



Prague
25th September 2023

**Organisation of the doctoral studies
(Information for applicants accepted for the academic year
2023/2024)**

Dear colleagues,

we are really glad that you have decided to study Ph.D. program at our Faculty of Law. We hope that you will enjoy your studies and that the study will meet your expectations. On the following lines we would like to provide you with information about the organization and course of doctoral studies:

1) The doctoral study programme, entitled Theoretical Legal Sciences – Law and Legal Theory in European Context, is focused on scientific research and independent creative activities in the field of law research and its context.

The study is carried out primarily through consultations with a supervisor, who is the key guide during all studies, optionally through consultations with other members of the academic staff of the Faculty of Law.

Students participate in offered lectures, colloquiums, seminars, and conferences, as well as they may depart for stays abroad and internships, engage in research projects and present their acquired knowledge both in spoken and written form.

2) The study takes the form of either **full-time study or combined study**. Transition between these forms is possible at the request of the Ph.D. student and after the supervisor's confirmation, and in some cases after the Board of the Study Programme's approval, with regard to the capacity of the supervising department and to the academic

potential of the particular Ph.D. student. As for the content, the studies form varies particularly in the nature of given pedagogical tasks and in terms of the required degree of involvement in scientific projects, which is higher in cases 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. 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 any students' rights and obligations.

4) The study is conducted according to an individual study plan (ISP) under the guidance of a supervisor. Students of the Ph.D. programme will obtain their **login and password** at the card dispensing centre of Charles University located at the Faculty of Law (room no. 301/3rd floor) after their enrolment in the first year of study. Once this data is obtained, students will **sign in into the Study Information System ("SIS")**. **In the SIS and after consultations with the supervisor, each student will fill in their ISP and must submit it to their supervisor by 23. 10. 2023.** Should the student fail to do so, the student will not meet the requirement laid down in the Study and Examination Code of Charles University and their studies will be terminated. The instructions for filling in the ISP are available on the faculty website here: <https://www.prf.cuni.cz/en/phd-programme/documents-doctoral-study-programme-english>. Submission of the ISP and its annual evaluation takes place during terms fixed by the current academic year's schedule for doctoral studies.

Student's ISP must contain the title of the dissertation. **The titles of dissertations should correspond to those stated in the projects submitted during the admissions proceedings.** In case that a student wishes to change the name of their dissertation, s/he shall contact the supervisor, who has the capacity to approve the title of the dissertation, and the student will further have to communicate the title change to the officer in charge of the doctoral study programme (paralovl@prf.cuni.cz). She will then administer the change itself which will be reflected in the ISP. This procedure needs to be completed before the supervisor submits the ISP to the Board of the Study

Programme, since **the ISP** (including the dissertation name and the supervisor) **will be approved by it by the end of November**. Later, the title of the dissertation can only be changed exceptionally, based on an application approved by the supervisor and subsequently by the **Board of the Study Programme**.

The fulfilment of the ISP is to be evaluated by the Board of the Study Programme at least once a year. This is always completed at the end of the evaluated academic year.

However, additional exceptional evaluations may be considered. The Board of the Study Programme proceeds based on the supervisor's recommendation, still it is not bound by it. The performance is evaluated by letters A, B, or C. In case of a "C" evaluation, which means a serious failure to comply with the ISP, the study is terminated.

Obligatory components of the ISP of each student are subjects listed below:

- **Introduction to Law from the Central European Perspective (HD127)** – The course introduces students not only to the Czech legal system and its principles, but also to the basics of the legal system 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 Republic's.

- 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 (HD114)**, **Italian (HD117)**, **German (HD113)**, **Russian (HD115)**, and **Spanish (HD116)**. The examination dates are being determined continuously, the student arranges them individually at the Department of Foreign Languages.

- **Academic Writing (HD119)** – A 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 size, 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 be assigned to the second (summer) semester in the ISP.

- **Ph.D. Seminar – Law and Legal Theory in European Context (HD314)** – The presentation of an expanded dissertation project in the form of a colloquium (15 standard pages at minimum) at a meeting comprised of postgraduate students of the respective programme, members of the Department, and other interested teachers, 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 successfully passing the colloquium. The colloquium will be written down in the ISP for the third semester as a control.

- **State Doctoral Examination (HD214)** – 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 their publishing activities and a report of the supervisor regarding applicant’s creative activity and this report must 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 a great emphasis put on the detailed knowledge of Czech Law but rather on an understanding its principles and context, home country legal order, and International and European law, if related to this thematic area.

- **Defence of Dissertation (HD999)** – The dissertation may be submitted after passing the State Doctoral Examination.

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

The specific deadlines for passing the exams will be specified by the student in their ISP, including the anticipated deadlines for passing the State Doctoral Examination and for defending the dissertation, **however, these can be no later than the end of the fourth year, i.e., in the case of the standard duration of study.**

According to the instructions of the Rector's Office, attention must also be paid to the careful planning of and the preparation and processing of the dissertation in individual years so that the progress can be checked by the Board of the Study Programme. In addition to the research phase, the study of sources phase, and/or the phase of the preparation of a detailed outline of the dissertation, commitments to submit parts of the text to the supervisor, expressed either as a number of standard pages or chapters, should be made from the second year of study onwards, however, no later than as of the third year of study, in order to ensure that the work is completed in due time.

Other ISP information:

a) Every student attending full-time study will include into their ISP what form their scientific and research activities are going to be, and in what **projects** the student intends to participate, all of this is contingent on an arrangement with the supervisor and the guarantor of the programme. 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 full-time students, **three publications at a 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 an 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 publications, the basic form of presenting student's scientific findings are **active attendance to conferences**, three at a minimum as well. The conferences do not have to be necessarily specified.

d) Students in the full-time study form may be also engaged 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 also comprise a **foreign aspect**. For this purpose, the faculty offers 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+ for a 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 for the purposes of either consulting with foreign experts specializing in the topic of the dissertation or studying in libraries and archives. Internships also include study stays focused on language preparation, lecturing, research (participation in a foreign research team), gaining work experience in foreign institutions such as parliaments, courts or authorities, internships with attorneys-at-law or other professionals abroad etc. In the ISP, students may also state their participation in foreign conferences, even if it was bare participation without presentation. Internships are listed in the ISP in the "roster of duties". Internships that are registered through the foreign department within the Erasmus+ Programme do not need to be documented by any confirmation to the study department; the foreign department itself enters these internships into the "Internships Register" module in the SIS. A student can also go on an internship as a self-payer, i.e., they do not go through the foreign department of the Faculty of Law of Charles University. The student then enters the internship into the "Internships Register" module themselves and subsequently submits to the Study Department (paralovl@prf.cuni.cz) a certificate from the foreign institution about the internship or, if they are unable to obtain it, an affidavit that they have completed the internship (a signed scan sent by e-mail is sufficient). The certificate or affidavit must include the

following information: student's name and date of birth, name of the study programme, form of study, the date of internship, the country, and the type of internship.

For students in the **combined study form** everything stated above applies with necessary modifications, 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 a minimum are prescribed, but there 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 oneself to at least **two conference performances**. The interaction with abroad is a necessity, nevertheless, not only educational and research stays qualify but also so do shorter stays, 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.**

Although students in the combined study are not recipients of "regular" doctoral scholarships, they can draw funds for foreign stays, project scholarships, as well as extraordinary scholarships on grounds of an exceptional foreign publication or a similar scientific achievement. A proposal therefore should normally be submitted by the supervisor.

5) The doctoral program of study is completed by a successful defence of the dissertation. An outline of the dissertation projects is stated in the ISP; the report on its preparation is annually recorded there. The publication of partial parts of the dissertation is conditional for its submission. The Ph.D. student must 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 they must present a publisher's confirmation that the publication is in the process.

Section 47 (4) of Act No. 111/1998 Sb., the Higher Education Institutions Act, sets out that a dissertation must contain original, published outputs, or outputs accepted for publication.

Along with an application for defence of dissertation, a student must submit a declaration of fulfilment of all obligations of the approved ISP, confirmed by the supervisor and the guarantor of a programme of study.

6) After the ISP is created, first-year students will register the courses they will study in the first semester into the SIS timetable via “Enrolment in Courses and Timetable” button and then the “Enrolment” tile. The course codes of doctoral programmes always start with "HD".

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