

Vysoká škola ekonomická v Praze
nám. Winstona Churchilla 4, 130 67 Praha 3

Dean's Order N3/17 of 3rd April, 2017 regarding Ph.D. candidates' further obligations at the Faculty of Business Administration of the University of Economics, Prague

With regard to the conclusions reached at the meeting which was held at the Board of Doctoral Studies of the Faculty of Business Management of the University of Economics, Prague; and which took place on 15th February, 2017; and after further discussions by the faculty management; it has been decided that, with effect from 4th April, 2017, Ph.D. candidates will have further obligations imposed upon them, beyond those already set out under Section (47) of Act No. 119/1998 Coll. (current version of the Universities Act). The extra obligations are the minimum requirements which must be satisfied during each year of Ph.D. studies at the Faculty of Business Administration of the University of Economics, Prague. The said Ph.D. course assumes a) a maximum period of studies of five years for the combined form of studies and b) a standard three-year period for the internal form of studies.

For internal Ph.D. students

1st year	Completion of all the required subjects on the Ph.D. study programme
2nd year¹	Successful defense of the Ph.D. dissertation progress at the Autumn colloquium Passing the Ph.D. state examination Active presentation (oral or poster) at a scientific conference (only those registered in CPCI, Scopus or selected prestigious conferences ²) ³ Submission of a research project AND a research stay of min. 1 month duration, at a reputable foreign scientific institution related to the candidate's field of study OR active participation in international research project ⁴ For internal Ph.D. students: teaching a minimum of 2x45 minute lessons per week
3rd year	Successful defense of Ph.D. dissertation at the 'minor' defense till the end of winter semester Second active participation at a scientific conference (CPCI, Scopus or other prestigious conferences) An article in a peer-reviewed professional journal listed in Scopus or in Thomson Reuters SSCI which is either published in the printed version, or published online ⁵ For internal Ph.D. students: teaching a minimum of 2x45 minute lessons per week Successful defence of Ph.D. dissertation ⁶

¹ In the case of a Ph.D. candidate in a lower year of studies, who meets any of the requirements which are specified for a higher year of study; then his/her achievements will be counted towards fulfilling the conditions demanded by the higher year.

² The list of prestigious conferences has been compiled, based upon information received from the heads of departments at the faculty. The current version is available from the office of the Vice-Dean for Science. The CPCI/SCOPUS conferences, for the purpose of continuation to the following year of studies, are understood to be those conferences that have been recorded in CPCI/SCOPUS, or whose entire number of conferences of past years have been recorded in CPCI/SCOPUS, and can reasonably be expected to be included in subsequent issues of CPCI/SCOPUS.

³ Because the scientific outputs are related to the Ph.D. studies at the Faculty of Business Administration, UEP, the acknowledgeable outputs must be exclusively affiliated to FBA UEP and registered in the database of publication outputs of UEP.

⁴ International research projects are primarily scientific projects conducted by an international research consortium consisting of reputable universities or research institutes or scientific projects conducted in cooperation with reputable international scholars who have publication track record in top journals with an impact factor.

⁵ If the candidate is the first author, it counts as 1. If the candidate is the second or further co-author, then it counts as 1/number of co-authors.

⁶ The dissertation must be done in the manner prescribed by Act no. 111/1998 Coll., [the Universities' Act], Section [47], and it must contain original results which have been published, or which have been accepted for publication.

For Ph.D. Students in a combined form

1st year	Completion of at least three of the required subjects on the Ph.D. study programme
2nd year⁷	Successful defense of the Ph.D. dissertation progress at the Autumn colloquium Completion of all the required subjects on the Ph.D. study programme Passing the Ph.D. state examination Active presentation (oral or poster) at a scientific conference (only those registered in CPCI, Scopus or selected prestigious conferences ⁸) ⁹ Submission of a research project OR active participation in international research project ¹⁰
3rd year	Successful defense of the Ph.D. dissertation progress at the Autumn colloquium Submission of an article to a peer-reviewed journal listed in Scopus or in Thomson Reuters SSCI A research stay of min. 1 month of overall duration at a reputable foreign scientific institution related to the candidate's field of study OR active participation in international research project
4th year	Successful defense of Ph.D. dissertation at the „minor“ defense Second active participation at a scientific conference (CPCI, Scopus or other prestigious conferences) An article in a peer-reviewed professional journal listed in Scopus or in Thomson Reuters SSCI which is at least in the phase of revise & resubmit
5th year	An article in a peer-reviewed professional journal listed in Scopus or in Thomson Reuters SSCI which is either published in the printed version, or published online ¹¹ Successful defense of Ph.D. dissertation ¹²

The dissertation can have a form of a minimum of three articles on one topic, which have already been published, or which have been accepted for publication in peer-reviewed scientific journals (i.e., those which have been registered in the Web of Science or Scopus). The candidate must attach a comprehensive introduction to the issue which they serve to illustrate, as well as providing a commentary. In this case, the candidate must be the only author of at least three of the articles used.

⁷ In the case of a Ph.D. candidate in a lower year of studies, who meets any of the requirements which are specified for a higher year of study; then his/her achievements will be counted towards fulfilling the conditions demanded by the higher year.

⁸ The list of prestigious conferences has been compiled, based upon information received from the heads of departments at the faculty. The current version is available from the office of the Vice-Dean for Science. The CPCI/SCOPUS conferences, for the purpose of continuation to the following year of studies, are understood to be those conferences that have been recorded in CPCI/SCOPUS, or whose entire number of conferences of past years have been recorded in CPCI/SCOPUS, and can reasonably be expected to be included in subsequent issues of CPCI/SCOPUS.

⁹ Because the scientific outputs are related to the Ph.D. studies at the Faculty of Business Administration, UEP, the acknowledgeable outputs must be exclusively affiliated to FBA UEP and registered in the database of publication outputs of UEP.

¹⁰ International research projects are primarily scientific projects conducted by an international research consortium consisting of reputable universities or research institutes or scientific projects conducted in cooperation with reputable international scholars who have publication track record in top journals with an impact factor.

¹¹ If the candidate is the first author, it counts as 1. If the candidate is the second or further co-author, then it counts as 1/number of co-authors.

¹² The dissertation must be done in the manner prescribed by Act no. 111/1998 Coll., [the Universities' Act], Section [47], and it must contain original results which have been published, or which have been accepted for publication. The dissertation can have a form of a minimum of three articles on one topic, which have already been published, or which have been accepted for publication in peer-reviewed scientific journals (i.e., those which have been registered in the Web of Science or Scopus). The candidate must attach a comprehensive introduction to the issue

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Requirements for the successful completion of the Ph.D. study programme – summary:

In order to successfully complete the Ph.D. degree, the candidate must at least:

Pass successfully all subjects prescribed for the Ph.D. study programme and to pass the Ph.D. state examination.

Have at least one article published or published online in a peer-reviewed journal (listed in Scopus or in Thomson Reuters SSCI). If the Ph.D. candidate is the first author, then this counts as 1, i.e. as being the only author. If he/she is the second or subsequent co-author, then this counts as 1 divided by number of co-authors.¹³

Submit a research project AND complete a research stay of min. 1 month of overall duration (can be more short-time visits) at a reputable foreign scientific institution related to the candidate's field of study OR active participation in international research project with results published or presented at high-quality international research conferences.

Actively participate, at least twice, in a conference which is contained in the Conference Proceedings Citation Index¹⁴, or is contained in the Scopus database, or the candidate participates in top-ranking scientific conferences.

Successfully participate in annual colloquia, minor defense and finally, the candidate defends his/her own Ph.D. dissertation.

In the case of internal Ph.D. students, the candidate undertakes to contribute to education at UEP, at least in the scope specified above.

The management and supervision of Ph.D. studies

The management and supervision of the Ph.D. programme course of studies, as well as connected activities, are governed by the relevant provisions of the Higher Education Act, as well as internal regulations and this Order will be implemented by the Vice-Dean for Science, Research and Ph.D. Studies. The said Vice-Dean has overall responsibility for the smooth running of the Ph.D. programme of studies.

This Dean's Order N3/17 of the 3rd April, 2017 replaces the Dean's Order N1/14 of the 10th September, 2014 and is valid from the 4th April, 2017 for all new Ph.D. candidates at FBA from the academic year 2017/18 on.

Prof. Ing. Ivan Nový, CSc.
Dean of the Faculty of Business Administration

which they serve to illustrate, as well as providing a commentary. In this case, the candidate must be the only author of at least three of the articles used.

¹³For example, if there are two co-authors, and the candidate is the first author, then, just one such article shall be sufficient. If the candidate is the second or the third from three co-authors, then three such articles are needed to satisfy the requirement.

¹⁴ At the time of graduation, the conference must already be registered in CPCI, or, in SCOPUS.