



**Study and Examination Code for Students of
Doctoral Study Programmes
of Silesian University in Opava,
Faculty of Philosophy and Science in Opava,
of July 25, 2017**

Article 1

General Provisions

1. The Study and Examination Code for Students of Doctoral Study Programmes (hereinafter 'the Code') sets regulations for the doctoral study programmes provided by the Silesian University in Opava (hereinafter 'the University'), the Faculty of Philosophy and Science in Opava (hereinafter 'the Faculty').
2. The Code is an internal regulation of the Faculty in accordance with Section 33 (2f) of Act no. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (the Higher Education Act), as amended by further regulations, (hereinafter 'the Act').

Article 2

Doctoral Study Program

1. The Doctoral Study Program focuses on scientific research and independent creative activity in the fields of research or development, or independent theoretical and creative activity in the art fields.
2. The list of accredited doctoral study programmes of the Faculty, including forms of study, standard study period, the language of study and the awarded academic title, is published on the faculty and university website and is continuously updated.
3. The study in doctoral study program is carried out under the guidance of a supervisor, according to individual study plan set for each academic year.
4. The organization, administration and assessment of the doctoral study programmes are stipulated by the Vice-Dean for Science and Foreign Relations.
5. Other legal entities stated in the decision on granting, extension of the scope or continuing the accreditation may participate in the realization of the doctoral study program. The relations between the faculty and the legal entity are defined by an agreement of mutual cooperation in carrying out the doctoral study program, which has to be in accordance with the law, specific legal regulations and internal regulations of the university.

Article 3

Study modes and standard study period

1. Doctoral study program is provided in the following study modes:
 - a) full-time – is carried out at the supervisor's institution,
 - b) combined study – is carried out largely in the form of consulting, combining full-time and distance study principles.

Students may apply for a change of study mode of the doctoral study program if the respective study programme is accredited for various study modes. The decision on the change of study mode shall be made by the Dean within 30 days of the date when the student's written application is submitted.

2. A standard period of study is set by the decision of accreditation and is at least 3 and at most 4 years.
3. The maximum period of study is four years longer than the standard period of study.

Article 4

Subject Area Board

1. The study is monitored and evaluated by the Subject Area Board of the respective study program, which is appointed by the dean.
2. The Subject Area Board shall have a minimum of six members, while minimum two members are not employed by the university.
3. The period for which the Subject Area Board is appointed shall correspond to the period for which the accreditation of the program of study is valid. Members of the Subject Area Board may serve on it repeatedly.
4. Members of the Subject Area Board consist of members of the university academic staff, as well as professionals from other universities and research centres. Members of the Subject Area Board are appointed and dismissed by the Dean subject to approval by the Scholarly Board of the University. Proposals for changes in the membership of the Subject Area Board shall be submitted to the Dean by its President.
5. The person guaranteeing the respective doctoral study program acts as the President.
6. The powers of the Subject Area Board include, but are not limited to, the following:
 - a) approves proposals for dissertations topics,
 - b) approves individual study plans
 - c) specifies the extent of requirements for entrance examinations and monitors fulfilling of individual examinations,
 - d) proposes nominations for supervisors and their dismissal,
 - e) initiates, discusses and coordinates the program of lectures, seminars and other components of study and research,
 - f) evaluates at intervals no less than once a year the study in respective doctoral study program and presents the results to the Dean,
 - g) approves new individual study plans and regularly, no less than once a year, and evaluates their fulfilment by the students of the doctoral study program,
 - h) proposes nominations for the President and members of the examination board for the State Doctoral Examination,
 - i) proposes nominations for the President, and members of the Dissertation Defence Board.
7. The meetings of the Subject Area Board shall be convened by the President as necessary, but not less than once a year. A copy of the minutes of the meeting shall be sent to the Dean and Vice-Dean for Science and International Relations.
8. The Subject Area Board has a quorum if the majority of its members are present. A valid resolution requires the consent of two thirds of the members present.

Article 5

The supervisor

1. The supervisor provides guidance to the doctoral student during the entire course of the study. The supervisors are proposed by the members of Subject Area Boards, selected among professors, associate professors or other renowned experts in the field with academic degree Doctor of Science (“DrSc.”), Candidate of Sciences (“CSc.”) or an academic title Doctor (“Dr.” or “Ph.D.”). The supervisors are appointed and dismissed by the Dean after approval of the Scholarly Board of the faculty. The list of supervisors, including the designated workspaces (hereinafter as Workspace) is published on the faculty web pages.
2. The supervisor provides continuous monitoring and expert guidance to the doctoral student, sets up the individual study plan for the student, which consists of yearly study plans; conducts professional training of the student; in agreement with the student and with the consent of the head of the relevant department, proposes a subject of dissertation; provides guidance regarding the work on dissertation; sets up annual evaluation report on the course of study, which is a part of the student’s documentation file.
3. The supervisor shall closely cooperate with the head of the relevant department, consult the doctoral student’s study plans and other study-related matters.
4. If the student has filed an application for the dissertation defence, the supervisor submits a report on the overall assessment of the course of study to the Subject Area Board.
5. The supervisor may withdraw from the supervisor position only exceptionally, if the circumstances prevent him from proper guidance of the student. The resignation shall be announced in writing to the President of the Subject Area Board and the Dean. The Subject Area Board will submit to the Dean a proposal for a new supervisor within four weeks after receiving the notice. The Area Subject Board has to ensure minimal impact on the concerned student.

Article 6

Admission Procedure

1. The admission procedure is governed by the Rules of Admission Procedure of the University.
2. The deadline for the submission of applications, admission requirements, the deadline and method of verification of their fulfilment shall be published in accordance with the law, on the Faculty’s website.
3. Candidates shall be notified of the admission examination date in writing, minimum of fourteen days in advance.
4. The course of the admission procedure is evaluated by the head of the Admission Examination Board. The head of the board and its members are nominated by the Dean from among the Subject Area Board members, based on the proposal of the President of the Subject Area Board.
5. The result of the admission procedure is decided by the Dean.

Article 7 Enrolment in Studies

1. The applicant becomes a student on the day of enrolment for study
2. The enrolment in study, identical with the registration into the first year of study, is held at the faculty. The date set by the Dean is communicated to the applicant in writing together with decision on admission. The applicant shall appear in person.
3. If the candidate fails to appear on the set date or substitute date for the registration to study and does not within five days after the registration date provide a substantial reason for not attending the registration, he is considered to have resigned from his right to enrolment in study.
4. An applicant who, out of substantial reasons, cannot attend a registration to study, may apply to the dean for an alternative term in writing.

Article 8 Course of Study

1. The study follows an individual study plan under the supervisor's guidance.
2. The individual doctoral study plan is set up by a student and the supervisor in accordance with valid accreditation and is approved by the respective Subject Area Board.
3. In accordance with the individual study plan, the student proposes for each academic year the fulfilment of the annual individual study plan approved by the supervisor.
4. The chief part of the individual study plan consists of a systematic creative scientific work on the subject of dissertation. As part of the study plan, the student completes in prescribed extent other duties according to the accreditation of the relevant study program.
5. The fulfilment of obligations specified in Paragraph 4 shall be recorded in the Study Information System. The printed output of the Study Information System is decisive for proving the results of the study. This output is considered to be a study report in pursuant to the 57 (3) Act. The fulfilment of study requirements is assessed by passing an examination or granting of a credit.
6. The examination is classified as "passed" or "failed".
7. If the student fails his/her examination or does not receive credits, he/she may repeat it twice.
8. Each year, by a date set by the Dean, the student prepares and submits to the supervisor a written report on his/her activities, which serves as a basis for his evaluation by the supervisor.
9. An annual evaluation of the student's creative scientific results is carried out by the supervisor, based on the student's annual report; the result in the form of an assessment report shall be submitted to the President of the Subject Area Board as a basis for the overall assessment of the course of study. The form of the assessment is determined by the Subject Area Board.
10. The annual evaluation of the supervisor and approved by the Subject Area Board is a prerequisite for the student's continuation in the doctoral study and the basis for any change in the individual plan or other measures.
11. If the student fails to fulfil his study requirements, the Subject Area Board may propose to the Dean that the student terminate the study in accordance with Section 56 (1 b) of the Law.

12. With the consent of the supervisor and the Subject Area Board, the student can complete part of his individual study plan at a foreign university. The study requirements, recognition of the parts of study, including examinations and dissertation defence are regulated by the agreement between the faculty and the foreign institution.
13. The student can apply in writing to the Dean for acknowledgement of the passing of examinations in previous studies at the same faculty, other university in the Czech Republic or foreign universities, excluding the subjects of State Examination. The acknowledgment of the examinations is decided by the Dean on the basis of supervisor's recommendation and resolution of the Subject Area Board (only up to five years from the actual passing of the examination).
14. In relation to child care students are entitled to an extension of deadlines for the fulfilment of study requirements (as well as for the fulfilment of the requirements for enrolment in the following academic year) equal to the period during which students would otherwise be on maternity leave, provided that the students do not interrupt their studies.

Article 9 Change on the Form of Study

1. Student may apply for a change of form of study, provided the relevant study program is accredited for various study modes. The application is assessed by the supervisor and the President of the Subject Area Board. The decision upon the change of the form of study is issued by the Dean within thirty days after the student's application delivery.
2. The full-time study mode student who has not completed his study during standard study period may be on the basis of his application approved of by the Dean, transferred to combined study mode if the relevant study program is accredited for various forms of study. The decision on the change to combined study mode is issued by the Dean within thirty days after the student's application delivery.

Article 10 Interruption of Studies

1. Interruption of studies is decided by the Dean on a basis of a written request from the student and his/her supervisor's statement. The Dean determines the commencement and termination of the interruption of studies. If the reasons for interruption no longer apply, the Dean may terminate upon student's request, the interruption of studies sooner than stipulated in the decision on the interruption. The Dean sets the conditions and date of re-enrolment in the study. If the student fails to enrol in the study within the deadline, his/her studies will be terminated pursuant to Section 56 (1 b) of the Law.
2. The maximum time of interruption of studies in the Doctoral Study program cannot exceed 24 months.
3. Student has the right to interrupt his/her studies in connection with pregnancy, childbirth or parenthood, for the entire period of parenthood. The period of interruption of the study during the recognized period of parenthood shall not be counted into the total period of interruption of studies stated in Paragraph 2 or into the maximum period of study.

4. The interruption of studies does not affect the validity of passed examinations or received credits.
5. During the time of interruption of studies, the person concerned is not a student.
6. The interruption of studies is recorded in the Students Register.

Article 11

Termination of Studies

1. The study is terminated:
 - a) by completing his/her studies in the relevant study program. The date of due termination of doctoral studies shall be the date of passing the State Doctoral Examination or its last part and defending the dissertation, whichever shall come later,
 - b) withdrawal from studies on student's request (see 56 (1 a) of the Act) on the day of delivery of the written declaration of withdrawal from the studies to the faculty,
 - c) at the proposal of the Subject Area Board or the supervisor, if the student fails to fulfil the requirements resulting from the study in the doctoral study program (see Section 56 par. 1a of the Act) on the day this decision became legally effective,
 - d) by termination of study pursuant to Section 47e (3) of the Act; the day of the termination of study is the day on which the decision pursuant to Section 47c to 47e of the Act on the invalid passing of the State Examination or its part,
 - e) pursuant to Section 56 (1 h) of the Act by termination of study pursuant to Section 65 (1c) of the Act for a disciplinary offense or pursuant to Section 67 of the Act, in case the student was admitted to study on the basis of his fraudulent behaviour. The day of termination of the study is the day when the decision on the termination of study becomes legally effective. If the student files an appeal against the decision to terminate his/her studies according to Sentence 1 within thirty days of notification, then the day of the termination of the study is the day on which the decision on the appeal confirming the Dean's decision became legally effective,
 - f) withdrawal of accreditation or the termination of accreditation of the doctoral study program (see 56 (1 c and d) of the Act) on the day determined by Section 56 (2) of the Act,
 - g) pursuant to Section 56 (1e) of the Act by termination of the study program for reasons stated in Section 81b (3) of the Act, the date of the termination of study is the last day of the three-year period set in Section 81b (3, sentence 1) of the Act,
 - h) pursuant to Section 56 (1f) of the Act by the expiration of the authorization to carry out the study program (see 86 (3 and 4) of the Act). The day of termination of study is the day on which the authorization to undertake the study program on the basis of institutional accreditation ceased to exist,
 - i) if the student fails to meet the study requirements for completion of his/her studies at the specified maximum period of time.
2. The graduate of the doctoral study program is awarded the academic title "doctor" (abbreviated as Ph.D. following the name).
3. The graduate receives a Diploma and a Diploma Supplement Absolvent, usually at the graduation ceremony.

4. In the cases stated in paragraph 1 (f to h) the faculty shall ensure that the student is enrolled in the same or similar study program on the same faculty or other university.
5. The student who terminated his studies for the reasons stated in paragraph 1 (b to e), the Dean shall, upon his/her request, provide evidence of the completion of his/her study obligations, specifying the time and reason for termination of his/her studies.

Article 12

State Doctoral Examination

1. The student can register for the State Doctoral Examination if (s)he fulfils all duties stated in his/her individual study plan.
2. The State Doctoral Examination demonstrates the student's expert and theoretical knowledge in the respective study program, including the knowledge of the basic research methods of scientific work, ability to master new scientific information, assess it and apply it creatively. The requirements as to the knowledge are based on the individual study plan. The defence of dissertation theses form a part of the State Doctoral Examination.
3. The State Doctoral Examination is held before the examination board, which is appointed by the Dean based on the proposal of the Subject Area Board. The members of the examination board include professors, associate professors and experts approved by the faculty Scholarly board. The Ministry of Education, Youth and Sports may appoint other members of the examination board from relevant experts in the field. The Dean appoints the Head of the examination board. The board has minimum of five members, while minimum of two members are not academic staff of the university. The supervisor has the right to participate in the board deliberations with advisory vote.
4. The Doctoral Examination Board is held in the Czech language or in the language customary for scientific publications in the respective field of study and approved by the Subject Area Board.
5. The State Doctoral Examination including the presentation of results is public.
6. The Doctoral Examination Board has a quorum if the majority of all its members who are entitled to vote, is present and a minimum one person is not a member of the academic staff of the university.
7. Individual study programs may have constant boards for the State Doctoral Examinations.
8. The Examination Board for the State Doctoral Examination decides on the result by a secret vote of a majority of present members of the board; the supervisor does not have a vote. To successfully pass the examination a minimum of three pass votes is required. The result of the State Doctoral Examination can be either "pass" or "fail".
9. If the student fails the State Doctoral Examination, (s)he may not re-sit the examination more than once and on the date stated by the board.

Article 13 **Dissertation**

1. Dissertation is a comprehensive work which includes original and published results of scientific and creative work of a doctoral student or results accepted for publication. By means of the dissertation, the doctoral student demonstrates his/her ability to carry out scientific or artistic activities individually and creatively. In art study programmes, dissertation can include theoretical and practical part.
2. Detailed requirements for the publication of results and the extent and form of the dissertation is set by the respective Subject Area Board. A set of publications or manuscripts accepted for publication with student's introduction and commentary can be accepted for dissertation.
3. The dissertation shall be written in Czech language; if the dissertation is to be written in another language, the Subject Area Board shall consent to it first.
4. The dissertation shall include the following:
 - a) On the title page, the student shall state where was the dissertation written and when it was finished. The dissertation must be printed out and bound or appropriately adapted in case of collection of publications. It shall be submitted in three copies.
 - b) If the student submits for defence results of collective scientific work, where he acted as a co-author, the parts, where the student was involved must be clearly marked. At the same time, (s)he shall add a statement of co-authors confirming the student's authorship of marked parts and stating his/her share on the overall processing.
5. A presentation of the dissertation shall be attached to the dissertation. The purpose of such a presentation is to inform other members of the scientific community about the results of the dissertation. The presentation shall be written in the language of dissertation and a summary English or another world language. The extent, form and a number of presentation issues including other properties, shall be determined by the relevant Subject Area Board.
6. The dissertation shall be reviewed by a minimum of two external reviewers appointed by the Dean based on the proposal of the Subject Area Board. The reviewers serve as members of the examination board. Only a professor, an associate professor, or a renowned expert in the field, may serve as an opponent. The supervisor, consultant or other academic staff participating on the dissertation may not serve as an external reviewer. One of the external reviewers shall be a person other than the academic staff of the university.
7. The reviewer shall write a reviewer's report on the submitted dissertation, no later than within two months of the delivery of the letter of appointment. If the reviewer is unable to write the reviewer's report, he is obliged to provide a notification thereof within 15 days of the delivery of the letter of appointment.
8. The parts of the reviewer's report shall include, but are not limited to, the following:
 - a) evaluation of the dissertation for the respective field,
 - b) comments on the process of problem solution, methods used and fulfilment of the set objective,
 - c) opinion concerning the dissertation results and the original contribution of the student submitting the dissertation,

- d) comments on other issues, as the case may be, including, but not limited to, the structure (whether it is clear and organized), formal aspects and the linguistic level of the dissertation, a definite statement whether he recommends, or not, the submitted dissertation for the defence.

Article 14

Dissertation Defence

1. A doctoral student may file an application for the Dissertation Defence with the Department of Science and Foreign of the respective faculty or with the relevant vice-dean after fulfilling all the requirements stated in the individual study plan together with the application for the State Doctoral Examination Relations; or if (s)he passed the examination with the result “passed”. Four copies of the dissertation (art. 13, par. 4a), presentation, list of publications and professional CV shall be attached to the application. The extent, form and number of copies of the presentation including other required attachments are determined by the Subject Area Board.
2. The dissertation and the reviewers’ reports shall be made available to public at least five days before the date of its defence at relevant workspace.
3. After receiving all reviewers’ reports on the dissertation, the head of the Dissertation Defence Board shall propose to the Dean a time and a place for the dissertation defence.
4. The defence of the dissertation takes place before a board appointed by the Dean on the basis of the Subject Area Board’s proposal. The head of the board is appointed by the Dean.
5. The Dissertation Defence Board has a minimum of five members; the supervisor may not be a head of the board or an opponent. At least two members of the board, and minimum one opponent, may not be the academic staff of the university.
6. All members of the Dissertation Defence Board, the supervisor and the student shall receive an invitation for the dissertation defence not later than twenty days prior to the date of defence.
7. In accordance with the instructions of the President of the Subject Area Board, the place and date of the dissertation defence are published on the official notice board on the respective workspace.
8. The doctoral student may take the dissertation and the application for its defence back at any time during the preparation period for defence, but not later than the date of his/her defence.
9. The defence of the dissertation is carried in a relevant language (see Art. 13 par. 3).
10. The Dissertation Defence Board has a quorum if the majority of all its members who are entitled to vote, is present and a minimum of one opponent and one person who is not a member of the academic staff of the university. The Dissertation Defence Board decides on the result by a secret vote of a majority of present members of the board; the supervisor does not have a vote. To successfully pass the defence a minimum of three pass votes is required. The result of the dissertation defence can be either “pass” or “fail”.
11. If the student fails the dissertation defence, the Dissertation Defence Board sets conditions or a re-sit of the defence. The defence of the dissertation may be repeated only once and on the date set by the board.

12. The State Doctoral Examination and defence of the dissertation may take place on one day. In this case, one board is appointed, fulfilling the structural requirements for the State Doctoral Examination and the Dissertation Defence Board; The defence follows the successful passing of the State Doctoral Examination.
13. The defence of the dissertation including the announcement of the results are public.

Article 15

Overall Study Assessment

1. In doctoral study program, the overall study assessment is classified as follows:
 - a) “passed” if the student passed both the State Doctoral Examination and the dissertation defence,
 - b) “failed” in all other cases.

Article 16

Rights and Obligations of Students

1. Rights and obligations of the student are governed by provisions in Sections 62 and 63 of the Act.
2. The student is entitled to file proposals and complaints to the supervisor, the President of the Subject Area Board, the Dean and relevant Vice-Dean. The student has the right to request a change of supervisor, change of dissertation topic and change of workspace. The decision upon these changes fall within the competence of the relevant Vice-Dean, following the statement of the President of the Subject Area Board.

Article 17

Interim and Final Provisions

1. If the doctoral study program was accredited for a specified period in accordance with Act no. 137/2016 Coll., amending Act no. 111/1998 Coll. on Higher Education Institutions and the Amendment and Modification of other Acts (the Higher Education Act), as amended, the present provision concerning the structure of study fields shall also apply to the relevant field of study.
2. The Study and Examination Code for Students of Doctoral Study of the Silesian University in Opava, the Faculty of Philosophy and Science in Opava of April 12, 2011 is hereby amended.
3. This Study and Examination Code was approved by the Faculty Academic Senate on July 18, 2017.
4. Pursuant to Section 9 (1 b), point 2 of the Act, this Code was approved by the University Academic Senate on July 25, 2017 when it comes into force.

5. This Code become becomes effective on September 1, 2017.

prof. RNDr. Zdeněk Stuchlík, CSc.

The Dean

Part of University:	Faculty of Philosophy and Science in Opava
Designation:	Internal regulation
Number/year of publication:	2017
Norm title:	Study and Examination Code for Students of Doctoral Study Programmes of Silesian University in Opava, Faculty of Philosophy and Science in Opava, of July 25, 2017
Approved by:	prof. RNDr. Zdeněk Stuchlík, CSc.
Derogation:	Study and Examination Code for Students of Doctoral Study Programmes of Silesian University in Opava, Faculty of Philosophy and Science in Opava, of April 12, 2011
Valid since:	July 25, 2017
Effective since:	September 1, 2017
Date of issue:	August 21, 2017
Issued by:	The Dean
Processed by:	Mgr. Marie Crhová, Ph.D.
In cooperation with:	Bc. Eva Jakubcová
Number of pages:	12
Number of attachments:	0
Method of publication:	Public section of web pages/intranet