



Faculty  
of Arts

# **BRIEF GUIDE FOR DOCTORAL STUDENTS**

## **THROUGH DOCTORAL STUDIES AT FA UP**

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## DOCTORAL STUDY CONCEPT

The doctoral study programme (hereinafter referred to as the DSP) represents the highest level of university education one can achieve. It can only be realised at institutions which have a sufficient scholar capacity and supervisors with relevant scholar profiles.

Currently, the Faculty of Arts, Palacký University has newly accredited DSP programmes for four years. The study can either be done in a full-time form (the doctoral student receives a bursary, spends time at the training unit and is involved in the organisation and scholar work of their department) or in a part-time form (the doctoral student is not paid a bursary, spends only little time at the training unit and fulfils the study duties mainly remotely).

The study is divided into five modules. Each module represents an individual area in which students need to acquire the prescribed knowledge and competences. For every module, there is a minimum number of credits to be acquired depending on the study form – full-time or part-time. This way, doctoral students cannot avoid any area that is of key importance for the DSP, on the other hand they can, when they acquire the minimum number of credits, choose extra courses depending on their interest and focus. What matters is to complete the total number of credits required in the four-year study.

## STUDY DUTIES AND THEIR FULFILLMENT

Detailed rules for the DSP study are found in the [UP Study and Examination Code](#). Doctoral students must know and observe not only the abovementioned Code but also all valid norms and directives issued by UP and the FA UP.

During their studies, doctoral students at FA UP must acquire at least 240 credits. Only after the completion of this limit in the list of courses prescribed by the study plan of the specific study programme can doctoral students submit an application for the State Doctoral Examination and for the dissertation defence. To a certain extent, thanks to the credit system, students can proceed throughout the study in an individual way but they must respect the stipulations prescribed by the Study and Examination code and other regulations.

**Every academic year, doctoral students must acquire at least 40 credits or such a number of credits that would make the total of at least 80 credits together with the number of credits acquired in the previous academic year. This does not apply to the last academic year of the**

The standard study time in the doctoral study programme is four years. Doctoral students who do not manage to graduate within this standard period of study time can submit an application to the Dean and if the supervisor and the Subject-area Board Chairperson agree, the doctoral study can be prolonged. The application for a study prolongation is to be submitted before the beginning of every new academic year.

The maximum length of doctoral study is the standard time plus three extra years, i.e. the total of seven years.

## DUTIES OF FIRST YEAR DOCTORAL STUDENTS

First year DSP students should remember the following steps when they start their studies:

### **1) Read the study plan of the subject area**

Study plans are prepared in compliance with the accreditation by guarantors of individual doctoral programmes and in cooperation with the Subject-area Board members. DSP students always need to observe the study plan of the academic year in which they enrolled for their studies.

Study plans of all doctoral study programs are available [here](#).

### **2) Make an individual study plan (ISP) with the supervisor**

Together with their supervisors, doctoral students make their individual study plan (hereinafter referred to as the ISP) at the beginning of their first study year. The ISP is made for the whole study time and a detailed ISP is made for the first year. At the end of every year of study, students submit an annual report (hereinafter referred to as the AR) to be approved. Deadlines for the preparation and submission of last year's ISP and AR are prescribed by the [schedule](#).

### **3) Register in the IS/STAG for courses corresponding with the individual study plan**

Doctoral students register for courses according to their ISP always before the beginning of the winter semester and before the beginning of the summer semester. Exact deadlines for the pre-registration are prescribed by the [current academic year schedule](#).

Courses relating to publication activities and conference attendance, i.e. courses that cannot be planned with certainty, can be registered by the Doctoral Study Officer also throughout the academic year. All other additional course registration or deregistration outside the prescribed periods is only possible in sporadic cases and upon the recommendation by the supervisor and by

the Subject-area Board Chairperson. Results of testing, examination, colloquia and the completion of other study duties are recorded into the IS/STAG by the course guarantor or a person delegated by them.

## DISSERTATION

The doctoral dissertation is a comprehensive written work containing publicised results of the doctoral student's scholar and creative work. By writing a dissertation, the doctoral student demonstrates the ability to work alone in a creative way.

Dissertation requirements are prescribed by the UP Study and Examination Code, by the specific DSP accreditation and by other internal UP regulations or by specifying requirements by the Subject-area Board.

No later than the winter semester of the third year of study, the student is obliged to fill in documents for registering dissertation thesis on Portal UP (IS/STAG). Before submitting the printed version of the dissertation, its electronic copy including the abstract must be recorded in the IS/STAG and the related data must be completed. Recording data about theses is stipulated by the Rector's Instruction on [Assigning Topics for Bachelor's and Master's Diploma Theses, Dissertations, and Rigorous Theses, Their Submission, How They Are Made Accessible to the Public and the Related Record Keeping.](#)

Information on how to submit your dissertation and how to apply for the defence and the state doctoral examination can be found [here](#).

## ASSIGNMENT OF DISSERTATION TOPIC

The topic of the dissertation is decided by the Subject-area Board for the respective doctoral programme and the student chooses the topic mainly during the admission procedure. No later than the winter semester of the third year of study, the student is obliged to fill in documents for registering dissertation thesis on Portal UP (IS/STAG). To enter the dissertation topic use the link *My*

*study – Final thesis* (in the left menu). The process of submitting and approving the dissertation topic is done electronically only; students do not submit a printed and signed document to the Student Affairs Office.

The guide for students on how to submit their dissertation topic is available [here](#).

Changes to an approved dissertation topic or supervisor must be requested. Based on the approved request, the student will enter the new dissertation topic into IS/STAG.

## **INTERRUPTION OF STUDIES**

Upon the doctoral student's request and upon the approval by the supervisor and by the Subject-area Board Chairperson, the Dean can interrupt the study. The study can always be interrupted only for the whole semester or for the whole academic year, not freely throughout their course. The doctoral student's application with the supervisor's statement shall be sent to the Doctoral Study Officer. In the first year of study, the study can only be interrupted for serious reasons.

## **INTERRUPTION OF STUDIES: RECOGNISED PARENTING PERIOD**

When starting their maternity or parental leave, doctoral students can ask for a parenting period recognition and study interruption at the same time. This interruption of study, which can last up to the child's age of 3, shall not be included into the time of interruption of studies that the doctoral students are entitled to pursuant to the Study and Examination Code. Detailed information regarding the recognised parenting period and the consequent interruption of studies is found [here](#).

## MEDICAL CARE

more information [here](#)

## WITHDRAWAL FROM STUDIES

Doctoral students are entitled to withdraw from their studies at any time. They must inform the faculty Dean about this in writing via the Student Affairs Officer.

## DOCTORAL BURSARIES

Full-time doctoral students are paid doctoral bursaries for the standard period of study time (four years). The bursary is paid in monthly payments retrospectively, i.e. for the past month. It is transferred in Czech Crowns to the student's bank account whose number has been recorded in the UP Portal by the student. First year doctoral students shall receive the first payment in October of the specific academic year and that shall be the payment for September. The bursary amount can change, in the academic year of 2024/2025 it is CZK 15,000 per month. Doctoral bursaries are paid according to the [schedule made by the faculty](#).

According to the UP Scholarship and Bursary Code, the period of time when a doctoral student is entitled to a bursary also includes the time of all previous non-successful doctoral studies. Therefore, if a doctoral student studied another doctoral programme for a year, they are entitled to a bursary only until the end of their third year of study.

Besides this amount, doctoral students can receive higher or extra bursaries, usually for their research or publication activities. Every year, doctoral students have the chance to get involved in

the Internal Grant Agency (IGA) competition where they can get financial resources both for their research activities and the increase of their bursary amount.

Granting and payment of bursaries at FA UP is stipulated by the [UP Scholarship and Bursary Code](#), [Dean's Internal Standard on the UP Scholarship and Bursary Code](#) or other regulations.

## MODULAR STUDY IN THE DOCTORAL STUDY PROGRAMME

### 1. Science and research module

#### **1a) Subject-area and methodology courses – module 91A, 91B + philosophy + foreign languages**

In this module, students register for two kinds of courses. First, they include courses that represent the skeleton of the chosen subject area. They are prescribed by the Subject-area Board as obligatory and these also include the philosophy and foreign language course. Subject-area courses are realised by the training unit (i.e. the department where the student studies), philosophy is organised by the FA UP Department of Philosophy. Foreign languages are taught by the respective philological departments and by the Language Centre.

Within this module students must take at least one methodological course. These subjects are offered together for all subject areas of the DSP.

#### **1b) Publication activity – module 91B**

This module focuses on the ability to present research results in a scholar community. Based on the habitual practice in the subject area, individual Subject-area Boards decide on what publication activities they are going to acknowledge and how many credits they will be worth. A doctoral student can publish more papers of the same format. It is desirable that doctoral students do not limit themselves to acquiring just the minimum number of credits but try to publish as much as possible. This will help them both to advance in their subject areas and to increase the prestige of

their training unit. The publication duty is considered done when it is recorded by the guarantor to the IS/STAG as a completed duty and at the same time the output is recorded in the [OBD](#).

### **1c) Experience from abroad – module 91C**

Acquiring experience abroad by being in touch with significant specialists or by studying materials relevant for the subject area is considered to be one of the basic DSP functions. Based on the habitual practice in the subject areas, individual Subject-area Boards define what types of stays abroad the doctoral student should get and what their credit value will be. It can be for example a research stay within a scholarship, grant, student grant competition and also for example library research, work in archives, lecture mobility within Erasmus or Ceepus programmes, attendance of a workshop or seminar, stay at a research or academic institution etc. Doctoral students can go abroad for more mobilities of the same type. In this module, doctoral students register only for courses offered by their own subject area.

## **2. Subject area specialisation module**

This module includes specialised courses that deepen the student's knowledge within the chosen subject area or they increase it in an interdisciplinary way.

### **2a) Optional courses of the studied subject area – module 92A**

This module includes all courses of the chosen subject area which complete the list of obligatory courses from module 1a. Individual Subject-area Boards shall decide whether these courses (or some of them) shall also be offered to doctoral students of other subject areas. In case the course does not show in the study plan of a doctoral student who is interested in it, the student can discuss this with their supervisor and then ask the teacher for an approval to register for the course.

## **2b) Interdisciplinary courses – module 92B**

Courses included in this module are realised by the individual subject areas for all FA UP doctoral students. Their purpose is to make it possible for doctoral students to use the rich intellectual background of the faculty, meet doctoral students, other students and teachers of other subject areas and increase their knowledge in an interdisciplinary way.

## **3. Soft skills module – module 93**

This module consists of courses that help doctoral students to increase various kinds of skills and competences, e.g. presenting research results to an audience, preparing specialised texts, expressing oneself in correct and stylistically relevant Czech, using specialised foreign language, work and time organisation, cooperation in a team, teaching, stress and conflict management, preparation and management of projects etc. The course offer continuously varies.

## **4. Teaching module – module 94**

In this module, doctoral students gain experience while passing on knowledge in their subject areas to students, mostly in the form of teaching or leading a seminar but also by supervising or tutoring Bachelor's diploma theses. The form of teaching experience and its credit assessment is prescribed by the individual Subject-area Boards. The purpose of this module is acquiring basic teaching practice and ability to lead a group of people and their work. Therefore, the teaching can take place not only on the FA UP grounds but also at any other university workplace specialising in a similar subject area. Doctoral students can complete more teaching tasks of the same kind. In this module, doctoral students only register for courses offered by their own subject areas.

## 5. Dissertation module – module 95

Study duties in this module focus on the preparation of the dissertation. It is upon the individual Subject-area Boards what units they divide the dissertation preparation into and what credit value they assign to them. This module is mainly composed of dissertation seminars where the doctoral student or a group of doctoral students meet with the supervisor to prepare the dissertation and to submit parts or the whole of the dissertation. In this module, doctoral students only register for courses offered by their own subject areas.

### LIST OF MODULES AND MINIMUM NUMBERS OF CREDITS IN MODULES

Modules	Full-time DSP	Part-time DSP
<b>1. Science and research module</b>		
Subject-area and methodology courses + philosophy + foreign language	65	65
Publication activity	30	30
Experience from abroad	5	5
<b>2. Subject-area specialisation module</b>		
Optional courses of the studied subject area	20	20
Interdisciplinary courses	0	0
<b>3. Soft skills module</b>	5	5
<b>4. Teaching module</b>	20	5
<b>5. Dissertation module</b>	70	70
<b>Minimum numbers total</b>	<b>215</b>	<b>200</b>
<b>Credits total</b>	<b>240</b>	<b>240</b>

## UNIVERSITY WEBSITE

UP has a couple of basic web pages that are interconnected by links, so they are easy to navigate:

- [www.upol.cz](http://www.upol.cz): official website and main UP presentation
- [www.ff.upol.cz/doktorske-studium/](http://www.ff.upol.cz/doktorske-studium/): doctoral studies section at the FA UP website
- [www.portal.upol.cz](http://www.portal.upol.cz): log in to applications, portal for students and staff
- [www.stag.upol.cz](http://www.stag.upol.cz): administration of study agenda for students
- [www.skm.upol.cz](http://www.skm.upol.cz): all matters dealing with accommodation and meals at the university
- [www.studenti.upol.cz](http://www.studenti.upol.cz): news and information for students at one spot

## UP PORTAL

UP Portal is an entrance to all important applications at the university. In the UP Portal students find most of the things they are going to need in their studies. These include searching for people, access to the study agenda (IS/STAG), ordering canteen meals or links to web interface to access university e-mail. There is also for example a link to download the Microsoft Office package (current version, free for UP students) as well as access to applications (EDIS, Moodle, Erasmus+, accommodation system).

As you, as a UP student, are going to be using the UP Portal rather often, we recommend you go through it and get acquainted with its contents at the very beginning of your studies.

## ACCESSING UP PORTAL

Before you first log in to the UP Portal, you need to find out your Portal ID and create a password to your user account.

After the enrolment procedure and after data processing by the Student Affairs Office, the information system generates/updates the access to the IS. Doctoral students who submitted their application for study via the *prihlaska.upol.cz* page shall find their **Portal ID** for UP information systems (IS/STAG, Portal, Moodle, etc.) in their electronic application, section Personal data, part General. The student's Portal ID shows just below the university ID.

If a doctoral student forgets the study application password, there is the option of "Forgotten password" to click on the application log-in page.

**If a doctoral student has not studied at UP before and is therefore a new student, it is also necessary to set a password:**

1. In the e-application for study ([www.prihlaska.upol.cz](http://www.prihlaska.upol.cz)) you log in and find your Portal ID in Personal data → General.
2. Below the Portal ID you find the link "Set password".
3. A page opens and you set a new password for the UP IS.
4. When you click "Save", the password is set.

**If a doctoral student has studied at UP before, the procedure is as follows:**

1. In the e-application for study ([prihlaska.upol.cz](http://prihlaska.upol.cz)) you log in and find your Portal ID in Personal data → General.

2. Click the “Log in” button.
3. If you have forgotten your IS password, use the Helpdesk service at [helpdesk.upol.cz](https://helpdesk.upol.cz) → Anonymous request → “Forgotten password” category.

## UNIVERSITY E-MAIL

Important information is sent to doctoral students to university e-mail addresses ending in [@upol.cz](mailto:@upol.cz). Doctoral students must check their e-mail account and use it when e-mailing UP staff.

Official university e-mail accounts for new doctoral students are generated automatically between the study enrolment day and the beginning of the academic year. All e-mail accounts should be ready to use at the beginning of semester.

You can access your e-mail at the UP Portal, E-mail link or at the web interface [outlook.com/upol.cz](https://outlook.com/upol.cz).

## IS/STAG

IS/STAG is an abbreviation for the electronic administration and recording of UP Study AGenda.

### **IS/STAG functions as seen by the doctoral student:**

- registration for courses that helps create one’s own individual study plan
- registration for exams
- entering a bank account number and checking bursary payments
- browsing and searching for other data (one’s own timetable, information about courses, study programmes, subject-areas, teachers, departments),
- completion of data about the dissertation,

- submitting seminar papers,
- evaluation of courses.

## CONFIRMATION OF STUDIES

The electronic confirmation of studies can be downloaded when you log in to the UP Portal – ELF tile – Confirmation of studies. It can be printed as a PDF document after the enrolment procedure date and then always at the beginning of every new academic year.

## ID CARD

After they enrol into the study, UP students can ask for a UP student identity card. This can either be an ISIC or a standard blue UP card. Every student chooses the card type before they start their studies.

The **ISIC card** is meant for full-time UP students and it works as a UP student ID as well as an international student ID which entitles the person to use plenty of advantages and discounts outside UP and abroad. The other type is the **standard UP card**, which works only as a UP student ID and you cannot use it for any discounts. However, it works just like ISIC for ordering canteen meals, borrowing books in the library and photocopying documents.

All information regarding issuing the ID card, prolongation of its validity and ways of using it is found at the [website of UP Computer Centre](#).

## **OUTGOING MOBILITIES ABROAD**

Outgoing mobility abroad is an inseparable part of the doctoral study plan. FA UP doctoral students can choose from a wide variety of study and research stays or traineeship periods abroad. There are plenty of programmes, projects, foundations, organisations etc. which support long-term as well as short-term mobility. A doctoral student can go practically anywhere. It is not always necessary for the department/faculty/university to have a student exchange agreement with the foreign institution. For more information, please, contact the International Relations Office.

## WEB / CONTACTS

<https://www.ff.upol.cz/doktorske-studium/>

### Postal address

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DEALING WITH QUESTIONS RELATED TO STUDIES IN THE DOCTORAL STUDY PROGRAMME

**WHAT TO DO WHEN...**

<p><b>YOUR SUPERVISOR IS NOT SUPERVISING?</b>                      Is he/she too busy?                      Is he/she not providing the needed feedback?                      Is he/she not responding to your e-mails?                      Is he/she not willing to provide tutorials?                      etc.</p>	<p><b>SOMETHING IS NOT WORKING IN TEACHING?</b>                      Is something not working in the IS STAG?                      Is any course not found in the timetable?</p>	<p><b>YOU DON'T KNOW WHAT TO DO?</b>                      You don't know what to do to interrupt your studies?                      Where can you find the right forms?                      How to proceed to submit the application for dissertation defence and for the State Doctoral Examination?</p>	<p><b>YOU ARE LOOKING FOR NEW OPPORTUNITIES?</b>                      Would you like to apply for an internal or external grant?                      Do you not know where to publish your article?                      Would you like to go abroad on a mobility but hesitate where to go and how to finance your stay?</p>	<p><b>YOU HAVE ANOTHER PROBLEM?</b>                      Are you worried about any other matters – study, research, financial, existential ones?                      Are you disillusioned with the doctoral studies?</p>
<p>↓↓↓</p>	<p>↓↓↓</p>	<p>↓↓↓</p>	<p>↓↓↓</p>	<p>↓↓↓</p>
<p>Make an appointment with your supervisor and speak openly about your objections. Some supervisors do not mean to be unhelpful. They may just be too busy or not realise that they are not paying sufficient attention to you.</p>	<p>Ask the department assistant for help. They can usually solve everything 😊</p>	<p>Study the doctoral studies website: <a href="http://www.ff.upol.cz/doktorske-studium">www.ff.upol.cz/doktorske-studium</a>. Study the Study and Examination Code and the Internal Standard and FA UP Instruction for its implementation.</p>	<p>The International Relations Office provides advice on outgoing mobilities. Project counselling is found on the website <a href="http://www.projektyffup.upol.cz/info">www.projektyffup.upol.cz/info</a>. More information is found on the FA UP website. Your supervisor will undoubtedly provide you with valuable advice, too.</p>	<p>Your supervisors and teachers have probably also experienced this; they may often provide a detached view and understanding for all kinds of problems. Do not be afraid to ask them for understanding and help. Many scholars deal with constant doubts about the sense of their work, about themselves... It would be bad if humans did not have doubts. It belongs to scholar work.</p>
<p><b>DID IT NOT HELP?</b> ↓↓↓</p>	<p>If the department assistant could not solve the problem, go to the Doctoral Study Officer (contact to be found on the doctoral study website).</p>	<p><b>DID IT NOT HELP?</b> ↓↓↓</p>	<p><b>Do not be afraid to express your study difficulties.                      If a supervisor does not know about a problem, he/she cannot solve it.                      Sharing problems on social networks is not a way to solve them.</b></p>	
<p>Ask the Subject-area Board Chairperson for help.</p>	<p>If teaching is not working the way it should, solve the problem at its source. Tell the teacher you are interested in his/her lessons. If this does not help, discuss the problem with your supervisor.</p>	<p>Phone or e-mail the Doctoral Study Officer (contact to be found on the doctoral study website).</p>		
<p><b>DID IT NOT HELP EITHER?</b> ↓↓↓</p>				
<p>Ask the Department Head for help.</p>				
<p><b>DID IT NOT HELP EITHER?</b> ↓↓↓</p>				
<p>Make an appointment with the Vice-Dean for Science and Research.</p>				
<p><b>DID IT NOT HELP EITHER?</b> ↓↓↓</p>				
<p>the faculty ombudsman.</p>				