



Dean's Measure

No. 3/2025

**Dean's Measure on Additional Obligations of
Doctoral Students at the Faculty of Management,
Prague University of Economics and Business**

Article. 1 Introductory Provisions

This Measure defines the faculty-specific requirements applicable to students of the Doctoral Study Programme at the Faculty of Management, Prague University of Economics and Business, pursuant to Article 19(5) of the Study and Examination Regulations of the Prague University of Economics and Business. The fundamental obligations of students enrolled in the Doctoral Study Programme at the Faculty of Management are laid down in the Study and Examination Regulations of the Prague University of Economics and Business, Annex No. 1 to the Study and Examination Regulations of the Prague University of Economics and Business, and the Scholarship Regulations of the Prague University of Economics and Business.¹.

Article 2 Specific study obligations of full-time students

Semester	Activities
1st semester	<p>complete the initial training of doctoral students, pass at least one examination in the subjects specified in the individual study plan, prepare a literature review for the dissertation (systematic literature review), regularly attend the doctoral seminar (at least one active presentation presenting the dissertation proposal or progress on the topic), post bachelor's thesis topics and act as a thesis opponent/reviewer for bachelor's/master's theses as instructed by the supervisor/Head of Department.</p>
2nd semester	<p>successfully complete the course for young teachers or its equivalent alternative; this does not apply if the Dean decides otherwise, have successfully passed at least 4 examinations in the subjects specified in the individual study plan, successfully complete the colloquium consisting of the defence of the dissertation project (active participation at the Scientific Conference of Doctoral Students and Early-Career Researchers of the FM VŠE); teach under the supervisor's guidance (as instructed by the supervisor/Head of Department); supervise bachelor's theses and act as a thesis opponent/reviewer for bachelor's/master's theses as instructed by the supervisor/Head of Department.</p>
3rd semester	<p>complete all compulsory and compulsory elective courses according to the individual study plan (except a foreign research internship and colloquium 2 & 3), submit a paper to a recognized international scientific conference (see the list of recommended conferences for doctoral students), submit an article for peer review in a journal that has an SJR of at least Q3 or AIS of Q3 at the time of submission, in a field related to the dissertation, as a principal investigator or significant team member, submit a project for an internal grant competition (hereinafter referred to as "IGS") or an external research project, and/or participate in an IGS or external research project,</p>

¹ available at: <https://www.vse.cz/predpisy/>

	<p>teach under the supervisor's guidance (as instructed by the supervisor/Head of Department);</p> <p>post thesis topics for bachelor's students, supervise bachelor's theses, and act as a thesis opponent/reviewer for bachelor's/master's theses as instructed by the supervisor/Head of Department,</p> <p>regularly attend the doctoral seminar (at least one active presentation presenting progress on the topic).</p>
4th semester	<p>successfully complete the faculty colloquium consisting of the defence of a detailed dissertation research design (active participation at the Scientific Conference of Doctoral Students and Early-Career Researchers of the FM VŠE),</p> <p>present results of one's research at a recognized international scientific conference (see the list of recommended conferences for doctoral students),</p> <p>have an article accepted for peer review in a journal that had an SJR of at least Q3 or AIS of Q3 at the time of submission, in a field related to the dissertation,</p> <p>complete a foreign research internship related to the dissertation research for a cumulative period of at least 14 days,</p> <p>teach under the supervisor's guidance (as instructed by the supervisor/Head of Department),</p> <p>supervise bachelor's theses and act as a thesis opponent/reviewer for bachelor's/master's theses as instructed by the supervisor/Head of Department,</p> <p>regularly attend the doctoral seminar (at least one active presentation presenting progress on the topic).</p>
5th semester	<p>have a revised & resubmitted article in a journal that had an SJR of at least Q3 or AIS of Q3 at the time of submission, in a field related to the dissertation,</p> <p>teach under the supervisor's guidance (as instructed by the supervisor/Head of Department);</p> <p>post thesis topics for bachelor's students, supervise bachelor's theses, and act as a thesis opponent/reviewer for bachelor's/master's theses as instructed by the supervisor/Head of Department,</p> <p>regularly attend the doctoral seminar (at least one active presentation presenting progress on the topic).</p>
6th semester	<p>successfully complete the faculty colloquium consisting of the defence of preliminary dissertation results (active participation at the Scientific Conference of Doctoral Students and Early-Career Researchers of the FM VŠE),</p> <p>submit another article for peer review, in a journal that has an SJR of at least Q2 or an AIS of Q3 at the time of submission, in a field related to the dissertation,</p> <p>complete a foreign research internship related to the dissertation research for a cumulative period of at least 1 month; all internships completed during the course of the doctoral study are included in this period,</p> <p>participate as a researcher or a significant team member in an IGS project and/or an external research project,</p> <p>teach under the supervisor's guidance (as instructed by the supervisor/Head of Department),</p> <p>supervise bachelor's theses and act as a thesis opponent/reviewer for bachelor's/master's theses as instructed by the supervisor/Head of Department,</p> <p>regularly attend the doctoral seminar (at least one active presentation presenting progress on the topic).</p>

7th semester	<p>to complete a minor defence, have an article accepted for publication in a journal that has or had at least a Q3 or AIS in Q3 at the time of submission of the SJR, in a field related to the dissertation, have another article in the revision & resubmission stage, in a journal that had at least a Q2 or AIS in Q3 at the time of submission of the SJR, in a field related to the dissertation, teach under the supervisor's guidance (as instructed by the supervisor/Head of Department), supervise bachelor's theses and act as a thesis opponent/reviewer for bachelor's/master's theses as instructed by the supervisor/Head of Department, regularly attend the doctoral seminar (at least one active presentation presenting progress on the topic).</p>
8th semester	<p>have at least one article accepted for publication in a journal that has or had at the time of submission of the SJR at least Q2 or AIS at Q3, in a field related to the dissertation, teach under the supervisor's guidance (as instructed by the supervisor/Head of Department), supervise bachelor's theses and act as a thesis opponent/reviewer for bachelor's/master's theses as instructed by the supervisor/Head of Department, regularly attend the doctoral seminar, successfully defended the dissertation.</p>

Article 3
Specific study obligations in the combined form of study

Semester	Activities
1st semester	<p>complete the initial training of doctoral students, pass at least one examination in the subjects specified in the individual study plan, prepare a literature review for the dissertation (systematic literature review); regularly attend the doctoral seminar (at least one active presentation presenting the dissertation proposal or progress on the topic), post bachelor's thesis topics and act as a thesis opponent/reviewer for bachelor's/master's theses as instructed by the supervisor/Head of Department.</p>
2nd semester	<p>have successfully passed at least 2 examinations in the subjects specified in the individual study plan, regularly attend the doctoral seminar (at least one active presentation presenting the dissertation proposal or progress on the topic); successfully complete the colloquium consisting of the defence of the dissertation project (active participation at the Scientific Conference of Doctoral Students and Early-Career Researchers of the FM VŠE), supervise bachelor's theses and act as a thesis opponent/reviewer for bachelor's/master's theses as instructed by the supervisor/Head of Department.</p>

<p>3rd semester</p>	<p>have successfully passed at least 4 examinations from the subjects specified in the individual study plan, regularly attend the doctoral seminar (at least one active presentation presenting progress on the topic), post thesis topics for bachelor's students, supervise bachelor's theses, and act as a thesis opponent/reviewer for bachelor's/master's theses as instructed by the supervisor/Head of Department.</p>
<p>4th semester</p>	<p>complete all compulsory and compulsory elective courses according to the individual study plan (except a foreign research internship and colloquium 3), successfully complete the faculty colloquium consisting of the defence of a detailed dissertation research design (active participation at the Scientific Conference of Doctoral Students and Early-Career Researchers of the FM VŠE), submit a paper to a recognized international scientific conference (see the list of recommended conferences for doctoral students), regularly attend the doctoral seminar (at least one active presentation presenting progress on the topic), supervise bachelor's theses and act as a thesis opponent/reviewer for bachelor's/master's theses as instructed by the supervisor/Head of Department.</p>
<p>5th semester</p>	<p>present the results of his or her creative activity at an international scientific conference, submit an article for peer review in a journal that had at least a Q2 or Q3 AIS in the field related to the dissertation at the time of submitting the SJR, complete a foreign research internship related to the dissertation research for a cumulative period of at least 14 days; the internship may be replaced by participation in an international creative project or other form of direct participation of the student in international cooperation, post thesis topics for bachelor's students, supervise bachelor's theses, and act as a thesis opponent/reviewer for bachelor's/master's theses as instructed by the supervisor/Head of Department, regularly attend the doctoral seminar (at least one active presentation presenting progress on the topic).</p>
<p>6th semester</p>	<p>successfully complete the faculty colloquium consisting of the defence of preliminary dissertation results (active participation at the Scientific Conference of Doctoral Students and Early-Career Researchers of the FM VŠE), have an article accepted for peer review in a journal that had an SJR of at least Q2 or an AIS of Q3 at the time of submission, in a field related to the dissertation, supervise bachelor's theses and act as a thesis opponent/reviewer for bachelor's/master's theses as instructed by the supervisor/Head of Department, regularly attend the doctoral seminar (at least one active presentation presenting progress on the topic).</p>
<p>7th semester</p>	<p>successfully complete a minor defence, have a journal article under review & resubmit that had an SJR of at least Q3 or AIS of Q3 at the time of submission, in a field related to the dissertation, have completed a research internship abroad related to the dissertation research of a cumulative duration of at least 1 month; all internships completed during the course of the PhD are counted towards this duration. The internship may be replaced by participation in an international creative project with results published or presented abroad or by another form of direct participation of the student in international cooperation,</p>

	<p>supervise bachelor's theses and act as a thesis opponent/reviewer for bachelor's/master's theses as instructed by the supervisor/Head of Department, regularly attend the doctoral seminar (at least one active presentation presenting progress on the topic).</p>
8th semester	<p>have an article accepted for publication in a journal that has or had at the time of submission of the SJR at least Q2 or AIS at Q3, in a field related to the dissertation, supervise bachelor's theses and act as a thesis opponent/reviewer for bachelor's/master's theses as instructed by the supervisor/Head of Department, regularly attend the doctoral seminar, successfully defend his or her dissertation.</p>

Article 4

3 Evaluation of Doctoral Studies

1. The evaluation of doctoral studies shall consist of an assessment of the fulfilment of each student's individual study plan by the program board after each semester of study, or at an extraordinary evaluation of doctoral studies carried out at any time during the course of studies at the proposal of the supervisor or on the program board's own initiative, or at the time set for the previous evaluation of doctoral studies, if such a time limit is set.
2. The student is obliged to submit to the supervisor, after the end of the winter semester by 15 February of the relevant year and after the end of the summer semester by 15 September of the relevant year, an overview of all activities and results that demonstrate the fulfilment of the individual study plan and enable its fulfilment to be monitored; this does not apply if the activities and results are duly recorded in the information systems of the VSE. If the student fails to submit the overview referred to in the previous sentence, it shall be assumed that no further activities have been carried out and no further results achieved. In the case of an extraordinary evaluation of doctoral studies, the student is obliged to submit the documents referred to in the first sentence within the time limit set by the programme guarantor, but not less than 5 days.
3. The result of the evaluation shall be written by the supervisor in the Report on the course of study, where he or she shall evaluate the fulfilment of the individual study plan and formulate recommendations for the further course of study. The supervisor submits the progress report to the departmental board via InSIS.
4. Article 7a of the Scholarship Regulations of the VSE regulates the procedure of the program board concerning the reduction or withdrawal of the eligible part of the doctoral scholarship in the event that the evaluation of the studies of full-time doctoral students reveals serious non-fulfilment of the study obligations resulting from the individual study plan.
5. If a student
 - a. repeatedly fails to fulfil a study requirement set out in an individual study plan even after having been reprimanded for failing to do so in an earlier assessment of his or her doctoral studies, or
 - b. repeatedly fails to fulfil several significant obligations set out in the individual study plan which are essential milestones for the further development of the doctoral programme, in particular if he or she fails to fulfil an obligation relating to publication and project work or an obligation consisting in the successful completion of a course, colloquium, minor defence or internship; or

- c. fails to communicate with the supervisor or communicates in a way that shows a lack of interest in cooperating with the supervisor towards the successful completion of the doctoral studies,

this shall be considered as a failure to fulfil the requirements of the study program according to the Study and Examination Rules, which shall be grounds for termination of studies in accordance with Section 56(1)(b) of the Act.

6. If, in the course of evaluating the doctoral programme, the program board finds that the requirements arising from the study program have not been met in accordance with the study and examination regulations referred to in paragraph 5, it shall inform the Dean. The Dean shall decide on the termination of the study without undue delay, proceeding in accordance with the provisions of Section 68 et seq. of the Act.

Article 5 Dissertation Thesis

1. The dissertation must include the published or accepted for publication original results of the creative activity of the student submitting the dissertation. The dissertation shall demonstrate the student's ability to carry out independent creative work in the field of the programme of study.
2. The dissertation shall be either in monographic form of at least 120 standard pages or in the form of a collection of scientific articles with a unifying commentary, at least one of which must have been published or accepted for publication in a journal registered in the Web of Science database at least in Q3 according to AIS or in the Scopus database at least in Q2 according to SJR, in the field of study or a related field. The student must be first or corresponding author on at least three articles. The usual number of co-authors of these articles is a maximum of 4, a higher number must be duly justified. In the case of co-authored articles, the contribution of the PhD student to the creation of such articles must be duly described. The unifying commentary must be at least 20 standard pages.
3. Further specification of the requirements for the dissertation and other requirements may be regulated by a measure of the Dean under Article 19(5).

Article 6 Foreign Research Internship

The Faculty of Management of the Prague University of Economics and Business has no obligation to arrange, organise or (co-)finance research visits abroad by doctoral students. In arranging and organising a visit, the doctoral student is expected to take an active role and to cooperate in particular with the supervisor. Support may also be sought from units under the Vice-Dean for Research and Doctoral Studies, the Vice-Dean for Development and External Relations, or from the VŠE International Office. Full reimbursement of the costs of a visit can be granted only to a student who timely fulfils the obligations arising from the Study and Examination Code for doctoral study programmes implemented at the Prague University of Economics and Business and from this standard.

“Abroad” within the meaning of this Directive shall mean countries other than the Czech Republic and Slovakia, and also the country of the candidate's citizenship.

Article 7

Other Obligations

1. The individual study plan is drawn up by the supervisor in cooperation with the student at the beginning of the study; after approval by the program board, it is approved by the Dean. The approval is recorded in InSIS by the chair of the program board and the Dean. If the program board or the dean does not approve the individual study plan, the supervisor, in cooperation with the student, modifies it according to the given recommendations and then submits it for re-approval. An integral part of the ISP is the Dissertation Aims and Objectives. The principles for its preparation are summarised in Annex 1.
2. The student is obliged to follow an individual study plan under the guidance of the supervisor.
3. A full-time student of a doctoral study program is obliged to
 - a. regularly and systematically work on the preparation and subsequent implementation of dissertation research and related publication activities,
 - b. regularly consult with a supervisor, for a minimum of 40 hours per year,
 - c. participate in events organised by or for the Department, in particular meetings, colloquia and defences,
 - d. cooperate in research and development projects of the supervisor or the department related to the dissertation,
 - e. from the second semester of study onwards, teach at least 90 minutes per week; this does not apply to a student who is individually exempted from this obligation by the Dean or to a student belonging to a group of doctoral students which is exempted from this obligation by the Dean as a whole; and
 - f. carry out scientific research and other activities related to the fulfilment of the individual study plan in a quantity and quality corresponding to 28 hours of working time per week.
4. A student in the combined form of a doctoral study program shall be obliged throughout his or her studies to
 - a. work regularly and systematically on the preparation and subsequent implementation of dissertation research and related publication activities,
 - b. regularly consult with a supervisor for a minimum of 40 hours per year,
 - c. participate in events organised by or for the Department, in particular meetings, colloquia and defences.
 - d. from the 2nd semester at the latest, participate in teaching under the supervisor's guidance (as instructed by the supervisor/Head of Department), in particular within the part-time mode of study, extraordinary teaching, summer schools and Erasmus, and specific events organised by the school or the faculty (e.g., Innovation Week, Researchers' Night). The student participates in teaching in at least three semesters of their studies. This does not apply to a student whom the Dean individually exempts from this obligation or to a group of students whom the Dean exempts as a group.

Article 8

Reduction or Withdrawal of the Eligible Part of the Doctoral Scholarship

1. Article 7a of the Scholarship Regulations of the VSE regulates the procedure of the program board concerning the reduction or withdrawal of the eligible part of the doctoral scholarship in the event that the evaluation of the studies of full-time doctoral students reveals serious non-fulfilment of the study obligations resulting from the individual study plan.
2. If a student
 - a. repeatedly fails to fulfil a study requirement set out in an individual study plan even after having been reprimanded for failing to do so in an earlier assessment of his or her doctoral studies, or
 - b. repeatedly fails to fulfil several significant obligations set out in the individual study plan which are essential milestones for the further development of the doctoral programme, in particular if he or she fails to fulfil an obligation relating to publication and project work or an obligation consisting in the successful completion of a course, colloquium, minor defence or internship; or
 - c. fails to communicate with the supervisor or communicates in a way that shows a lack of interest in cooperating with the supervisor towards the successful completion of the doctoral studies,

this shall be considered as a failure to fulfil the requirements of the study program according to the Study and Examination Rules, which shall be grounds for termination of studies in accordance with Section 56(1)(b) of the Act.

3. If, in the course of evaluating the doctoral programme, the program board finds that the requirements arising from the study program have not been met in accordance with the study and examination regulations referred to in paragraph 2, it shall inform the Dean. The Dean shall decide on the termination of the study without undue delay, proceeding in accordance with the provisions of Section 68 et seq. of the Act.

Article 9

Final Provisions

- (1) his Dean's Measure repeals Dean's Measure No. 6/2017 of the Faculty of Management dated 1 August 2017, on Additional Obligations of Students of the Doctoral Study Programme at the Faculty of Management of the Prague University of Economics and Business, as amended.
- (2) This Measure shall enter into force on the date of its issuance.

doc. Ing. Bc. Mojmír Sabolovič, Ph.D., v. r.

Dean of the Faculty

Annex 1: Dissertation Aims and Objectives (part of the Individual Study Plan)

The Description of the Dissertation is typically 200–400 words and contains the following parts:

Context: briefly delineates the area in which the doctoral student will conduct the work. A brief emphasis on the societal relevance of the topic may also be included, as well as a motivation to address the topic (not personal or subjective).

Objectives: states the focus of the work, the general objectives of the work, and possibly (if known at the time of preparing the ISP) the research question, proposition, or hypothesis.

Methodology: briefly indicates the methodology of the work (at least within the main research paradigms and their customary methods).

Expected results/contributions: indicate the expected results or contributions of the work.