



Jihočeská univerzita
v Českých Budějovicích
University of South Bohemia
in České Budějovice

DOCTORAL DEGREE SUPERVISOR STANDARD AT THE UNIVERSITY OF SOUTH BOHEMIA IN ČESKÉ BUDĚJOVICE

Article 1

Preamble

This standard, as part of the quality assurance system for educational and creative activities carried out at the University of South Bohemia in České Budějovice (hereinafter referred to as 'USB'), specifies the requirements placed on an academic staff member who, in accordance with the USB Study and Examination Regulations (hereinafter referred to as 'SER USB'), performs the role of a supervisor (hereinafter referred to as 'supervisor') of a student of a doctoral degree programme (hereinafter referred to as 'student' or 'doctoral student'), and formulates general expectations and principles of the relationship between supervisor and student.

Article 2

Entitlements of supervisors

- 1) The supervisor provides primary support to the doctoral student in the area of his/her professional activity and the topic of his/her dissertation.
- 2) The supervisor shall supervise dissertations only in the area of his/her expertise in order to ensure sufficient quality professional guidance for the doctoral student. In this area, he/she has shown active creative activity in the last 5 years.
- 3) If the nature of the student's research and the areas in which the research falls require it, or if the supervisor is not a specialist in the topic of the dissertation, the supervisor may, in agreement with the doctoral student and with the consent of the relevant disciplinary board, propose a consultant who, due to his/her special expertise or methodological and technical capabilities, is able to guide the student within a specific subject or time period of the doctoral studies. The supervisor, in agreement with the doctoral student, will then jointly set the form of cooperation and the definition of competences. However, the supervisor is still responsible for the supervision of the doctoral student.
- 4) The supervisor shall make every effort to the best of his/her ability to ensure that doctoral students supervised by him/her complete their studies successfully within the standard length of study and shall ensure that the study is not unnecessarily extended.
- 5) The supervisor observes the ethical and moral standards specified in the USB Code of Ethics concerning not only interpersonal relations, student and team management but also scientific work and publication of the results of this work. He/she transfers these standards to his/her doctoral students.
- 6) The supervisor has no conflict of interest in relation to the doctoral student, nor is he/she biased against the doctoral student. The supervisor's lack of bias may be questioned, for example, if the

supervisor has a personal interest in a decision or other action during the doctoral studies of his/her doctoral student. In the event of a conflict of interest arising after the supervisor-doctoral student relationship has been established, the supervisor has the responsibility to resolve the situation so that the student is as little affected as possible. Any harassment or coercion is unacceptable.

7) The supervisor consults methods of supervising doctoral students with other colleagues through sharing experiences and reflection.

8) In fulfilling the role of supervisor, the academic staff member has the right to adequate support from the relevant faculty and the whole of the USB, including opportunities for learning and improving his/her competences.

Article 3 Nature of supervision

1) The appointment of a supervisor and the requirements for a supervisor are regulated by Article 36(1) of the SER USB.

2) A supervisor may only accept a new doctoral student if he/she is currently supervising fewer than 5 doctoral students across the universities and fewer than 15 bachelor's, master's, and doctoral students in total. This number does not include students with interrupted studies. Exceptions are possible only in specific and justified cases. These exceptions are granted by the dean of the faculty concerned.

3) The admission procedure for doctoral studies is conducted as open to all applicants for studies regardless of nationality, origin, religious beliefs, political convictions, gender and age, except in specific cases related to the application of the provisions of Act No 69/2006, on the Implementation of International Sanctions and other regulations.

4) The dissertation topic, which is a necessary part of the admission procedure, is always approved by the disciplinary board. It is recommended that the applicant consults this topic with the chair of the relevant disciplinary board, the supervising department and the prospective supervisor before submitting the application. If the candidate proposes the topic himself/herself, the training institute will recommend a potential supervisor. If the prospective supervisor proposes the topic himself or herself, or if the supervisor and the applicant mutually agree, the (prospective) supervisor will participate in the admission procedure of the applicant.

5) By accepting his/her appointment, the supervisor declares that he/she has sufficient time available for the responsible supervision of his/her PhD student.

6) The supervisor participates in the review of the course of study before the disciplinary board and in the defence of the dissertation of all doctoral students supervised by him/her, including the closed meeting of the committee over the result of the defence.

7) The supervisor undergoes regular evaluation by the disciplinary board, using the tools used at the USB. This evaluation covers not only his/her creative activities but also his/her supervision, including activities developing his/her training career. Where possible, feedback from current and recent PhD students is also part of the basis for the supervisor's evaluation. If the disciplinary board finds that the supervisor is not fulfilling his/her role in accordance with this standard, it will take the necessary steps to arrange for remediation or propose a change of supervisor to the dean of the faculty concerned.

8) The dean may request the opinion of the disciplinary board on the evaluation of the supervisor's performance as part of the academic staff evaluation process or as part of the administrative proceedings in the matter of studies. If deficiencies in the supervisor's performance in terms of meeting this standard are found, the Dean will take these into account in making decisions on matters of studies. The finding of a deficiency in the supervisor's performance does not establish the right to grant the request or an appeal in the administrative proceedings concerning studies.

Article 4 **Principles of supervision**

1) Studies in doctoral degree programmes are conducted under the supervision of a supervisor according to the student's individual study plan. The fulfilment of the individual study plan is carried out in cooperation between the student and the supervisor, and this cooperation presupposes an active and responsible approach of the student to his/her studies and a high-quality, professional, and responsible guidance of the student by the supervisor. The supervisor rightly places high demands on the doctoral student and expects high commitment from the student.

2) The supervisor and the doctoral student work together to draw up an individual study plan within the first three months of enrolment and to complete the research plan and timetable during the first year of study. The research plan and timetable shall include, inter alia, the milestones of the scientific work leading to the preparation of the dissertation, the possibilities of joining an existing scientific team and the way of funding the dissertation research, unless one of these points is already required at the admissions stage.

3) The supervisor, in cooperation with the doctoral student, organises personal consultations on dissertation research on average twice a month, and to a sufficient extent. For the supervision of a doctoral student in a combined form of study, the consultations may be cumulated into one consultation per month.

4) The supervisor monitors the progress of the doctoral student's research towards the dissertation and his/her possible involvement in other creative activities, providing him/her with professional and managerial support in addition to regular constructive feedback. He/she ensures the feasibility of the objectives set and assists in their achievement.

5) The supervisor regularly evaluates the progress of the student's work and the fulfilment of his/her individual study plan and informs the disciplinary board about the evaluation.

6) The supervisor, in cooperation with the university, develops the doctoral student's competencies in independent scientific work, in publishing and presenting research results, but also in submitting grant applications and in disseminating results outside the academic sphere. Where relevant to the field of study and the topic of the dissertation, the supervisor supports his/her doctoral students in collaborating with the application sphere and in transferring knowledge into practice and helps them to create appropriate opportunities for this.

7) The supervisor may co-author the results of the doctoral student's creative activity during the period of study, but always in proportion to his or her creative participation. The supervisor supports the doctoral student in publishing first-authored outputs and ensures that the doctoral student publishes in respected scientific journals.

- 8) The supervisor communicates with the doctoral student not only professional issues but also possibilities for professional development, including post-doctoral employment opportunities.
- 9) The supervisor's approach reflects the individual situation and needs of the doctoral student as much as possible, including the situation of students with special needs and students from abroad, for whom integration into a new environment can be very challenging.
- 10) The supervisor actively involves his/her PhD students in the scientific community of the field both within the institution and internationally. He/she enables them to establish contacts and supports them in cooperation with colleagues from abroad, including cooperation in the form of an internship abroad.
- 11) The supervisor actively supports his/her doctoral students in collaboration with other doctoral students, or other students and academic staff, thereby developing their competencies for teamwork and interdisciplinary research.
- 12) The supervisor actively seeks, receives, and constructively evaluates relevant feedback from his/her doctoral students.
- 13) The supervisor does not overwhelm the student with a disproportionate number of tasks unrelated to the dissertation research, and allows him/her to participate in the educational process to a reasonable and appropriate extent, thus gaining pedagogical experience that belongs among the important competencies that a doctoral student should acquire during his/her studies.
- 14) Although the doctoral student, the supervisor, and any advisor are partners in the development of the dissertation, and the quality and success of the study and creative activity are their shared responsibility, the primary responsibility for the course, results, and proper and timely completion of the study always rests with the student. The supervisor is responsible for fulfilling his/her role in accordance with this standard and general practices of academic ethics.

Article 5

Other provisions

- 1) Information on the number of doctoral students supervised by the supervisor and information on the success rate of doctoral students supervised by the supervisor at USB are publicly available.
- 2) The resolution of possible conflict situations between the supervisor and his/her doctoral student is assisted by the chair of the relevant disciplinary board, the vice-dean of the relevant faculty with the agenda of doctoral studies, the dean of the relevant faculty, and also the ombudsman of the relevant faculty; if the faculty does not have an ombudsman, then the USB Ethics Committee or the USB ombudsman assist.
- 3) This standard serves as a guide to good practice and as a tool for quality assurance and evaluation of educational and creative activities. This standard in no way affects the rights and obligations of the supervisor or the scope of the disciplinary board referred to in Articles 34 to 37 of the SER USB, nor the obligations of the supervisor arising from the employment relationships and job descriptions of individual academic staff.
- 4) Recognising that individual faculties may have some matters specific to those faculties in relation to doctoral studies, the faculty may by its own action modify the relevant sections of this standard for its own purposes if they remain consistent with this standard.

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