board until re-enrollment for studies. At the same time, with an approval by the advisor, a student submits to the subject board specified study activities for the upcoming academic year, and if necessary, proposes changes to his/her individual study plan. These tasks must be done within one month from the re-enrollment for studies.

Article 21

Assessment of the Course of Studies

(Students enrolled in the year 2014 and earlier)

1. In case of an assessment in accordance with Article 8 Para 3 Letter b) of Study and Examination Regulations of University, a subject board determines the procedures to be followed by a student in

cases of failures and sets dates to redress such failures. These conditions are regarded as an integral part of an individual study plan, subject to an independent assessment in accordance with Article 8 Para 3 of Study and Examination Regulations of University.

Article 21

State Doctoral Examination

(Students enrolled in the year 2015 and later)

1. State doctoral examination can take place only upon the fulfillment of the conditions stipulated in the approved individual study plan in accordance with Article 19 Para 2 Letter b).
2. A student registers for the state doctoral exam no later than one month before the start of the period stipulated for the performance of state doctoral examinations according to the schedule of the academic year.

Article 22

State Examination and Defense of Dissertation Thesis

(Students enrolled in the year 2014 and earlier)

1. The state doctoral examination can be performed only after the fulfillment of the conditions stipulated in an approved individual study plan. In agreement with an individual study plan, the student registers for the state doctoral examination by the end of the 3rd year of his/her studies at the latest and undertakes the state doctoral examination by the end of the 4th year of his/her studies at the latest.
2. A successful completion of the state doctoral examination is a pre-requisite for an application for the defense of a dissertation thesis.
3. A dissertation thesis must be delivered for defense in three bound exemplars and in the digital version in one electronic document on CD or an equivalent data carrier and it must contain a Czech and English summary. Together with the dissertation thesis, the student also delivers 5 printed exemplars of the theses as well as electronic theses on CD or an equivalent data carrier. The theses are between 15-20 standard pages long and must contain an English summary.
4. A dissertation thesis demonstrates the student's capacity and preparedness for independent work in the field of research or independent theoretical activities. A dissertation thesis is an original study which introduces new theoretical or empirical knowledge or original methodological techniques. A dissertation thesis fulfills all the methodical and methodological demands placed on academic texts. Its extent is 100 standard pages at the minimum, without an abstract and appendices. A dissertation thesis is a thematically and methodologically compact text.
5. Conclusions of the dissertation thesis must be published or accepted for the publishing. Conclusions of the dissertation thesis can be published as a book monograph or in the form of partial studies in reviewed academic journals.
6. Individual institutes, or departments secure the publication of dissertation theses in accordance with Article 18a of Study and Examination Regulations of University, complying with Dean's provision governing the publicizing of the theses in the SIS UK.
7. The doctoral student submits an application for defense at the same time as the dissertation thesis itself, and must do so no later than six months before the expiry of the maximum period of studies and 60 days prior to the announced date for defense at the latest.
8. Any other details regarding the studies in doctoral study programs are governed by Dean's provision.

Article 22

Defense of Dissertation Thesis

(Students enrolled in the year 2015 and later)

1. A successful completion of the state doctoral examination is a pre-requisite for an application for the defense of a dissertation thesis.

2. Defense of dissertation thesis requires the fulfillment of all other obligations arising from an individual study plan.
3. A small defense precedes a defense of the dissertation thesis. A report is taken from a small defense, stating the recommendation to defend a dissertation thesis or to revise a dissertation thesis. A chairman of the subject board passes the report without any further delay to the Study Department.
4. The doctoral student submits an application for defense at the same time as the dissertation thesis itself, with all the prescribed forms no later than 60 days before the intended date of the defense. To allow for a re-take, an application to the defense must be submitted no later than eight months before the expiry of the maximum period of study.
5. A dissertation thesis must be delivered for defense in three bound exemplars and in the digital version in one electronic document on CD or an equivalent data carrier and it must contain a Czech and English summary.
6. Together with the dissertation thesis, the student also delivers 5 printed exemplars of the theses as well as a digital version of theses on CD or an equivalent data carrier. The theses are between 15-20 standard pages long and must contain a Czech and English summary.
7. An electronic version of the thesis (identical to the printed version) and theses are inserted by the student through a web interface into the Study Information System.
8. The deadline for submitting the thesis in its printed and electronic form is the same; the thesis is deemed submitted if the student delivered both versions of the thesis within the deadline.
9. A dissertation thesis demonstrates the student's capacity and preparedness for independent work in the field of research or independent theoretical activities. A dissertation thesis is an original study which introduces new theoretical or empirical knowledge or original methodological techniques.
10. A dissertation thesis must fulfill all the methodical and methodological demands placed on academic texts. Its recommended extent is between 100 and 250 standard pages, without an abstract and appendices. A dissertation thesis can be either methodologically and thematically coherent text, or a collection of writings with an integral introductory and final text.
11. Conclusions of the dissertation thesis must be published or accepted for the publishing. Conclusions of the dissertation thesis can be published as a book monograph or in the form of partial studies in reviewed academic journals.
12. A dissertation thesis is written in the language in which the study program has been accredited or in English. A dissertation thesis can be written in another language, provided a subject board has rendered its approval to a corresponding study discipline.
13. As a rule, a Commission for the defense of a dissertation thesis appoints two opponents who compile a report on the submitted dissertation thesis. In case the opponents' assessments significantly differ, the Commission shall establish the third opponent for defense to make a further assessment of the dissertation thesis. The assessments must be available to a student no later than five working days before the date of defense.
14. In the event any of the assessments do not recommend to proceed the dissertation thesis to defense, the student has an option to withdraw an application to the defense. A student has only one such option, provided he/she announces a withdrawal of the application for the defense to the chairman of the subject board no later than four working days before the date of the defense.
15. Any other details regarding the studies in doctoral study programs are governed by Dean's provision.

Part IV

Transitional and Final Provisions

Article 23

Transitional Provisions

1. The current Rules govern the course and assessment of studies in the academic year of 2010/2011.
2. Stipulations for studies in doctoral study programs in accordance with Part III of the Rules apply to the students enrolled for studies upon the enforcement of the rules herein, including the students enrolled for studies in the 1st year in the academic year of 2011/2012. The current Rules apply to other students enrolled in doctoral study programs enrolled for studies before the rule herein comes into force.

Transitional Provisions

1. The current Rules apply to the course and assessment of studies in accordance with Article 4 in case of the students enrolled for studies in the academic year of 2014/2015 and earlier. The assessment of study obligations after the first year of studies in case of the students newly enrolled for studies in the academic year of 2015/2016 is governed by the amended version of Article 4.
2. Stipulations for studies in doctoral study programs in accordance with Articles 19, 20, 21 and 22 of these rules apply to the students enrolled for studies upon the enforcement of the rules herein. The current Rules apply to other students enrolled in doctoral study programs enrolled for studies before the rule herein comes into force.
3. The requirement of the number of credits for the performance of the state examination (Article 11 Para 1) for students enrolled for studies in the academic year of 2014/2015 and earlier will be applied for the first time in the academic year of 2016/2017.
4. Determination of specializations according to the Annex no. 1 in case of study disciplines is applied from the first day of the academic year of 2015/2016. The specializations mentioned in the previous sentence were approved by the Academic Board of the Faculty at its meetings held on 8. 10. 2014, 10. 12. 2014, and 11. 3. 2015.

Article 24 Final Provisions

1. These regulations were approved by the Academic Senate of the Faculty on the 8th of February, 2011.
2. These regulations come into force on the day of their approval by the Academic Senate of University 1).
3. These regulations come into force on the first day of an academic year of 2011/2012, with the exception of Article 17 coming into force on the first day of an academic year of 2012/2013.

This complete updated version of the Rules for Organization Studies at the Faculty of Social Sciences of Charles University in Prague corresponds to its original version dated February 8, 2011 and its amendments dated 24. 5. 2013. The originals of these regulations are available for inspection at the Secretariat of the Dean of the Faculty and their content is decisive in case of doubt.

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Mgr. Tomáš Weiss M.A. , Ph.D.
Chairman of the Academic Senate of UK FSV

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Ing. Petr Soukup
Vice-dean for Student Affairs at UK FSV

1) § 9 Para 1 Letter b) of Law on Universities. The Academic Senate of University approved these regulations on the 25 of March, 2011.

***** The effectiveness of changes to the regulation

The first amendment made to the Rules for Organization of Studies at UK FSV in Prague was approved by the Academic Senate of UK FSV on 7 May, 2013 and the Academic Senate of Charles University in Prague on 24 May, 2013. The amendment came into effect on the first day of the academic year of 2013/2014.

The second amendment made to the Rules for Organization of Studies at UK FSV in Prague was approved by the Academic Senate of UK FSV on 28 April, 2015 and the Academic Senate of Charles University in Prague on 15 May, 2015. The amendment takes effect on the first day of the academic year of 2015/2016.