

## **RULES OF DOCTORAL PROGRAMMES OF STUDY OF THE 3<sup>RD</sup> FACULTY OF MEDICINE**

*Under sections 27 (1) (b) and 33 (2) (g) of the Act No. 111/1998 Coll., on Higher Education and Changes in and Amendments to other Acts (Higher Education Act), the Academic Senate of the 3<sup>rd</sup> Faculty of Medicine has adopted the following Rules of Doctoral Programmes of Study of the 3<sup>rd</sup> Faculty of Medicine, as an internal regulation of the Faculty.*

### **Article 1 Introductory provisions**

The rules of study at the University including the rights and obligations of students and the rules of procedure in the first instance and of review procedure in decision-making on the rights and obligations of students shall be provided by the Higher Education Act, the Constitution of Charles University in Prague (hereinafter "Constitution of the University"), the Constitution of the 3<sup>rd</sup> Faculty of Medicine (hereinafter "Constitution of the Faculty") and the Study and Examination Rules of Charles University in Prague (hereinafter "Study and Examination Rules of the University"). Further details relating to study at the Faculty shall be regulated by the Study and Examination Rules of the 3<sup>rd</sup> Faculty of Medicine (hereinafter "Study and Examination Rules of the Faculty") and the Rules of Doctoral Programmes of Study of the 3<sup>rd</sup> Faculty of Medicine (hereinafter "Rules of Doctoral Programmes").

### **Article 2 Forms of Study**

1. The Faculty may implement doctoral programmes of study in collaboration with other higher education institutions and scientific establishments on the basis of agreements. The agreements must not violate the Higher Education Act, internal regulations of the University and of the Faculty.
2. Doctoral programmes of study at the Faculty shall take the form of:
  - a) full-time studies;
  - b) combined studies.
3. If a student submits a written application for a transfer from one form of study to the other form of study within the same Doctoral programme of study, the Dean shall approve the application; this provision shall not prejudice the provision of Article 9 (3) of the Study and Examination Rules of the Faculty. The justified application shall contain an opinion from the supervisor, from the Head of the Ph.D. training unit and from the Chairman of the Subject Area Council. The application may not be submitted earlier than three months before and later than two months before the end of the academic year.

### **Article 3 Admission for Study**

1. Admission procedure shall be provided by the Rules of Admission Procedure of the 3<sup>rd</sup> Faculty of Medicine which shall constitute an appendix to the Constitution.
2. Proposals for the focus of subject matters of research in individual doctoral programmes of study, information about supervisors and Ph.D. training units, proposals for the conditions of admission, for the contents of entrance examinations and for the

composition of admission boards shall be submitted by the Chairmen of Subject Area Councils to the Dean by the end of October at the latest. The Dean shall submit the mentioned documents for discussion to the Scientific Council and for approval to the Academic Senate of the Faculty.

3. The provision of Article 5 (1) of the Study and Examination Rules of the Faculty shall apply accordingly to registration for study.

#### **Article 4** **Subject Area Councils**

1. Studies in doctoral programmes of study shall be monitored and assessed by Subject Area Councils established under s. 47 (6) of the Higher Education Act and under Article 23 (5) of the Constitution of the University.
2. Candidates for membership in a Subject Area Council shall be nominated by the Dean from outstanding pedagogical and scientific staff of the Faculty and other higher education institutions and scientific establishments. If there was an agreement made for the implementation of doctoral programmes of study within a work place outside the Faculty, the relevant work place shall be represented among the nominated candidates for membership in the Subject Area Council.
3. The Chairman of the Subject Area Council shall be elected by its members from among them. Chairmen of Subject Area Councils, presided over by a Vice-Dean authorized by the Dean, may create a board of advisors of the Dean and of the Scientific Council of the Faculty for doctoral studies.
4. Subject Area Councils shall:
  - a) specify the contents of doctoral programmes of study and participate in their organization;
  - b) discuss proposals for subjects of studies in doctoral programmes of study according to offers, requirements and possibilities of establishments (institutes, departments and clinics), and submit them to the Dean who shall promulgate them when the Scientific Council have expressed their opinion;
  - c) propose the composition of admission boards for doctoral studies;
  - d) nominate supervisors or consultants and submit these proposals to the Dean; the Dean shall appoint and discharge supervisors and consultants upon hearing the opinion of the Scientific Council;
  - e) initiate, discuss and co-ordinate programmes of courses of lectures, seminars and other forms of study and scientific work of the students of doctoral programmes of study;
  - f) in accordance with doctoral programmes of study specify the extent of knowledge required at state doctoral examination which shall be promulgated by the Dean upon hearing the opinion of the Scientific Council;
  - g) discuss and approve individual study plans of the students of doctoral programmes of study, or changes in them;

- h) discuss and approve annual assessments of the fulfilment of individual study plans of the students of doctoral programmes of study;
- i) comment on the topics of dissertation theses and changes in them;
- j) propose the Chairman and members of the Board of Examiners for the State Doctoral Examination to the Dean and propose the date and the venue of the State Doctoral Examination;
- k) propose the Chairman and members of the Committee for Defences of Dissertation Theses to the Dean, propose opponents and the date and the venue of the defence;
- l) carry out other activities with the aim to maintain high standard of doctoral programmes of study; at least once in every year they shall assess doctoral studies and present their assessment to the Scientific Council.

### **Article 5 Supervisors**

1. Study is carried out according to an individual study plan under the direction of a supervisor and usually with the participation of a consultant. Supervisors and consultants for individual students shall be appointed and discharged by the Dean upon a proposal by the Subject Area Council and upon hearing the opinion of the Scientific Council.
2. Professors, Docents or employees of the Faculty with a scientific degree may be appointed supervisors on condition that their publication activity has been at least on the level required from doctoral students under Article 9 (7) within the recent three years. The appointment shall be conditioned by a written approval of the supervisor.
3. The supervisor shall be responsible for the course of doctoral studies of the student assigned to him and s/he shall perform the following activities:
  - a) create with the student her/his individual study plan;
  - b) direct specialist preparation of the student;
  - c) propose upon agreement with the student the topic of research which shall be the subject of dissertation thesis and direct the student's work on the topic;
  - d) carry out the control of study obligations and their fulfilment by the student;
  - e) prepare an annual assessment report on the course of the Doctoral programme of study of the student for the Subject Area Council .
4. Professors, Docents and noted specialists from related fields of research may participate in instruction in doctoral study programmes; laboratory work and practice may also be directed by senior lecturers.

### **Article 6 Study Plan**

1. The contents of doctoral studies shall be determined for every student in an individual study plan. The study plan shall be designed by the supervisor upon agreement with the

student and upon discussing it with the Head of the training unit. The supervisor shall submit the study plan for approval to the Subject Area Council and within one month from the beginning of the study s/he shall present it to the Dean through the Study Department. Generally binding criteria for doctoral programmes of study, set by the Dean after hearing the opinion of the Scientific Council of the Faculty, must be observed in the creation of the study plan. The approved study plan shall be binding on all persons and organizations involved in the Doctoral programme of study. Any change in it must be treated in the same way as the approval procedure.

2. An individual study plan in a Doctoral programme of study shall consist of:
  - a) the list of subjects in which the student shall sit examinations, usually in the course of the first and the second year of study, and there must be at least three study duties in every year; the instruction of the mentioned subject shall be performed in the form of courses, lectures, seminars and individual consultations;
  - b) the time schedule of instruction, examinations, specialist and scientific activities;
  - c) the topic of dissertation thesis stating its aim and main methodological procedures including the draft of the course of solving the assigned task at the training unit;
  - d) the extent of knowledge required for the State Doctoral Examination;
  - e) a plan of study stays in the Czech Republic or abroad.
3. All Doctoral students shall be obliged to make a presentation at the Student Scientific Conference at the Faculty every year.
4. Students may participate in pedagogical activities which shall be directed and controlled by lecturers nominated by the Dean. The maximum teaching load of a student shall be four hours of instruction per week.
5. The individual programme of a student shall consist of two parts which can overlap in time:
  - a) a study part concluded by a State Doctoral Examination;
  - b) a part focused on a dissertation thesis concluded by its defence.
6. The study shall be divided into:
  - a) a general part focused on the broadening of general grounds in the given Doctoral programme of study, on the study of specialized disciplines connected with the given programme of study, or the study of English language;
  - b) a specialized part focused on solving a specific scientific task in the dissertation thesis.

#### **Article 7**

#### **Assessment of the Fulfilment of Study Plans**

1. Doctoral students shall be classified into groups under Article 8 (3) of the Study and Examination Rules of the University. This classification shall be performed by the Subject Area Council on the basis of the assessment of the student presented by her/his

supervisor. The Subject Area Council shall also take into account the value of the Doctoral student's presentation at the Student Scientific Conference at the Faculty.

2. An assessment by the supervisor shall consist of the following parts:
  - a) assessment of the general part of study under Article 6 (5) (a);
  - b) assessment of the work on dissertation thesis under Article 6 (5) (b);
  - c) assessment of other activities – publication, instruction, presentations at conferences, etc.
3. According to the result of the assessment the supervisor may suggest changes in the individual study plan. Changes shall be approved in the same manner as a study plan.

### **Article 8 State Doctoral Examination**

1. The State Doctoral Examination shall prove that the student has deep specialized and theoretical knowledge in the chosen field of Doctoral study including the knowledge of elementary methods of scientific work, capability to acquire new scientific information, to assess it and to use it creatively.
2. The State Doctoral Examination shall be taken before a Board of Examiners for the State Doctoral Examination. The Chairman, Vice-Chairman and members of the Board of Examiners for the State Doctoral Examination shall be appointed from among Professors, Docents or important specialists in the given field upon nomination by the Subject Area Council and upon approval by the Scientific Council of the Faculty. The Board shall have at least seven members. Other members of the Board shall be appointed by the Ministry. The supervisor shall usually be a member of the Board. At least two members of the Board shall not be members of the Academic Community of the Faculty.
3. Requirements for knowledge at the State Doctoral Examination shall be based, in accordance with the programme of study, on the individual study plan of the Doctoral student. The Subject Area Council may limit the extent of the debate by setting areas of examination which constitute the focus of the study plan. These areas of examination shall not be set later than four weeks before the date of the State Doctoral Examination.
4. The State Doctoral Examination and the announcement of its results shall be public. The State Doctoral Examination shall precede the defence of a dissertation thesis. A precondition for sitting the State Doctoral Examination shall be the fulfilment of duties prescribed in the study part of the individual plan of the student.
5. The application for a permission to take the State Doctoral Examination shall be presented by the student to the Chairman of the Subject Area Council. The date of the State Doctoral Examination shall be determined by the Dean in her/his regulation on the basis of a motion of the Chairman of the Subject Area Council. The date and the venue of the State Doctoral Examination shall be published on the official notice board of the Faculty not later than one month before its date.
6. The Board of Examiners for the State Doctoral Examination shall have a quorum if a simple majority of all members is present.

7. The Board of Examiners shall assess the course of the State Doctoral Examination and decide the result by a secret ballot at a closed session.
8. In order to achieve the classification "prospěl/a" (passed), the majority of the present members of the Board must vote for it. In the case of equality of votes, the ballot shall be repeated.
9. A record of the course of the State Doctoral Examination shall be taken and it shall be signed by the Chairman or by an authorized member of the Board acting on her/his behalf and by all the present members of the Board. The record of the examination shall be presented to the Study Department of the Faculty by the Chairman of the Board.
10. The State Doctoral Examination may be repeated only once. The Board shall determine conditions under which the examination may be repeated and the Dean shall determine the date.
11. The State Doctoral Examination may not be taken if the student is subject to disciplinary proceedings in which the Disciplinary Commission proposed the sanction of dismissal from study, the Dean neither mitigated the sanction by her/his ruling nor returned the issue back to the Commission and the Rector did not cancel the Dean's ruling.

#### **Article 9 Dissertation Thesis**

1. The student shall focus on the solution of a specific research task which conforms to the research goal of the unit. The specialization shall be approved by the Subject Area Council and by the Head of the Ph.D. training unit who shall be responsible for the quality of the chosen task. The student shall elaborate the results achieved in the course of solving the given task in the form of a dissertation thesis which s/he shall submit to her/his supervisor who shall present it together with her/his assessment to the Subject Area Council of the given discipline.
2. The extent and the form of a dissertation thesis shall be determined by the Subject Area Council which shall take into consideration the requirements of individual scientific disciplines. The dissertation thesis shall not only prove the qualification for independent and creative scientific work but it must also bring new scientific knowledge.
3. An annotated set of published scientific papers on a single topic may also be submitted as a dissertation thesis if such a set attests the qualification for creative scientific work.
4. If a student submits the results of a collective scientific work for defence as a co-author, the parts composed by the student shall be marked in the dissertation thesis. At the same time the student shall attach a statement of her/his co-authors in which they shall confirm that the student was the author of the marked parts and assess her/his contribution to the overall work.
5. The dissertation thesis shall be printed or in another way reproduced and bound in at least four identical copies.
6. Conditions for the submission of a dissertation thesis shall be:
  - a) previous publication of the dissertation thesis, or the publication of substantial parts of it, or a confirmation that a copy was accepted for publication;

- b) passing the State Doctoral Examination.
7. Before the defence, the student must publish at least three original scientific (specialist) works, at least two of which in specialist journals.
  8. The dissertation thesis shall be presented in the Czech, Slovak or English languages.
  9. The dissertation thesis shall be divided in the following parts:
    - a) an abstract of the current state of the issue which is the topic of the dissertation thesis and an overview of specialist literature;
    - b) the aim of the dissertation thesis;
    - c) the material, the studied set, chosen methods of elaboration;
    - d) the results of the dissertation thesis presenting new information;
    - e) a discussion;
    - f) conclusions including the importance of the work for further development of the discipline;
    - g) bibliography and other sources which the Doctoral student used or to which s/he responded.

#### **Article 10**

##### **Commencement of the Defence of the Dissertation Thesis**

1. The student shall file an application for the permission to defend her/his dissertation thesis through her/his supervisor and the Chairman of the Subject Area Council with the Study Department which shall pass it to the Chairman of the relevant Committee for Defences of Dissertation Theses.
2. The application for the permission to defend the dissertation thesis shall be submitted together with the following documents:
  - a) CV;
  - b) a confirmation of passed examinations (a report of study);
  - c) an overview of publication activities proved by copies of the original works (abstracts must be clearly distinguished in the overview);
  - d) a list of specialist lectures;
  - e) the dissertation thesis in four identical copies;
  - f) the assessment of the supervisor;
  - g) the opinion of the Head of the training unit.
3. If a student submits a dissertation thesis for a defence repeatedly, it is necessary to state the title of the original dissertation thesis, to present the negative decision of the Subject

Area Council concerning the original dissertation thesis and to point out the differences between both dissertations.

**Article 11**  
**Committee for Defences of Dissertation Theses**

1. The Chairman, the Vice-Chairman and members of the Committee for Defences of Dissertation Theses shall be appointed by the Dean from among Professors, Docents or outstanding specialists in the given discipline upon nomination by the Subject Area Council and after hearing the opinion of the Scientific Council of the Faculty. The Board shall consist of at least seven members. Other members of the Board shall be appointed by the Ministry. At least two members of the Board must not be members of the Academic Community of the Faculty.
2. Co-authors of the dissertation thesis may serve as members of the Board with only an advisory vote.
3. The Committee for Defences shall be permanent and it shall be created for the term of office of five years.
4. In reasoned cases, mainly if the character of the dissertation thesis so requires, a board for only one defence can be created according to the same principles (an "ad hoc board").

**Article 12**  
**External Examiners (Opponents) and Reports on a Dissertation Thesis**

1. The Chairman of the Committee for Defences of Dissertation Theses shall suggest to the Dean upon discussion with the members of the Board two external examiners (opponents) who shall be experts in the given discipline of science. Opponents must have a scientific degree (CSc., Ph.D. or an equivalent thereof). Opponents shall be appointed by the Dean of the Faculty.
2. Supervisors of the student or persons who participated in the elaboration of the dissertation thesis as co-authors cannot be appointed as opponents. Opponents may not be members of the Academic Community of the Faculty. An opponent shall assess the dissertation thesis and prepare a written report which s/he shall present to the relevant Chairman of the Committee for Defences of Dissertation Theses not later than within one month, or s/he shall inform the Chairman of the Committee for Defences within fourteen days from the delivery of the notice of her/his appointment that s/he cannot prepare the report. If the report is not presented in the given period of time, neither upon an admonition and the passage of another reasonable period of time, or if the opponent announces that s/he cannot prepare the report, the Committee for Defences of Dissertation Theses shall appoint a new opponent.
3. The report shall contain an analysis of strong points and weaknesses of the dissertation thesis and it shall not repeat the contents of the dissertation thesis. In her/his report the opponent shall comment on:
  - a) chosen topic;
  - b) chosen methods of elaboration;
  - c) results of the dissertation thesis stating what new knowledge it has brought;



- d) fact whether the dissertation thesis accomplished the pursued goal.
- 4. Every opponent shall be obliged to prepare an independent report with an explicit conclusion whether the opponent recommends the thesis for the defence or not. It shall not be acceptable that any opponent substitutes her/his independent report by a statement that s/he associates himself with the report of another opponent.
- 5. If the opponent's report does not meet the requirements under paragraph 3, the Committee for Defences of Dissertation Theses shall return it to the opponent for amendments or rewriting, stating the deadline for its submission. The deadline shall not be later than one month from the delivery of the returned report.

### **Article 13 Preparation of the Defence**

- 1. The defence shall take place not later than six months from the date of filing the application for permission of the defence substantiated by all the documents, if all the requirements and conditions prescribed for the defence were fulfilled.
- 2. If the Chairman of the Committee for Defences of the Dissertation Theses finds that the application for the permission of the defence does not fulfil the prescribed requirements, s/he shall call the student to remove the defects in a given period of time.
- 3. If the Committee for Defences of the Dissertation Theses finds that the thesis has some fundamental theoretical defects, the Board shall pass it to the Dean who shall decide further steps after studying substantiations submitted by the student, the supervisor and the Chairman of the Subject Area Council.
- 4. The Chairman of the Committee for Defences of Dissertation Theses shall determine the date and the venue of the defence, which shall not be later than one month from the receipt of reports of all opponents, or from their amendment or rewriting. The Chairman shall publish through the Study Department of the Faculty the time and the venue of the defence on the official notice board of the Faculty, and s/he shall provide this information in written form to:
  - a) the student
  - b) the Head of the Ph.D. training unit
  - c) the supervisor
  - d) members of the Committee for Defences of Dissertation Theses
  - e) opponents
  - f) members of the Scientific Council of the Faculty
- 5. The dissertation thesis shall be available for examination at the Study Department of the Faculty and at the study room of the Scientific Information Centre from the date of the announcement to the date of the defence.

6. The Chairman of the Committee for Defences shall send opponents' reports through the Study Department of the Faculty to the members of the Board and to the applicant not later than two weeks before the date of the defence.

#### **Article 14 Defence of the Dissertation Thesis**

1. The defence of the dissertation thesis shall be public. It shall be performed in the form of a scientific debate between the student, opponents, members of the Board and other participants in the defence.
2. In one day no more than two defences may be performed at one Board.
3. Opponents must be present at the defence of the dissertation thesis. If one of them cannot take part at the defence due to exceptionally serious reasons, the defence may be performed on condition that the absent opponent has provided a positive report and all the present members of the Board agree that the defence is performed without the absent opponent. In that case the report of the absent opponent shall be read at the defence.
4. In order that the defence is valid, majority of the Board members must be present. At least one of the present members of the Board must not be a member of the Academic Community of the Faculty.
5. The defence of the dissertation thesis may be repeated only once.
6. If the Board classifies the dissertation as "neprospěl/a" (fail), it shall determine whether it must be rewritten or amended; the defence may not be repeated earlier than in six months time.
7. The defence may not be performed if the student is subject to disciplinary proceedings in which the Disciplinary Commission proposed the sanction of dismissal from study, the Dean neither mitigated the sanction by her/his ruling nor returned the issue back to the Commission and the Rector did not cancel the Dean's ruling.
8. The defence shall be directed by the Chairman of the Committee for Defences of Dissertation Theses or by the Vice-Chairman, or in exceptional cases by another member of the Board (the "presiding member") authorized by the Chairman. An opponent or a supervisor of the student may not direct the defence, even if they are members of the Board.
9. The member of the Board appointed by the presiding member shall make a record of the course of the defence which shall be signed by the presiding member.
10. The procedure of the defence of the dissertation thesis shall be as follows:
  - a) the presiding member shall open the defence by providing a brief CV of the student, s/he shall state the topic of the dissertation thesis and the overview of scientific works presented and published by the student, then s/he shall read the report of the supervisor and the opinion of the Head of the training unit;
  - b) the student shall briefly explain the essence of her/his dissertation thesis;

- c) opponents shall present their reports in full length; the report of an absent opponent shall be read by the presiding member or by another member of the Committee for Defences;
  - d) the student shall elaborate on the opponents' reports, their comments and questions;
  - e) the presiding member shall acquaint the audience with comments on the thesis s/he may have received and s/he shall open the discussion in which all the present persons may participate.
11. When the defence is finished, a closed session of the Board shall be held in which members of the Committee for Defences, opponents and the supervisor shall take part. The course of the defence shall be assessed and the result decided by secret ballot at the closed session.
  12. Ballot papers carrying specific data shall be used for ballot. The necessary data shall be: the name and surname of the Doctoral student, the title of the dissertation thesis, the date and the venue of the defence and the statement: I grade the defence by the degree "prospěl/a" (passed) – "neprospěl/a" (failed). Two members of the Board shall be charged to take count of votes.
  13. The thesis shall be defended if a simple majority of those taking vote grade the defence by the degree "prospěl/a" (pass). The result of the defence shall be valid if at least one half of the members of the Board are present.
  14. A record of voting shall be taken and the presiding member shall sign it.
  15. If the result of voting is positive, the presiding member of the Committee for Defences of Dissertation Theses shall announce it at a public session. Records of the course of the defence and of voting shall be presented to the Dean by the presiding member of the Board within fourteen days. Upon recommendation of the Committee for Defences of Dissertation Theses, the Study Department of the Faculty shall issue an acknowledgement of the result of the defence.
  16. If the result of voting is negative, the Committee for Defences of Dissertation Theses shall take public vote at a closed session to resolve the rationale for the rejection. The decision and the rationale shall be announced by the presiding member of the Board at a public session. The student shall be notified of the decision of the Committee for Defences of Dissertation Theses in writing. The negative decision of the Board shall be sent by its presiding member along with the record of the defence to the Chairman of the relevant Subject Area Council within thirty days of the date of the defence.
  17. The failed defence may be repeated after the necessary rewriting or amendments only once, and after a six month waiting period.
  18. The Chairman of the Committee for Defences of Dissertation Theses shall send a copy of the defended dissertation thesis to the Scientific Information Centre and to the National Library for bibliographic processing.

**Article 15**  
**Economic Security**

1. The possibilities of personnel and material security of the study, experiments, study stays, participation in conferences and their securing by projects and grants, compatibility with the research aims of the Faculty, interests of practice, expected results, etc. shall be taken into account while choosing topics for Doctoral programmes of study.
2. Conditions for awarding scholarships to students of Doctoral programmes of study shall be governed by the Rules of Scholarships of the University and the Rules of Scholarships of the Faculty.

**Article 16**  
**Final Provisions**

1. The Rules herein were approved by the Academic Senate of the Faculty on June 29, 1999, and it shall come into force on the date of its approval by the Academic Senate of the University.
2. The Rules herein shall become effective on the day following the date of legal force.

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MUDr. Alexander Čelko, CSc.  
President of the Academic Senate

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Prof. MUDr. Michal Anděl, CSc.  
Dean