



University of Economics, Prague
Faculty of Management

Dean's Directive
No. 6/2017

**Dean's Directive on the further obligations of
Ph.D. candidates at the Faculty of Management
University of Economics, Prague**

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Valid from:	1. 9. 2021	Valid to:	Recall
Applicable from:	1. 9. 2021	Applicable to:	Recall

Content

1 Achievements - Recommended Schedule.....	4
2 1 Achievements - Latest Deadlines Schedule	5
3 Courses and Exams.....	6
4 Ph.D. state examination.....	6
5 Defense of the Ph.D. dissertation at the department (“minor” defense).....	6
6 Dissertation	7
7 Research stay of a minimum of one month at a reputable university abroad.....	7
8 Other Requirements	7
9 Penalties.....	8
Annex 1: Brief Description of Dissertation (part of the Individual Study Plan)	9

This directive specifies the further obligations for Ph.D. candidates beyond the scope of the Higher Education Law and Study and Examination Rules of the University of Economics, Prague at the Faculty of Management, University of Economics. These obligations reflect the suggested deadlines for the standard four-year period and specify the latest deadlines for the requirements.

1 Achievements - Recommended Schedule

Year	Activity
1st year	Completion of all the required subjects of the Ph.D. study programme (according to the Individual Study Plan) Literature review in the field of the Ph.D. candidate's research interest Attendance/participation at supervised lectures Regular attendance at doctoral seminars (seminar schedule TBA at the beginning of each semester; at least one presentation on research progress) Supervision and reviewing of the undergraduate theses, and reviewing of the masters' theses
2nd year	Active participation in the Scientific Conference for Ph.D. Students and Young Researchers (updated research proposal presentation) Submission of an Internal Grant Agency research project Regular attendance at doctoral seminars (seminar schedule TBA at the beginning of each semester) Attendance/participation at supervised lectures Active participation at a conference registered in the Web of Science and/or Scopus database Submission of a paper to a peer-reviewed journal (registered in the ERIH database or better) Passing the Ph.D. state examination Supervision and reviewing of the undergraduate theses, and reviewing of the masters' theses
3rd year	Active participation in the Scientific Conference for Ph.D. Students and Young Researchers (updated research proposal presentation) Regular attendance at doctoral seminars (seminar schedule TBA at the beginning of each semester; at least one presentation on research progress) Attendance/participation at supervised lectures A research stay of a minimum of one month at a reputable university abroad OR active participation in an international research project (with outputs published or presented abroad) OR another form of direct student international participation Submission of a paper to a peer-reviewed journal (registered in Web of Science and/or Scopus database) Supervision and reviewing of the undergraduate theses, and reviewing of the masters' theses
4th year	Regular attendance at doctoral seminars (seminar schedule TBA at the beginning of each semester) Supervision and reviewing of the undergraduate theses, and reviewing of the masters' theses Successful defense of the Ph.D. dissertation in the department ("minor" defense) Successful defense of the Ph.D. dissertation

2 1 Achievements - Latest Deadlines Schedule

Year	Activity
1 st year	<p>Completion of at least two of the required subjects of the Ph.D. study programme (according to the Individual Study Plan)</p> <p>Literature review in the field of the Ph.D. candidate's research interest</p> <p>Regular attendance at doctoral seminars (seminar schedule TBA at the beginning of each semester; at least one presentation on research progress)</p> <p>Supervision and reviewing of the undergraduate theses, and reviewing of the masters' theses</p>
2 nd year	<p>Active participation in the Scientific Conference for Ph.D. Students and Young Researchers (updated research proposal presentation)</p> <p>Completion of all the required subjects of the Ph.D. study programme (according to the Individual Study Plan)</p> <p>Regular attendance at doctoral seminars (seminar schedule TBA at the beginning of each semester)</p> <p>Attendance/participation at supervised lectures</p> <p>Submission to Internal Grant Agency research project</p> <p>Supervision and reviewing of the undergraduate theses, and reviewing of the masters' theses</p>
3 rd year	<p>Regular attendance at doctoral seminars (seminar schedule TBA at the beginning of each semester; at least one presentation on research progress)</p> <p>Attendance/participation at supervised lectures</p> <p>Active participation in the Scientific Conference for Ph.D. Students and Young Researchers (updated research proposal presentation)</p> <p>Active participation in a conference registered in the Web of Science and/or Scopus database</p> <p>Submission of a paper to a peer-reviewed journal (registered in the ERIH database or better)</p> <p>Passing the Ph.D. state examination</p> <p>Supervision and reviewing of the undergraduate theses, and reviewing of the masters' theses</p>
4 th year	<p>Regular attendance at doctoral seminars (seminar schedule TBA at the beginning of each semester)</p> <p>Submission of a paper to a peer-reviewed journal (registered in the Web of Science and/or Scopus database)</p> <p>A research stay of a minimum of one month at a reputable university abroad OR active participation in an international research project (with outputs published or presented abroad) OR another form of direct student international participation</p> <p>Successful defense of the Ph.D. dissertation at the department ("minor" defense)</p> <p>Supervision and reviewing of the undergraduate theses, and reviewing of the masters' theses</p>
5 th year	<p>Successful defense of the Ph.D. dissertation</p>

3 Courses and Exams

The Ph.D. candidate must complete at least two required subjects of the Ph.D. study programme (according to the Individual Study Plan) by the end of the second semester and all the required subjects of the Ph.D. study programme (according to the Individual Study Plan) by the end of the fourth semester. In addition, the Ph.D. candidate can enroll in up to three other classes at the Faculty of Management or at other faculties of the University of Economics, Prague.

4 Ph.D. state examination

The Ph.D. candidate must successfully pass the Ph.D. state examination no later than in his/her 6th semester. The Ph.D. state examination also includes a thesis proposal¹ consisting of a minimum of 30 pages submitted one month prior to the exam (the latest deadline).

The thesis proposal includes:

- A literature review introducing the research field and justifying the research assumptions/questions/hypotheses,
- Detailed research methodology in the context of research paradigms, research limitations,
- (At least) the preliminary results of the student's own research,

Prior to the Ph.D. state examination, the Ph.D. candidate must:

- Complete all the required subjects of the Ph.D. study programme (according to the Individual Study Plan)
- Present research progress on the doctoral seminar
- Actively participate at the Scientific Conference for Ph.D. Students and Young Researchers

5 Defense of the Ph.D. dissertation at the department ("minor" defense)

The Ph.D. candidate must successfully defend their Ph.D. dissertation at the department ("minor" defense) no later than in his/her 8th semester. Prior to the Defense of the Ph.D. dissertation at the department ("minor" defense), the Ph.D. candidate must:

- Complete all the required subjects of the Ph.D. study programme (according to the Individual Study Plan).
- Successfully pass the Ph.D. state examination.
- Submit an Internal Grant Agency research project.
- Publish at least one² paper in proceedings³ from a conference registered in the Web of Science and/or Scopus database.

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¹ The [Recommended template](#) is available; the 30 pages minimum requirement does not include cover pages and the list of references

² The Ph.D. candidate is the leading author; the topic is closely related to the Ph.D. candidate's main field

³ Can be fulfilled by a paper in a peer-reviewed journal (registered in the Web of Science and/or the Scopus database)

- Publish (or provide evidence that the paper has been accepted for publication) at least one paper² in a peer-reviewed journal registered in the Web of Science and/or Scopus database)
- Publish (or provide evidence the paper has been accepted for publication) at least one paper² in a peer-reviewed journal³ registered in the ERIH database (or better). At least one publication must be published outside the Czech and Slovak Republic.
- Spend at least one month at a reputable university abroad (research stay) OR actively participate in an international research project (with outputs published or presented abroad) OR present another form of direct student international participation.

6 Dissertation

According to the Higher Education Act, the dissertation must present the Ph.D. candidate's own scientific results; the results must have been previously published or accepted for publication.

The dissertation can take the form of a minimum of three articles addressing a comprehensive topic/issue, which have already been published or which have been accepted for publication in a peer-reviewed journal registered in the Web of Science and/or Scopus database. The Ph.D. candidate must provide a comprehensive introduction to the issue and provide an explanation of how the articles contribute to the field. The Ph.D. candidate must be leading author of at least three articles.

7 Research stay of a minimum of one month at a reputable university abroad

The Ph.D. candidate must spend at least one month at a reputable university abroad (research stay) OR actively participate in an international research project (with outputs published or presented abroad) OR present another form of direct student international participation.

The Faculty of Management is not obliged to organize, finance, or co-finance the research stay. It is the responsibility of the Ph.D. candidate to communicate with the accepting institution and to make all funding arrangements. The research stays are supported by the Vice-Dean for Science, the Research and Doctoral Studies Office, the Vice-Dean for development, the External Relations Office, and the International Office. A Ph.D. candidate who a) has not enrolled in a higher year of study under the conditional enrollment b) meets all the requirements formulated by the Study and Examination Rules of the University of Economics, Prague, and c) meets all the requirements formulated by this Directive will be fully funded.

8 Other Requirements

Moreover, the Ph.D candidate must

- a) assist and fully support his/her supervisor when formulating the Individual Study Plan (ISP). The ISP template is available [online](#). The ISP also includes a brief description of the dissertation (the recommended structure is available in Annex 1 to this document).
- b) be familiar with [Best practices on how to avoid predatory publishing](#).

- c) consult with his/her supervisor on a regular basis.
- d) participate in doctoral seminars on a regular basis (schedule of the seminars TBA at the beginning of each semester) and present his/her own results.
- e) participate in workshops and other seminars organized by the Faculty of Management (i.e. academic writing, publishing with top-tier journals)
- f) attend supervised lectures in the on-site mode (in the total amount of 3 ECTS credits over a minimum of four semesters). Attendance is based on the actual needs of the department that the candidate is assigned to. Ph.D. candidates in the distance/combined mode must also attend lectures. Attendance can include summer school teaching, organization of specific seminars, etc.
- g) notify the head of the department he/she is assigned to of his/her schedule (when he/she is present at the faculty, has lectures, etc.) in the on-site mode.
- h) supervise and review theses on the undergraduate level and reviews theses on the graduate/master's level in the on-site mode. Ph.D. candidates must consult the topics they plan to supervise with their supervisor and the head of the department they are assigned to. The reviewer of a thesis supervised by a Ph.D. candidate is always a faculty member with a Ph.D. A Ph.D. candidate in the distance/combined mode reviews theses on an undergraduate and a graduate level.
- i) participate in the defense of the theses he/she supervises; participate in the defense of theses that he/she reviewed where he/she concluded the thesis was at an unacceptable level.
- j) participate in other events organized by the Faculty of Management in the on-site mode (i.e. organization of summer schools, open-days, entrance exams, conferences).

9 Penalties

A Ph.D. candidate who does not meet the conditions for enrolling in a higher year of study may request the Dean for conditional enrollment if he or she does so immediately after he or she discovers that he or she does not qualify for a higher year of study. The request for conditional enrollment must be substantiated. Conditional enrollment can only be applied once during the studies. If the Ph.D. candidate severely fails to meet the requirements, the Doctoral Programme Council can suggest that the Dean of the faculty terminate his/her studies

Annex 1: Recommended structure of a Ph.D. thesis

The formal requirements (formatting of the text, citation style, etc.) are specified in [the dissertation template](#). The literature review must be sufficiently extensive and reflect the current state of knowledge in the field. It must be based on primary academic sources (academic articles, monographs, compilations) of high quality (recognized authors, prestigious publishers of academic literature, foreign sources).

The recommended structure reflects the field in which the student is working on the dissertation and usually has five essential parts: Introduction, Current state of knowledge, Methodology, Analytical part, Conclusions and results. Usually, the following subchapters are recognized:

Introduction

- Research background/context
- Research rationale
- Formulation of the research problem and hypotheses
- Methodology
- Thesis structure
- Limitations, scope, and key assumptions of the thesis

1 State of the art/Theoretical background

- 1.1 Basic disciplines, fields, and classifications
- 1.2 Specific disciplines, sub-disciplines, and classifications
- 1.3 Discussion and critical review of research questions and hypotheses
- 1.4 Summary

2 Methodology

- 2.1 Rationale for the research paradigm and methodology
- 2.2 Research procedures
- 2.3 Analytical procedures
- 2.4 Research ethics
- 2.5 Summary

3 Analytical section

- 3.1 Subjects of research, the argumentation of research procedures
- 3.2 Results concerning questions and hypotheses - discussion
- 3.3 Summary

Conclusions and results

- Conclusions in terms of research questions and hypotheses
- Conclusions concerning the research problem
- Implications for theory
- Implications for practice
- Research limitations
- Suggestions for further research

Annex 2: Brief Description of Dissertation (part of the Individual Study Plan)

The brief description of a dissertation must contain a minimum of 200 words and address the following topics>

Context: briefly define the field in which the Ph.D. candidate focuses his/her research. This may include emphasizing the significance of the topic or the motivation to address the research problem.

Objectives: to briefly formulate the research aim and objectives, may suggest preliminary research assumptions/questions/hypotheses

Methodology: briefly suggest the method for the thesis

Expected results: suggest the expected results and the contribution made by the thesis