



**Full text of the Study and
Examination Code of the
Doctoral Study Programme
Silesian University in Opava
Faculty of Public Policies in
Opava from July 24, 2017**

The full text of the Study and Examination Code of the Doctoral Study Programme Silesian University in Opava Faculty of Public Policies in Opava from July 24, 2017

Article 1

General Provisions

1. The Study and Examination Code of the Doctoral Study Programme (hereinafter “Code”) specifies the rules of doctoral study programmes at the Silesian University in Opava (hereinafter the “University”), the Faculty of Public Policies in Opava (hereinafter the “Faculty”).
2. This Code is an internal regulation of the Faculty according to § 33 paragraph 2 section f) of Act no. 111/1998 Coll., on universities and on changes and amendments to other acts (the Higher Education Act), as amended (hereinafter the “Act”) and Article 14 § 2 Point 6 of the Faculty Statute.
3. If the study programme is accredited for a specified period in accordance with Act no. 137/2016 Coll., amending the Higher Education Act, and its division into degree courses also remains the same for this period, the relevant provisions of the Code apply appropriately to the particular degree course as well. These study programmes are also not subject to their determination of field of education.

Article 2

Doctoral Study Programme

1. The Doctoral Study Programme (hereinafter “DSP”) focuses on scientific research and independent creative activity in the field of research.
2. The DSP study is organised according to an Individual Study Plan (hereinafter “ISP”) under the guidance of a supervisor.
3. The list of accredited DSPs including their study modes, standard duration of study and information about their accessibility for people with disabilities, language of instruction and awarded academic degrees are published on the public part of the University website and updated continually.
4. Study in the DSP can be performed in collaboration with another university or other entity, in accordance with the relevant provisions of the Act, valid accreditation and agreement of the participating institutions.

5. The study agenda of a student within the DSP and the necessary administration are provided for by the Department for Study and Social Affairs of the Faculty (hereinafter the “Study Department”).

Article 3

Mode of Study

1. DSP can be implemented in one the following modes:
 - a) full-time – usually implemented at the workplace which guarantees the student’s ISP;
 - b) part-time – usually implemented mainly through consultations.
2. Students may request to change the study mode of the same DSP in writing, if the study programme is accredited for both study modes. The written request is decided on by the Dean of the Faculty within 30 days of receipt. The request is subject to statements of the supervisor and of the Chairperson of the Degree Board.

Article 4

Duration of Study

1. The standard period of study is determined by the accreditation to at least three and no more than four years.
2. The maximum duration of study is four years longer than the specified standard length of study; interruption of study over recognized parenting periods is not included in the maximum duration of study.
3. If the total length of a full-time study exceeds the determined standard duration of study, the student must apply in writing to switch to a different study mode. The application must include as attachment a statement of the Degree Board (hereinafter the “DB”); the Dean decides on the change in study mode within 30 days of receipt of the written request or notice of relevant facts.

Article 5

Degree Board

1. The basic expertly conceptual, monitoring and assessing body of study in a particular DSP is the Degree Board.
2. DB for each DSP is appointed and dismissed by the Dean after consultation with the Faculty Scientific Board. DB consists of both academics and possibly other experts who operate at the University on the basis of employment or employments with the sum total of weekly working hours corresponding to at least half of the weekly working time in accordance with § 79 of the Labour Code, and experts outside the University from other tertiary schools and scientific institutions.
3. DB consists of a minimum of 5 members who answer for their activity to the Dean.
4. The DB Chairperson is the DSP guarantor.
5. DB meets based on the Chairperson’s decision as needed, at least once a year. Copies of the minutes of the DB are sent to the Dean and to the Study Department.
6. Intersessionally, the DB is represented by its Chairperson.
7. The DB especially:
 - a) proposes DSP instructors to the Dean; resolves possible changes in instructors within a

reasonable time, approves consultants upon instructors' proposals;

- b) approves students' ISPs and their possible amendments;
- c) monitors and at least once in a year evaluates the progress of study in the DSP, submitting their evaluation to the Dean and filing a copy at the Study Department of the Faculty;
- d) discusses proposals of announced dissertation topics and their changes in the framework of the DSP study;
- e) initiates, discusses and coordinates the programme of lecture courses, seminars and other study and research work of students in the DSP;
- f) specifies the requirements for the publication of students' results in the DSP and for the scope and form of the dissertation;
- g) discusses the scope of requirements necessary for the doctoral examination;
- h) proposes to the Dean opponents for the defences of dissertations;
- i) proposes to the Dean the Chairperson and members of Examination Committee of State Doctoral Examination and Dissertation Defence;
- j) undertakes other activities leading to maintain high level of study within the DSP.

Article 6

Supervisor

1. The supervisor may be a professor or associate professor, or a significant specialist in the field.
2. The supervisor is appointed by the Dean upon proposal by the DB and approval by the Faculty Scientific Board.
3. If the study is carried out under supervision of a supervisor from another workplace than the University, the Dean may appoint a consultant from among academic staff of the University for the respective student based on discussion with the DB.
4. The supervisor compiles the ISP with the student, mentors the student in the professional and organizational respect in their DSP, monitors the fulfilment of study duties and presents the DB with evaluation of the student.

Article 7

Student

1. The candidate becomes a DSP student on the day of enrolment into the DSP for which he or she fulfilled the conditions for admission to study pursuant to § 48 to § 50 of the Act. The Entrance Examination Committee is appointed by the Dean from members of the Degree Board.
2. For registration to DSP study, the provisions of Article 13 of the Study and Examination Code for Students of Bachelor's and Master's Study Programmes of the Silesian University in Opava (hereinafter "CSE"), as amended, apply as appropriate.

Article 8

Individual Study Plan, Course of Study, Study Verification

1. The ISP is prepared by the student together with the supervisor in accordance with valid accreditation and approved by the respective DB.

2. The ISP determines:
 - a) time and content distribution of the study;
 - b) way of verifying the performance results of study activities;
 - c) framework definition of the topics of independent research work, determined in accordance with the study programme;
 - d) extent of instruction according to the needs and possibilities of the Faculty, if the student is in the full-time study mode.
3. The ISP performance is subject to regular, at least annual evaluation to be submitted by the supervisor to the DB for approval. The evaluation includes a determination of whether:
 - a) the student is fulfilling the ISP;
 - b) the student is not fulfilling some parts of the IPS without serious reasons,
 - c) the student does not fulfil the ISP obligations and it is recommended that the study be terminated pursuant to § 56 paragraph 1 section b) of the Act.
4. The DSP student may take credit test / examination on courses enrolled no more than twice; the examination is assessed as “Pass” or “Fail”.
5. In connection with the care of a child, the student has the right to extend the deadlines for the fulfilment of study requirements by a period of time which would otherwise correspond to the period of maternity leave under the condition that during the period, the student’s study is not interrupted.
6. Based on a written student application, the Dean may recognize a certificate of standardized examination in the scope of the obligations of a subject course included in the standard study plan of a relevant study programme, of a degree course. The recognition of examination by decision of the Dean is based on the opinions and statements of the supervisor and of the Degree Board.

Article 9

Interruption of Study

1. The student has the right to ask for interruption of study for a maximum of 24 months.
2. Written request for interruption of study is submitted to the Dean along with a brief justification and if applicable, with documents proving the circumstances which constitute the reason for interruption.
3. If the reason for interruption of study ceases to exist, the person may apply in writing for termination of the interruption of study earlier than stated originally. Such application is decided by the decision-making authority that issued the decision on interruption of study.
4. The provisions of Article 19, § 7, 10 and 11 CSE apply to the interruption of study.
5. The interruption of study is decided by the Dean.

Article 10

State Doctoral Examination and Dissertation Defence

1. The DSP study is completed with a State Doctoral Examination and the public Dissertation Defence which demonstrate the ability and readiness for independent work in research or development, or independent theoretical work.
2. State Doctoral Examination may consist of several parts. Students can take the State Doctoral

Examination or any part thereof and defend their dissertation when they have completed all the duties prescribed in their ISP and they have elaborated and submitted their dissertation by the specified deadline.

3. State Doctoral Examination and Dissertation Defence are held before an Examination Committee. The course of the State Doctoral Examination and Dissertation Defence, including publication of results are public. The Examination Committee and its Chairperson are appointed by the Dean.
4. Unless otherwise agreed with the Examination Committee Chairperson, the student has the right to cancel registration for their State Doctoral Examination or Dissertation Defence no later than 24 hours in advance. A student who cancels registration according to the previous sentence is viewed as if he or she has never been registered. The student may excuse him or herself retroactively due to serious, especially health-related reasons, but no later than on the fifth day from the original date of examination. The eligibility of the reasons for excuse is decided by the Examination Committee Chairperson.
5. The Examination Committee discuss the results of State Doctoral Examination or any part of it and of Dissertation Defence in closed session and reach decision base on majority of members present. State Doctoral Examination or any part of it and the Dissertation Defence are evaluated by the classification grades "Pass" or "Fail".
6. If the Examination Committee for the Dissertation Defence determines the classification as "Fail", the repetition cannot be determined for an earlier date than 6 months from the date of the first examination.
7. If the State Doctoral Examination, any part of it or the Dissertation Defence is graded as "Failed", the overall result of the State Doctoral Examination is classified as "Failed".
8. Further details of the State Doctoral Examination, its organizational arrangement, assignment, elaboration, evaluation and Dissertation Defences can be determined by decision of the Dean.
9. Publication of dissertations is governed by internal regulations of the University.

Article 11

Completion of Study

1. The study is duly concluded by completing the relevant study programme. The date of study conclusion is the date when the student passes the State Doctoral Examination or its last part, and the Dissertation Defence.
2. The study is terminated in accordance with § 56, paragraph 1, section a) of the Act, if the student has declared in writing that he or she quits the study. The date of termination is the day when the student's written statement is delivered to the University.
3. The study is terminated in accordance with § 56 paragraph 1 section b) of the Act by failure of the student to satisfy the requirements of the DSP if the student
 - a) has not fulfilled the ISP;
 - b) earns the classification "Fail" in the resit examination;
 - c) fails to pass the State Doctoral Examination or Dissertation Defence in the resit examination;
 - d) fails to comply with the study conditions within the specified maximum period for due completion;
 - e) fails to appear at the re-registration for the study while provisions of Article 13 § 7 of the CSE are fulfilled.

The date of study completion or termination is the day on which the decision on study

completion or termination comes into force. If the student appeals against the decision on the matter of study completion or termination of study under a) to e) within 30 days from the date of notification, then the day of study completion or termination is the day on which the Dean's appeal decision confirming the Dean's decision comes into force.

4. The study is terminated pursuant to § 56 paragraph 1 section c) of the Act on the day of DSP accreditation withdrawal; the day of study termination is the day on which the limit set in the decision of the Ministry has elapsed.
5. The study is terminated pursuant to § 56 paragraph 1 section d) of the Act by termination of the DSP accreditation; the day of study termination is the day on which the University announces the cancellation of DSP or the date on which the DSP accreditation granted expires.
6. The study is terminated pursuant to § 56 paragraph 1 section e) of the Act by termination of the study programme due to reasons listed in § 81b paragraph 3 of the Act; the day of study termination is the last day of the 3-year limit stated in first sentence of § 81b paragraph 3 of the Act.
7. The study is terminated pursuant to § 56 paragraph 1 section f) of the Act by termination of the permission to conduct the programme (the provisions of § 86 paragraph 3 and 4 of the Act); the day of study termination is the day on which the permission to conduct the programme based on institutional accreditation is terminated.
8. The study is terminated by expulsion from study pursuant to § 47e paragraph 3 of the Act; the day of study termination is the day on which the decision pursuant to § 47c and § 47e of the Act on the invalidity of the State Final Examination or its part comes into force.
9. The study is terminated pursuant to § 56 paragraph 1 section h) of the Act by expulsion from study pursuant to the provisions of § 65 paragraph 1 section c) of the Act for a disciplinary offence or pursuant to the provisions of § 67 of the Act if the student has been admitted to study based on his or her fraudulent conduct. The date of study completion or termination is the day on which the decision on study completion or termination comes into force. If the student appeals against the decision on the matter of study completion or termination of study referred to in the first sentence within 30 days from the date of notification, then the day of study completion or termination is the day on which the Dean's appeal decision confirming the Dean's decision comes into force.

Article 12

Overall Study Evaluation

1. Overall evaluation of the study in the DSP is expressed by two classification grades:
 - a) "Pass" if the student was evaluated in all parts of the State Doctoral Examination and Dissertation Defence with the classification grade "Pass";
 - b) "Fail" in other cases.

Article 13

Decisions on the Rights and Responsibilities of Students

1. Decisions on the rights and responsibilities of students are governed by the provisions of Article 22 of the CSE.

Article 14

Service of Documents to Students

1. Service of documents to students is governed by the provisions of Article 25 of the University Statute.

Article 15

Proofs of Study

1. The proofs of study (IDs) are governed by Article 23 of the CSE.

Article 16

Special Provisions for Students with Special Educational Needs

1. Each candidate or student with special educational needs are entitled to such study conditions as to equalize opportunities to study and reflect on their specific educational needs on the optimal level.
2. The conditions under which and procedures through which these extraordinary measures adjust the exercise of rights and obligations arising from this Code are laid out by the Rector's Methodical Instruction to the Manner of Support to Applicants and Students with Specific Educational Needs at the University, as amended.
3. Acceptance of equal access to education and provision of equal conditions of study does not diminish the academic requirements specified and does not affect the graduate's profile in defining the output of general, vocational and special knowledge and skills.

Article 17

Special Provisions for the Study of Persons within Recognized Parenting Period

1. The recognized parenting period is recorded at the relevant academic department in relation to Act no. 48/2013 Coll., amending the Higher Education Act and Act no. 117/1995 Coll., on State Social Security, as amended.
2. In order to exercise the student rights arising from the recognized parenting time, the students concerned are obliged to submit a written application to the Study Department.
3. The common procedure for records and activities related to the recognized parenting period are provided by the Rector's Instruction to Ensure Uniform Procedure for Records of Recognized Parenting Period and Related Activities at the University, as amended.

Article 18

Special Provision on Proceeding on Pronouncing the Performance of State Doctoral Examination or Dissertation Defence Invalid

1. In the proceedings on the invalidity of the performance of State Doctoral Examination and Dissertation Defence, the Rector decides in accordance with the provisions of § 47c to 47e of the Act.
2. Part of the basis for the decision in the proceedings on pronouncing invalidity is the opinion of a Review Panel pursuant to the provisions of § 47c paragraph 6 of the Act. The Review Panel consists of 7 members, 6 of whom are appointed by the Rector from among professors, associate professors and other experts; up to three of the six members can be members of the Committee before whom the State Doctoral Examination or Dissertation Defence was taken, at least three of the six members must not be members of the University Academic Community. The seventh member of the Panel is appointed by the Rector from among students of the University. The proposal for the member according to the previous sentence is elicited by the Rector from the Chairperson of the Student Chamber of the Academic Senate of the University, the proposal for the other members is elicited by the Rector from the Dean; these proposals are not binding to the Rector.

Article 19

Final Provisions

1. Study and Examination Code for the Doctoral Study Programme Students of Faculty of Public Policies, Silesian University in Opava from September 1, 2014.
2. The draft of this Code was approved by the Academic Senate of the Faculty on June 29, 2017.
3. This Code was approved pursuant to § 9 paragraph 1 section b) of the Act by the Academic Senate of the University on 24 July, 2017.
4. This Code shall become valid and effective on September 9. 2017.

I. Amendment to the Study and Examination Code of the Doctoral Study Programme at the Silesian University in Opava, Faculty of Public Policies in Opava from July 24, 2017 was approved pursuant to § 9 paragraph 1 section b) point 3 of Act no. 111/1998 Coll., on universities and on changes and amendments to other acts (the Higher Education Act), as amended, by the Academic Senate of the Faculty of Public Policies on November 29, 2018 and the Academic Senate of the Silesian University in Opava on January 23, 2018.

**prof. PhDr. Rudolf Žáček, Dr.,
m.p., Dean**

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