

**Organisation of the doctoral studies**  
**(information for applicants accepted for the academic year 2019/2020)**

1) The doctoral study program Theoretical Legal Sciences – Law and Legal Theory in European Context is focused on scientific research and independent creative activity in the field of law research and its context. The study is carried out primarily through consultations with the supervisor, who is the key guide during all studies, optionally through consultations with other members of academic staff. The student participates in offered lectures, colloquiums, seminars and conferences, as well as he / she departs for stays abroad and internships, engages in research projects and presents the acquired knowledge both in spoken and written form.

2) The study takes the form of either **full-time study or combined study**. A transition between these forms is possible on the request of the Ph.D. student and after supervisor's confirmation, in some cases after Subject Council's confirmation, with regard to capacity of supervising department and to academic potential of the particular Ph.D. student. As for the content, the studies form vary particularly in the nature of given pedagogical tasks and in terms of the required degree of involvement in scientific projects, which is higher in case of internal doctoral students.

3) **The standard period of study is four years; during this period, it is possible to study in the full-time form and be awarded doctoral scholarship.** After expiration of the four-year period, students request a transfer to a combined study form.

Doctoral studies **can be interrupted** due to health, work, family or other similar reasons; during the time of interruption, the person concerned does not have student's rights and obligations. The time of interruption is included into the maximum length of study, which is eight years. If the interruption of study occurs due to parenthood or serious health reason, the time of interruption is not included into the maximum length of study.

4) The study is conducted **according to an individual study plan (ISP)** under the supervision of a supervisor. Students of the Ph.D. program will obtain their **login and password** at the card dispensing centre of Charles University located at the Faculty of Law (room number

34, ground floor), after their registration for the first study year. With these data obtained, students will **sign up into the Study information system** (henceforth referred to as “SIS”) and will also create their ISIC card, in case they do not have one yet, so that they can enter the Faculty’s library. In the SIS and after consultations with the supervisor each student will fill in his ISP and will hand it over to their supervisor until **21. 10. 2019. If the student happens to sign up for the studies later than within the period of regular registration from 2. 10. 2019 to 4. 10. 2019, they will pass the ISP to the supervisor no later than on 18. 11. 2019.** Should the student fail to do so, the student does not meet the requirement laid down in the Study and Examination Regulations of Charles University and his / her studies will be terminated. The Instructions for filling in the ISP will be available on the faculty’s website – in the section *Studium – Studijní oddělení – Dokumenty – Doktorské studium*. Submission of the ISP and its annual evaluation takes place in terms fixed by the current academic year’s schedule for doctoral studies (*Studium – Dokumenty – Doktorské studium*).

Student’s ISP must contain the name of the dissertation. **The names of the dissertations shall correspond to those stated in the projects submitted during the admission proceedings.** In case that student wishes to change the name of their dissertation, they will have to contact the supervisor, whose capacity is to approve the title of the dissertation, and the student will further have to communicate the topic change to the referent of the doctoral study programme (paralovl@prf.cuni.cz). She will then manage the change itself which will be reflected in the ISP. This procedure is necessary to be done before the supervisor gives the ISP through the SIS to the Subject Board, since **the ISP** (including the dissertation name and the supervisor) **will be authorized by the Subject Board by the end of November.**

Performance of the ISP is being evaluated by the Subject Board at least once a year, always right after the end of the evaluated academic year. Moreover, exceptional evaluations may be considered. The Subject Board proceeds on the supervisor’s proposal, however is not bound by it. The performance is evaluated by letters A, B or C. In case of “C” evaluation, which means a serious failure to comply with the ISP, the study is thenceforth terminated.

**Obligatory components of the ISP of each student are subjects, or more precisely study controls, listed below:**

- Introduction to Law in Central European Perspective – The course introduces students not only to the Czech legal order and its principles, but also to the basics of the legal order and core legal principles of other European countries especially those

neighbouring the Czech Republic. In particular, the student of the doctoral foreign language program should acquire an insight and a deeper understanding of the basic functioning of the Central European legal orders, especially the Czech one.

- Examination in one of the foreign languages – The choice is up to the student. The examinations are being held in one of the following languages: French, Italian, German, Russian and Spanish. The examination dates are being determined continuously, the student arranges them individually at the Department of Foreign Languages.
- Academic Writing – Block of seminars guaranteed by the faculty's Centre for Legal Skills combining the forms of lectures, consultations and practical exercises concerning the topic of writing a scientific text of a larger extent, particularly a dissertation. The course is offered by the end of the first semester and the beginning of the second semester and is completed by passing a colloquium, which will in ISP be assigned to the second (summer) semester. Further details to be added during October.
- Ph.D. Seminar – Law and Legal Theory in European Context – Presentation of an expanded dissertation project in the form of colloquium (15 standard pages at minimum) at a meeting composed of postgraduate students of the respective programme, members of the Department and others interested, dated either at the end of the second semester or at the beginning of the third semester. The presentation of the project is a necessary condition for passing successfully the colloquium. The colloquium will be written down in the ISP for the third semester as a control.
- State Doctoral Examination – The student may sign up for the state doctoral examination only after passing through all the controls of the study program, except for the defence of the dissertation. Along with the application for the State Doctoral Examination the student shall hand in an overview of his publishing activities and a report of the supervisor regarding applicant's creative activity while this report has to be certified by the scientific guarantor. The content of the examination in principle follows the corresponding field of the dissertation (Criminal Law, Civil Law etc.), whilst reflecting the fact that it concerns foreign students. Therefore, there will not be primarily a great emphasis put on the detailed knowledge of the Czech Law but rather on understanding principles and context, home country legal order and International and European law, if related to this thematic area.
- Defence of Dissertation – The dissertation may be submitted after passing the State Doctoral Examination.

During the first study year, lectures for the subject “Introduction to Law in Central European Perspective” are being held, followed by Academic Writing and Ph.D. Seminar. The timetable of the lectures for winter semester is being published on the faculty’s website at the beginning of the academic year in the section of actualities.

The definite deadlines for passing the exams will be specified by the student in his ISP, including the anticipated deadlines for passing the State Doctoral Examination and for defending the dissertation, however, no later than until the end of the fourth year, i.e. in the course of the standard duration of study.

**Other ISP items:**

- a) Every student attending full-time study shall state into his ISP in what form their scientific and research activities are going to be, respectively in what **projects** the student intends to participate, all of this depending on an arrangement with the supervisor and the guarantor of the program. The involvement in projects represents not only an educational benefit but also a supplementing income in the form of scholarships, etc.
- b) The **anticipated** publications of the student must be added into an ISP section of student’s duties’ overview as well. For the full-time students, **three publications at minimum** are prescribed, but may be even more according to the supervisor’s requirements, primarily with respect to the dissertation topic (a book, a chapter of book, a journal article or possibly a conference paper – from the point of view of evaluation of scientific impact, the publications registered in the databases Web of Science and SCOPUS are considered the most valuable). There is no need to specify the publications in advance by their topic or media and the year of realization is up to the agreement of the student and the supervisor. The first publication gives rise to a claim for a bonus component of doctoral scholarship; in case of significant foreign publications a grant of extraordinary scholarship is conceivable.
- c) Along with the publication, the basic form of presenting student’s scientific findings is the **active attendance to conferences**, three at minimum as well. The conferences do not have to be necessarily specified.
- d) Students in the full-time study form may also engage in **teaching**, usually during the second or later year of studies. However, this is also depending on the agreement

with the supervisor and the guarantor of the program who would have to mediate the pedagogical activity.

- e) According to the currently approved accreditation, the doctoral studies shall also comprise a **foreign overlap**. For this purpose, the faculty secures a wide range of financial resources. Students of the full-time study form are obliged to spend at least one month abroad. This may concern a stay within the program Erasmus+ in duration of either one or two semesters as well as a stay based on interuniversity or interfaculty agreements. In order to increase flexibility, the faculty is willing to finance even shorter stays. In the ISP, students may also state their participation at foreign conferences, even if it was a passive participation.

**For students in the combined study form** everything stated above applies reasonably, i.e. the involvement in the projects is well recommended, though it is derived from the possibilities of the doctoral student and the supervisor. **Two publications at minimum** are prescribed, but may be even more based on the arrangement with the supervisor, again primarily regarding the topic of the dissertation. Apart from the presentation of own research in writing, it is also obligatory to commit to **at least two conference performances**. The interaction with abroad is a necessity, nevertheless, not only educational and research stays are accounted but also shorter stays are, as well as participation in foreign conferences etc. **The ISP which does not contain the list of anticipated publications, conferences and a stay abroad cannot be approved.**

- 5) The doctoral program of study is completed by successful **defence of the dissertation**. An outline of the dissertation projects is stated in ISP; the report on the process of its preparation is annually recorded there as well.

Publication of the dissertation's partial outputs is conditional for its submission. The Ph.D. student has to prove that it was published in its entirety, or at least part of it in the form of an article or a chapter of book, optionally he has to come up with publisher's confirmation that the publication is in the process.

- 6) Legislation and internal regulations: Zákon o vysokých školách (Act of Universities, act n° 111/1998 Sb.), Statute of Charles University, Study and Examination Regulations of Charles University, Rules for studies organization at the Faculty of Law of

Charles University, Rector's Decree No. 18/2018 – Establishment and scope of coordination boards of doctoral study programs at Charles University, Rector's Decree No. 19/2018 – manual for doctoral studies, Rector's Decree No. 24/2018 – evidence of creative activities at Charles University, Rector's Decree No. 36/2018 – details of registration of recognized parental leave, Rector's Decree No. 16/2019 – accessibility of the electronic database of final theses, Dean's Decree No. 8/2017 stipulating the procedure for electronization of the individual study plan in the doctoral study program, Dean's Decree No. 11/2017, which regulates the requirements for supervising theses, Dean's Decree No. 17/2017 on theses, Dean's Decree No. 10/2018 - on the determination of study, scientific or other duties of a student whose fulfillment increases the doctoral scholarship, Dean's Decree No. 7/2019 – schedule of the academic year 2019/2020 for the doctoral study program. The student is obliged to learn about the current regulations, however as they are mostly in Czech, the study officer will provide assistance in the orientation.

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