



Faculty of Health
Sciences

FHS UP INTERNAL STANDARD

FZV-B-22/05

**Internal Standard of the Faculty of Health
Sciences to the Study and Examination
Code of Palacký University Olomouc –
postgraduate study**

Content: This Internal Standard supplements the Study and Examination Code of Palacký University Olomouc for the Faculty of Health Sciences of Palacký University Olomouc.

Guarantor: Vice-Dean for Science and Research and Doctoral Study, FHS UP

In force: August 23, 2022

In effect: September 1, 2022

**Internal Standard
of the Faculty of Health Sciences
to the Study and Examination Code
of Palacký University Olomouc – postgraduate study**

**Article 1
General Provisions**

The Study and Examination Code of Palacký University Olomouc (hereinafter referred to as “SEC UP”), as amended, are supplemented for the Faculty of Health Sciences UP (hereinafter referred to as “FHS”) in the following manner.

**Article 2
Doctoral Board Chairperson (SEC UP, Art. 34)**

1. In case the chairperson of the doctoral board of a doctoral study programme (hereinafter referred to as “DSP”) cannot fulfil their obligations (long-term absence, resignation, etc.), the Dean of the Faculty of Health Sciences (hereinafter referred to as “Dean”) shall entrust the chairperson of the doctoral board with the chairperson’s deputy. The Deputy Chairperson shall be elected from among its members by a majority vote of all its members.

**Article 3
Doctoral Student Supervisor (SEC UP, Art. 36)**

1. The supervisor of a doctoral student (hereinafter referred to as “supervisor”) can only be a professor or associate professor (docent) or an eminent expert who holds a scientific degree and meets the minimum requirements for publication set for the habilitation procedure in the field corresponding with the focus of the DSP.
2. The supervisor, who is not a professor or associate professor, is appointed by the Dean after prior approval by the Scientific Council of the FHS (hereinafter referred to as “SC”). A duly substantiated proposal for their appointment shall be submitted by the Doctoral Board Chairperson to the Dean at least two weeks before the scheduled date of the VR meeting. The proposal shall include:
 - a) title and code of the DSP,
 - b) the candidate’s name, surname and titles,
 - c) scientometric data according to Web of Science/Scopus,
 - i. number of publications,
 - ii. number of citations without auto-citations,
 - iii. h-index
 - d) the proposal is accompanied by a candidate’s professional CV.
3. The supervisor may supervise a maximum of seven doctoral students at any one time.

4. The supervisor evaluates the progress of the doctoral studies annually according to the individual study plan. The supervisor’s evaluation must indicate whether or not the continuation of studies is recommended. If the supervisor does not recommend continuation of the student’s studies, the doctoral board shall consider the supervisor’s proposal and forward its opinion, including the supervisor’s opinion, to the Dean for a decision.
5. In the case of an interdisciplinary focus of the dissertation, the doctoral board may approve an advisor for the student upon the supervisor’s proposal.

**Article 4
Individual Study Plan for
Doctoral Studies and Check of
the Results of Doctoral Studies
(SECP UP, Art. 38)**

1. The condition for enrolment in the first year of the DSP is submitting an individual study plan. The individual study plan consists of obligatory, elective and optional subjects. All changes in the individual study plan must be indicated in the annual report on DSP studies.
2. During the check of study obligations, the student must submit an annual report on DSP studies with the required documents for the past academic year, together with the supervisor’s evaluation. The annual report on DSP studies must be submitted by the deadline for the completion of study obligations of the given academic year.

**Article 5
Withdrawal from Studies (SEC UP Art. 40)**

1. The student must settle all their professional, legal and financial matters related to the doctoral studies upon withdrawing from studies.

**Article 6
Doctoral State Examination Application
(SEC UP, Art. 41)**

1. The date of the doctoral state examination (hereinafter referred to as “DSE”) is set by the Dean based on a proposal of the chairperson of the doctoral board so that the deadline does not exceed 6 months from the date of the submission of the DSE application.
2. The student may complete the DSE on a date different from the dissertation defence, but only on the

assumption that they fulfilled all study obligations according to the study plan of the respective doctoral study programme.

Article 7
Doctoral State Examination (SEC UP, Art. 43)

1. The voting ballots include the name and surname of the doctoral student, the date and place of the DSE and the statement: I classify the DSE as “pass” or “fail”. A member of the committee selects a valid opinion by circling it. Two members of the committee are responsible for counting the votes.
2. A protocol of the course of the DSE in a form prescribed by the university is kept, where the wording of questions and partial and final classification of the DSE are recorded. The names, surnames and signatures of the present members of the committee are included in the protocol.
3. Before the examination, the student may withdraw due to serious reasons (illness, death in the family, etc.); these facts must be documented in writing. The proof must be submitted no later than 3 working days after the date of the DSE. The committee chairperson decides whether the withdrawal is justified. If the reasons are unjustified or the student failed to attend and has not withdrawn properly, the DSE is graded as “fail”.

Article 8
Dissertation (SEC UP, Art. 44)

1. The dissertation contains, in particular, the following parts:
 - a) overview of the current state of the subject of the dissertation, including references to the literature used,
 - b) dissertation objectives and the research questions,
 - c) formulation of the theoretical background of the thesis,
 - d) description of the research, including used methods,
 - e) the original results of the dissertation,
 - f) evaluation of the results for the discipline or practice,
 - g) list of sources used,
 - h) a special statement at the introduction of the dissertation on intellectual property or copyright,
 - i) annotation, usually in English or another world language.
2. The recommended scope of the dissertation is a

minimum of 100 and a maximum of 250 standard pages without appendices and a list of sources (representing 180 to 450 thousand characters, including spaces).

3. The dissertation summary is written in the same language as the dissertation and is accompanied by a one-page abstract in English.
4. The opponents of the dissertation are approved by the doctoral board with a majority vote from all board members.

Article 9
Conditions for the Announcement of the Dissertation Defence (SEC UP, Art. 45)

1. The student submits the application for the dissertation defence to the Student Affairs Office. The application includes:
 - a) 2 copies of the dissertation,
 - b) CV according to the required structure,
 - c) “Data about Dissertation Thesis” form (automatically generated from the electronic system of study registration STAG (hereinafter referred to as “STAG”), the created form with the data on the student’s dissertation, including the data on its insertion in STAG,
 - d) 15 copies of the dissertation summary, including appendices,
 - e) the supervisor’s opinion on whether or not the dissertation meets the requirements needed for its defence and whether it is not plagiarized,
 - f) the declaration signed by the student on the originality of the dissertation.
2. The application for the dissertation defence must be submitted no later than 6 months before the expiry of the deadline for the maximum period of study under Article 32, par. 3 of the SEC UP as amended.

Article 10
Dissertation Defence (SEC UP, Art. 47)

1. The FHS UP Vice-Dean for Science and Research and Doctoral Studies has the right to participate in the dissertation defence.

Article 11
Final Provisions

1. This internal standard repels the validity of the standard “Internal Standard of the Faculty of Health Sciences to the Study and Examination Code of Palacký University Olomouc – Postgraduate Studies”, No. FZV-B-19/04 dated September 1, 2019.
2. This internal standard of the FHS UP shall enter into force on the date of its issue, i.e. on the date of the Dean’s signature, and takes effect on September 1, 2022.

In Olomouc on August 23, 2022.

Mgr. Jiří Vévoda, Ph.D.
Dean
Faculty of Health Sciences
Palacký University Olomouc