

Dean's Measure No. 5/2018

Implementation of Doctoral Study Programmes

Article 1

Introductory Provisions

Implementation of doctoral study programmes (hereinafter “DSP”) at the Faculty of Social Studies, of the University of Ostrava (hereinafter “FSS UO” or “Faculty”) is governed by the Regulations on Study and Examination (hereinafter “RSE”) of the University of Ostrava (hereinafter “OU”), the Regulations on Admission Procedures at the OU, forming Annex No. 2 to the UO Statutes and the Regulations for Foreigners Studying at the OU, forming Annex No. 3 to the UO Statutes.

Article 2

Consultant

1. In the event that the topic of the dissertation requires specific guidance or consultations, a consultant may be appointed who ensures a part of the student’s specialized preparation under supervisor’s guidance. The consultant is a specialist on the given topic.
2. The Consultant is appointed and dismissed by the Dean upon a proposal by the Departmental Board.

Article 3

Examination

An advancing examination takes place in the presence of 2 members of the examination committee, whereas one of them is the course guarantor. The course guarantor shall issue a record about the examination result in place which is to be delivered by the student to the department entrusted with performing the DSP administration.

Article 4

Small Defence

1. Small defence means a defence of the first complete version of the dissertation before a committee.
2. Successful completion of the so-called small/preliminary defence is a prerequisite for passing the obligatory course of Dissertation Seminar 4 and in accordance with the ac-

creditation file, it precedes the actual dissertation defence connected with the completion of studies.

3. The aim of the small defence is to provide the student with a feedback whether his/her work meets the requirements determined for dissertations.
4. The small defence takes place 6 months before the dissertation defence at the latest.
5. Students register for the small defence at least 6 weeks before it takes place.
6. No later than 6 weeks before the small defence takes place students submit the text of their dissertation in 2 copies. The work does not have to be bound in hard cover.
7. The supervisor and an internal opponent designated by the Vice-Dean for Science and Research from a group of employees proposed by the Departmental Board elaborate an opinion as to the submitted dissertation. The department entrusted with performing the DSP administration will make the students acquainted with the opinions at least 7 days before the date on which the small defence takes place.
8. Students bring a printed summary of their publication activity for the small defence.
9. The students' presentation takes place before a committee which has 4 members. The committee consists of 2 representatives of the Departmental Board, the supervisor and the internal opponent. The committee has a quorum in the presence of at least 3 members.
10. Upon finishing the small defence, the committee will evaluate the defence at a closed session and by secret voting it will decide on recommending or not recommending the work for defence. The work must obtain the approval of an absolute majority of the present members
11. Minutes of the small defence are taken, stating recommendations for defence or for re-working the dissertation. The minutes are part of the documentation which is available to the committee during the dissertation defence and doctoral state examination.
12. The employees of the FSS UO may attend the small defence. For students of doctoral studies at the FSS UO, the participation is compulsory.

Article 5

Way of Registering for Doctoral State Examination and Dissertation Defence

1. Students are obliged to register for the state doctoral examination and dissertation defence in writing using a prescribed form (see Annex No. 3), no later than within the deadline set by the Dean.
2. Students register for the doctoral state examination and dissertation defence by means of filing an application.
3. The written application is to be filed with a respective clerk for science, research and international relations of the FSS UO.

Article 6

Keeping Study Documentation

1. The documentation related to the DSP implementation has a uniform layout and is kept on prescribed forms.
2. Sample forms of the documentation kept are Annexes No. 1 through No. 4 of this Directive.

Article 7 Final Provisions

1. The Measure becomes valid and operative on the date 1st March 2018
2. The Measure repeals Dean's Directive No. 3/2016 Implementation of Doctoral Study Programmes from 7th December 2016

15 February 2018, Ostrava

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Dean of FSS UO

Annex 1 – Individual study plan in a doctoral degree program at FSS OU

Annex 2 – Annual report on study in a doctoral degree program at FSS OU

Annex 3 - Application for the permission to take the final doctoral examination and defend the doctoral dissertation

Annex 4 - Instructions for Elaboration of a Dissertation Self-Paper

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