

FAQ to doctoral studies

1. Applicant

An applicant for doctoral studies will not complete his master's degree program until the end of August. Can he still apply for a doctoral degree?

Yes. Proof of completion of the master's study program must be documented within the period for verification of the conditions for admission according to the Code of Admissions Procedure, which is determined annually by the Rector's Directive. If the applicant does not prove the completion of the master's degree in this period, a decision on non-admission to the study will be issued due to non-fulfilment of the conditions of the admission procedure.

The applicant for doctoral studies has completed a master's degree program abroad and will receive the diploma only during the summer holidays. Does he have to obtain a decision on the recognition of foreign education (nostrification)?

Yes. The decision on the recognition of foreign education is one of the conditions for the admission of an applicant to a doctoral study program; this decision must be documented within the period for verifying the conditions for admission according to the Code of Admissions Procedure. If the applicant does not document the decision, he/she will be issued a decision of non-admission to study due to non-fulfilment of the conditions of the admission procedure.

An applicant for doctoral studies at Charles University is already studying for a doctorate at another university. Can he transfer to a Faculty of Charles University and continue his studies there?

No. Act No. 111/1998 Coll., On higher education institutions, does not know the term "transfer", so "transfer" is not possible. It is possible for the applicant to submit an application for study, complete the admission procedure and, upon admission, apply for recognition of fulfilled study obligations from previous studies.

Is nostrification required from all countries?

Especially for the purposes of further studies at Charles University, a certificate of equivalence is not required if the study in question took place in a country with which the Czech Republic has a bilateral equivalence agreement (Slovakia, Poland, Hungary, Slovenia, Germany). If such an agreement is not concluded, "nostrification" is required by law (§ 48 para. 5 letter a) of the Higher Education Act) and the higher education institution cannot proceed otherwise. More details at <https://www.cuni.cz/UK-6452.html>

2. Student

2.1. ISP obligations

Does the student have only two attempts to fulfil the obligation according to the Individual Study Plan (hereinafter "ISP")?

Yes, according to Article 10, paragraph 5 of the Code of Study and Examination (hereinafter referred to as the "CSE").

The student is studying again in a doctoral study program, which he has not completed once. Can he apply for recognition of a state examination?

No. Act No. 111/1998 Coll., On Higher Education Institutions, in § 68 para. d) regulates only the possibility of recognizing tests and prescribing differential tests. Recognition of state examinations is not explicitly stated, therefore it is not possible to recognize state examinations in any case. Pursuant to Art. 8 paras. 2 and 16 of CSE, it is possible to recognize exclusively the forms of control of the study of the subject mentioned here, i.e. colloquium, credit, final year test, graded credit, exam and a combination of the above forms.

Can a student take the state doctoral examination after the expiry of the maximum study period if he / she registered for the examination before the expiry of the maximum study period?

No. According to 4 para. 13 of CSE, after expiration of the maximum period of study, the student cannot take any exams or defend a dissertation. An examination, a state final examination or another study obligation held after the expiry of the maximum study period is invalid. In this case, the Dean will issue a decision on the termination of studies.

Is the student's consent to all ISP duties required?

No, the ISP is not a contract between the faculty and student. The student has the right (and obligation) to specify and submit a proposal for his/her study obligations within the compilation of the ISP and within its subsequent evaluations in the SIS module, the Subject Area Board may refuse, with a justification, to accept the student's requests for changes to the ISP.

Is it possible to classify a student as "failed" if he/she does not appear for the exam without an apology?

No. Absence from the exam without a proper excuse cannot be classified at all. The student's exam term expires. Absence from the exam does not entitle you to a special exam date.

Can a student request a change in the form of study?

Yes, if the study program is carried out in both full-time and combined forms of study, the dean of the, on the basis of the supervisor's recommendation and, as a rule, also the Subject Area Board enlists the student in the required form of study; without these recommendations, he/she can transfer a student from full-time to combined form after the standard study period has elapsed.

Is it possible to start studying cotutelle - a doctorate under double supervising after several years of study?

Yes, a student must be admitted to study a related study program abroad and be its student. The last study obligation of both studies will be the defence of a joint dissertation.

Does a student in the Czech study program have the right to pass exams in the Slovak language?

Until 26th January 2012, citizens of the Slovak Republic (students of universities in the Czech Republic) could use the Slovak language to carry out their study obligations instead of the Czech language, beside the study obligations related to tuition of the Czech language - it can also be applied to the elaboration and submission of final theses. This was made possible by

the Protocol between the Ministry of Education, Youth and Sports of the Czech Republic and the Ministry of Education of the Slovak Republic on cooperation in the field of education, youth, physical education and sports for the years 2002-2006 (the protocol was extended).

The Higher Education Act does not say anything about the language in which the final theses are to be elaborated. The current CSE of UK also does not contain a requirement for the language of the final thesis.

Article 9, paragraph 7 of the SZŘ of UK regulates only the language in which the final theses are to be prepared in study programs carried out in a foreign language. The right to prepare and submit the final thesis in Slovak does not follow from any regulation. If the faculty does not want to accept final theses in the Slovak language, it does not have to.

In general, it can be summarized that if the study language in the accredited study program is the Czech language, final theses should also be elaborated in this language.

An exception could be English as the leading language of science. The decision is on the Subject Area Board of the relevant study program, even in cases where the matter is not explicitly resolved by the internal regulation of the faculty.

2.3. Dissertation and defence

If one opinion of the dissertation opponent is positive and one negative, can another opinion be requested?

Not, unless it is explicitly regulated according to Article 11, paragraph 10 of the CSE by an internal regulation of the faculty. The defence also takes place with all opinions negative. In such a case, the student has the right to withdraw from this defence according to Article 11, paragraph 17 of the CSE, but the term is forfeited.

What happens if there is an equality of votes when voting in the examination commission for the defence of the dissertation or the state doctoral examination?

In such a case, according to Article 11, paragraph 11 of the SZŘ, the classification that is more favourable for the student is decisive.

The student has the opportunity to publish his dissertation in press before defending. Is this possible?

Yes. No provision of the law or internal regulations of Charles University prevents the publication of the dissertation before its defence. A student or graduate may publish or publish his/her dissertation at his/her own discretion, the matter is regulated in detail by the Copyright Act No. 398/2006, § 60.

2.4. Doctoral scholarship

Is a student entitled to a doctoral scholarship even if he/she is studying in a combined form of study?

No. Pursuant to Article 12, paragraph 1 of the Scholarship and Bursary Rules of Charles University, the scholarship is awarded only to students of full-time doctoral study programs for the standard period of study.

The student is enrolled and studies properly in the combined form of study. Is he/she entitled to a doctoral scholarship if, after three years of study in the combined form, he/she applies for a change in the form of full-time study?

Yes, according to Article 12, paragraph 1 of the Scholarship and Bursary Rules of Charles University, the doctoral scholarship is awarded to all students of doctoral study programs in the full-time form of study. However, according to Art. 10 para. 11 of the CSE, when assessing the application for a change in the form of study, it will be based on the recommendation of the supervisor and, as a rule, also the Subject Area Board.

Are the years from the previous doctoral study included in the conditions for the award of the doctoral scholarship, and how is the university informed about this fact?

Pursuant to Article 13, paragraph 2 of the Scholarship and Bursary Rules, the time of the previous unsuccessfully completed study of the doctoral study program is also included in the total completed period for the purposes of the scholarship payment in the full-time form. The study history of each student is known from the nationwide SIMS database, which is managed by the Ministry of Education, Youth and Sports and each university enters data on its students in it.

Can a doctoral scholarship be awarded even after a standard period of study?

No, there is no support for this in the university's internal regulations.

Is a student entitled to a scholarship even if he / she goes on a one-year internship abroad?

Yes. If the student is still a full-time student, he/she is entitled to a scholarship also for the duration of the trip.

How large full-time job can a student have (e.g. in a teaching hospital, but also in another institution) in order to receive a doctoral scholarship?

A student of a doctoral study program in the full-time form of study can also be employed full-time; this fact is not an obstacle to the directive of a doctoral scholarship. For the award of a scholarship, it is decisive whether the student is a student enrolled in the full-time form of study in its standard time. If he/she is able to fulfil the obligations according to the ISP, the workload is no obstacle to his/her studies.

Can a student receive a scholarship even if he/she has been paid a one-time premium within GAUK?

Yes. The payment of a premium within GAUK is not an obstacle to the payment of a doctoral scholarship according to Article 13 of the Scholarship and Bursary Rules of Charles University.

The student needs a confirmation of the amount of the scholarship that was paid to him during his studies. Who will issue this confirmation?

This confirmation is issued at his/her request by the faculty at which the student is studying.

3. Graduate

Is it possible for a parent to pick up a diploma for a graduate?

The diploma can be collected by a graduate or a person authorized by a power of attorney.

The graduate got married during the studies and has a different surname. What will be stated on the diploma?

The diploma will state the name that the student had at the time of the last study obligation, according to Article 2, paragraph 7 of the Rector's Directive No. 55/2017. On the basis of a written request from the graduate, the maiden name can also be stated.

4. Supervisor

What should be done if the supervisor loses his/her job at the research workplace?

Employment contract is not crucial for the role of a supervisor. Within the framework of the joint accreditation of the doctoral study program and the research institute, the student's access to this workplace should be ensured. The situation can be further resolved by appointing a suitable advisor. If there is indeed a case where participation in the workplace is impossible, it is at the joint discretion of the student and the supervisor whether to revise the procedure of the scientific plan or to actually appoint a supervisor from the said workplace.

Can a supervisor resign to his/her function?

Yes, the supervisor can resign at any time, but the dean must appoint a new supervisor. The resignation of the original supervisor and the appointment of a new one should follow each other in time succession so that the doctoral student always has an appointed supervisor. In the event of danger of delay, the chairman of the Subject Area Board performs the function of the supervisor to the extent necessary, in accordance with Article 10, paragraph 6 of the CSE. The Dean can comply with a student's request for a "replacement" of the supervisor.