

Vysoká škola ekonomická v Praze
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Dean's Order N1/14 of 10th September, 2014 regarding PhD 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 10th September, 2014; and after further discussions by the faculty management; it has been decided that, with effect from 11th September, 2014, PhD 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 PhD studies at the Faculty of Business Administration of the University of Economics, Prague. The said PhD course assumes a maximum period of studies of five years. The suggested optimal results and outcomes are characterized in Appendices 1 and 2

1st year	Completion of all the required subjects on the PhD study programme ^{1 2} Participation in a conference
2nd year³	Successful defense of the PhD dissertation progress at the Autumn colloquium Passing the PhD state examination ⁴ Presentation at a conference Publication of an article in professional journals Submission of a research project Participation in a summer school, or a research stay, at a foreign scientific institution related to the candidate's field of study. For internal PhD students: teaching a minimum of 2x45 minute lessons per week

¹ To those PhD candidates who enter the PhD study programme in the academic year 2014/2015, these are only recommendations. In case of necessity, it is acceptable if these students complete all subjects on the PhD study programme by the end of the 2nd year.

². For students on the combined study programme, the minimum requirement for entry into the second year of studies is the successful completion of two subjects. The deadline for the completion of all required courses for these students, is the end of the Winter semester of the second year of studies

³ In the case of a PhD 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

⁴ To those PhD candidates who enter the PhD study programme in the academic year 2014/2015, these are only recommendations. In case of necessity, it is acceptable if these students take, and pass, the PhD state examination by the end of the 3rd year

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3rd year	<p>Successful defence of the PhD dissertation progress at the Autumn colloquium</p> <p>Active participation at a conference (CPCI, Scopus or other prestigious conferences⁵)</p> <p>Submission of an article to peer-reviewed professional journals (the RVVI List, Scopus, ERIH, IF) ⁶</p> <p>Submission and/or implementation of a research project</p> <p>For internal PhD students: teaching a minimum of 2x45 minute lessons per week</p>
4th year	<p>Successful defence of PhD dissertation at the ,minor' defense</p> <p>Second active participation at a conference with publication of papers (CPCI, Scopus and other defined prestigious conferences)</p> <p>Have an article in the process of being revised & resubmitted to peer-reviewed professional journal (such as the RVVI List, Scopus, ERIH or journal with impact factor)</p> <p>Submission and/or implementation of a research project (if not already implemented)</p>
5th year	<p>Successful defence of PhD dissertation at the ,minor' defense</p> <p>An article in a peer-reviewed professional journal which is either published in the printed version, or published online (in the RVVI List, Scopus, ERIH, IF) OR, to have an article in a peer-reviewed professional journal which has an IF> 3, at the stage of revise & resubmit.</p> <p>Successful defence of PhD dissertation⁷</p>

⁵ 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

⁶ The term peer reviewed professional journal is understood to mean only those journals which are registered in the Web of Science, Scopus, ERIH, or other journals on the List of non-impact peer-reviewed professional journals which are approved by the RVVI. The candidate's article must be from the field of doctoral study, or other discipline which is accredited by, and taught at the Faculty of Business Administration.

⁷ 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, Scopus, ERIH or RVVI List. 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.

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In order to successfully complete the PhD degree, the candidate must at least:

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

Have at least one article published or published online in peer-reviewed professional journal (the RVVI List, Scopus, ERIH journal; and others with IF). Alternatively, the candidate can have his/her article in the stage of revise & resubmit in a journal with an IF>3. If the PhD candidate is the first author, then this counts as 1, i.e. as being the only author. If, however, he/she is the second and subsequent co-author, then this counts as 1 divided by number of coauthors⁸

Submit a research project.

Actively participate, at least twice, in a conference which is contained in the Conference Proceedings Citation Index⁹, or is contained in the Scopus database, or the candidate participates in top-ranking scientific conferences.

Participate in annual colloquia, minor defenses and finally, the candidate defends his/her own PhD dissertation.

In the case of internal PhD students, the candidate undertakes to contribute to education at VŠE for at least a 2 years

The management and supervision of the PhD programme course of studies, as well as connected activities, are governed by the relevant provisions of the Higher Education Act, as well as internal facultative regulations and other measures implemented by the Vice-Dean for Science. The said Vice-Dean has overall responsibility for the smooth running of the PhD programme of studies.

This Dean's Order N1/14 of the 10th September, 2014 Replaces the Dean's Order 7/09 of 30th April, 2009.

Appendix 1: Recommended outcomes of the PhD study programme

Appendix 2: Optimal outcomes of the PhD study programme

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

⁸For 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 third co-author, then three such articles are needed to satisfy the requirement.

⁹ At the time of graduation, the conference must already be registered in CPCI, or, in SCOPUS.

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Appendix 1 to the Dean's Order N1/14 of the 10th September, 2014 on the further obligations to be placed upon PhD candidates at the Faculty of Business Administration of the University of Economics, Prague

This appendix describes the recommended progression and output of the PhD study programme. Unlike the minimum requirements, this appendix sets the recommended course of the PhD study programme, especially for those PhD candidates who plan to remain active in academia upon graduation. Thus, this appendix may serve as a useful guide for the candidates to plot their progress on the PhD course. Strictly speaking, the candidates' dedication to their PhD studies and research work is assumed to be one of their main priorities. Each year of study has ascribed to it its recommended activities and outputs.

1st year	All the required subjects on the PhD programme of studies must be completed Participation in a conference abroad (CPCI, Scopus, or other prestigious conferences) Active participation in a domestic conference Submission of an internal grant project Article published in conference proceedings Participation in a Summer school, or research stay at scientific institutions abroad, which are connected with the candidate's field of study
2nd year	The defense of the PhD dissertation progress at the Autumn colloquium Passing the PhD state examination by the end of the Winter semester Active participation in a conference abroad (i.e., CPCI, Scopus or other prestigious) Active participation in two domestic conferences Submission of an article in peer-reviewed professional journals (Scopus, ERIH or IF) Submission and/or the implementation of an internal grant project Submission of an external grant project The candidate teaching 4x45min lessons weekly Participation in a Summer school, or research stay at scientific institutions abroad, which are connected with the candidate's field of study
3rd year	Successful defense of the PhD dissertation progress at the Autumn colloquium Active participation at 2 conferences (CPCI, Scopus or prestigious). It is best if they are foreign conferences demanding a full paper. An article in a peer reviewed professional journal at the stage of revise & resubmit (Scopus, ERIH, IF) Implementation of an internal grant project Submission and/or implementation of an external grant project Teaching 4x45min lessons weekly
4th year	Successful defense of PhD dissertation at the 'minor' defense Active participation at a prestigious foreign conference An article in a peer reviewed professional journal (Scopus); printed or published online An article in a professional journal with impact factor at the stage of revise and resubmit. Implementation of an external grant project Teaching 4x45min lessons weekly Successful defense of the PhD dissertation
Within 1 year of completion of studies	An article in a professional journal with impact factor, either printed or published online.

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Appendix 2 to the Dean's Order N1/14 of the 10th September, 2014 on the further obligations to be placed upon PhD candidates at the Faculty of Business Administration of the University of Economics, Prague

This appendix describes the recommended progression and optimal outcome of the PhD study programme. It is designed for those PhD candidates who aspire to have an internationally successful career in the area of research. Thus, these recommendations may serve the candidates as a comparison and a guide to their progress in their course of studies. Strictly speaking, the candidates' dedication to their PhD studies and research work is assumed to be their main priority and full time job. Again, as with appendix 1, each year of study has ascribed to it its recommended activities and outputs.

1st year	Successfully completed all required subjects on the PhD study programme Active participation at conferences (CPCI, Scopus) or at a prestigious foreign conference Submission and implementation of an internal grant project Participation in Summer school or research stay at a foreign scientific institution connected to their field of studies Passing the PhD state examination Teaching 4x45min lessons weekly
2nd year	Successful defense of the PhD dissertation progress at the Autumn colloquium Active participation at conferences (CPCI, Scopus) Active participation at a prestigious foreign conference Article in a peer-reviewed journal (Scopus, ERIH, IF) at the stage of revise & resubmit Implementation of internal grant project Submission of external grant project Teaching 4x45min lessons weekly Participation at Summer school or research stay at a prestigious foreign scientific institution connected to the candidate's field of study
3rd year	Successful defense of PhD dissertation at the 'minor' defense Active participation at conferences (CPCI, Scopus) Active participation at a prestigious foreign conference Article in peer-reviewed journal (Scopus, ERIH); printed or published online Article in a peer-reviewed journal with impact factor, at the stage of revise & resubmit; ideally with IF>1 Implementation of external grant project Teaching 4x45min lessons weekly Successful defense of PhD dissertation
Within 1 year of completion of studies	Article in a peer-reviewed journal with impact factor (ideally with IF>1); either in printed version or published online