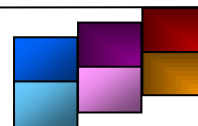

Dean's regulation 7/09 from April 30, 2009:
**Additional Duties of PhD students at the Faculty of Business Administration,
University of Economics, Prague**

In consideration of the conclusions, which were adopted by the Faculty of Business Administration Senate on March 25, 2009, and in consideration of the position of MEYS (Ministry of Education Youth and Sports) of the Czech Republic on this topic and after discussion with the leadership of the Faculty effective May 1, 2009, additional duties above the basic framework of paragraph 47 Act 119/1998 Coll. on Higher Education Institutions of the PhD students at the Faculty of Business Administration have been elaborated as follows:

Activity		Distance form of study	Supervisor's role	Organization
Attendance at meetings and other departmental, faculty or university activities	In accordance with the supervisor		To record progress in the PhD preparation program – see Attachments 1 and 2	Department's administrative assistant
Presence at the training center¹		In compliance with the study plan, as specified by the supervisor	The preparation program is designed and evaluated by the supervisor with student participation	Handling of preparation programs ²
Teaching		By mutual consent with the PhD student	The supervisor discusses the topic with the Head of the Department. The PhD student is informed by the field guarantor.	Administrative Assistant or Secretary of the Department
Minimum of one	At least once during the study		The topic is chosen	The PhD student

¹ It includes classes attendance, self study, work in research teams, self preparation in compliance with supervisor's instructions, teaching, etc. PhD students should not be involved in administrative jobs at the Department or other assistance work (contract is possible for these activities) during their PhD study.

² The preparation programs are handled by the supervisor during the semester and then they are kept in PhD student file at the Secretary for Doctoral Programs



internal research grant proposal³	At least once during the study		after discussion with the PhD student. Keeps a record in the "Evaluation of the PhD student" form	respects standard rules for submitting, analysis, financing, etc. of the grants applicable at the faculty possibly the University
Minimum of one external research grant proposal	At least once during the study			
Minimum of one foreign grant proposal⁴	At least once during the study			
Attendance at conferences related to the topic of dissertation thesis		1 time per 2 years minimum	Assistance with the conference choice	The Faculty provides relevant traveling costs and reimbursement of the deposit for internal PhD students ⁵
Active participation at conferences related to the dissertation thesis		1 time per 2 years minimum	Assistance with the conference choice The paper is attached to the Evaluation of the PhD student.	
Minimum of one month stay at the foreign university or research facility⁶		Optional requirement ⁷	Cooperation with the selection of location and the focus	The Faculty provides travel and visit costs ⁸
Publishing in almanacs, journals, publications, etc.		During the study 2 times not reviewed and 1 time reviewed paper ⁹	Cooperation with topic choice. The paper is attached to the Evaluation of the PhD student.	
Active participation on colloquiums organized to support dissertation theses of other PhD	In accordance with the supervisor's recommendation			Colloquium information is located on FBA web page

³ If the external grant is approved, it is not necessary to present internal grant proposal during the grant duration

⁴ If the foreign grant is approved, it is not necessary to present internal or external grant proposals during the grant duration

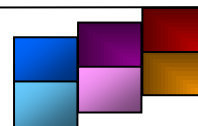
⁵ External PhD students or their employer should contribute to conference costs

⁶ Might be divided into two or three separate stays

⁷ Might be substituted for internship at the foreign company

⁸ Financial provision follows the Dean regulation FPH SD F3 -01/08 Support of International Relations at the FBA

⁹ If the article is published with no zero impact, the requirements are reduced to half



students Discussion of dissertation thesis during colloquium before the preliminary defense¹⁰	After the first draft of the dissertation thesis is completed	It is organized by the supervisor with the cooperation of the Secretary for Doctoral Programs	Secretary makes arrangements for the room
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Leadership and supervision of doctoral preparation

I authorize the Vice-dean for Science and Research to manage activities connected with the study program, the doctoral study branches in particular, and to supervise assignments related to the Higher Education Institutions Act, internal regulations and this document.

Concluding provisions

I hereby update the regulation from May 1, 2009 - the Dean's regulation 04/08 by this document.

Jaromir Veber

Dean of The Faculty of Business Administration

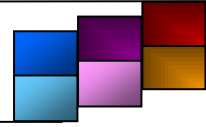
Replacement sheet


Number	Object of the change	Reason	Recorded by/ Date
1	Decrease of requirements for the grants' (internal, national, international) proposals. Minimum of one time per study – initially every year	Recommendation of the Field Study Council of FBA from December 9, 2009	Veber / December 21, 2009

Attachment:

- Attachment – Preparation Program of External PhD Student

¹⁰ In accordance with paragraph 47 section 4, the dissertation thesis must include **original and published results or results approved for publication** (as defined in the copyright law)



	Quarterly Evaluation of External PhD Student
Completed Exams:	
Dissertation Thesis:	
Scientific Activity:	
Conferences / Seminars Attendance:	
Publication Activity:	
International Activities:	
Teaching:	
Other Activities:	
Recommendation/ Explanation of Special Scholarship:	
Note:	
Supervisor (Date and Signature):	