

Principles for Awarding Doctoral Bursaries to Full-Time Students of Doctoral Study Programmes at the University of Hradec Králové, Faculty of Science

In accordance with Section 91a of Act No. 111/1998 Sb., on Higher Education Institutions and on Amendments and Supplements to Other Acts, and in accordance with the Study and Examination Code of the University of Hradec Králové, as amended, the Scholarship and Bursary Rules of the University of Hradec Králové, as amended, and Rector's Decree No. 12/2025 Internal Rules on the Organization of Doctoral Studies from September 2025, full-time doctoral students may be awarded and paid a bursary in the amount defined by law, known as the doctoral student income, if they meet the following conditions:

Article 1

Study obligations

1. By the end of the first year: Students must successfully complete at least 3 subjects from the list of subjects specified in Annex No. 1 to this PřF Dean's decision.
2. By the end of the second year: Completion of all subjects specified in the individual study plan is required.

Article 2

Requirements for scientific and research activities

1. After the third year: Students must demonstrate publication activity in a journal with a non-zero impact factor relating to the subject studied, in which the student is listed as the first author, or it must be confirmed by a sworn statement from the supervisor that the student has made a major contribution to the article.

Article 3

Additional requirements

Students are also required to:

1. Attend the faculty in person five days a week in accordance with the approved Individual Study Plan. With the supervisor's consent, personal attendance at the faculty may be replaced by fieldwork, teaching, or remote work (home office), in accordance with the supervisor's instructions. For teaching, four lessons are considered equivalent to one day, taking into account related indirect activities such as lesson preparation and grading. For the purposes of this paragraph, teaching means regular teaching activities at a designated primary or secondary school, without prejudice to the provisions of paragraph 3. The specific conditions for each year are broadly regulated by the individual study plan.
2. Complete, during the first three years of full-time study, an internship abroad in accordance with the conditions specified in the accreditation file.
3. Participate in teaching for 35 to 55 lessons per semester. The scope and content of teaching are agreed with the supervisor and the guarantors of specific subjects and are specified in the Individual Study Plan.
4. Actively participate at least once a year in all of the events listed below [points (a) to (d)] and present the results of their research activities at least three times during their studies at one of the events listed below [points (a) to (d)]:
 - a. Regular meetings of doctoral students organised by the guarantor of the study programme or the supervisor;
 - b. Departmental seminars or colloquia, or semester evaluation meetings;
 - c. Internal defences of theses or dissertations;
 - d. Thematic lectures by academic, research and project staff as decided by the doctoral study programme (DSP) guarantor or head of department.
5. Participate, at least once during their studies, in the Ph.D. Summit organised by UHK for first-year DSP students.
6. Contribute to the running of the faculty and departments (the third role) through active cooperation.

Article 4

Evaluation of the fulfilment of obligations at the end of the academic year

1. The study and other obligations specified in Articles 1 and 3 must be incorporated into the Individual Study Plan in accordance with Article 35 of the UHK Study and Examination Code.
2. If a doctoral student fails to meet the conditions specified in Articles 1, 2 or 3, their bursary will be reduced, after discussion by the Subject-Area Board, by one third (1/3) of the amount defined by law.
3. For evaluation in accordance with Article 38 of the UHK Study and Examination Code and Article 4(4) of the UHK Scholarship and Bursary Rules, it is necessary to obtain a sufficient number of credits and a recommendation from the supervisor. The following requirements are set for progression to the next year of study and determination of the bursary amount:
 - a. If a doctoral student achieves 60 or more credits at the end of the first year of study, 120 or more credits at the end of the second year of study,

and 180 or more credits at the end of the third year of study, they are awarded a doctoral bursary in the amount defined by law;

- b. If a doctoral student obtains 50 to 59 credits at the end of the first year of study, 110 to 119 credits at the end of the second year of study, and 170 to 179 credits at the end of the third year of study, they may apply to the Subject-Area Board for an exceptional doctoral bursary in the amount defined by law. They must duly justify their application and attach a recommendation from their supervisor;
- c. If the Subject-Area Board does not grant the request for an exceptional doctoral bursary in the amount defined by law under paragraph (b), or if the doctoral student obtains 40 to 49 credits at the end of the first year of study, 80 to 109 credits at the end of the second year of study, and 120 to 169 credits at the end of the third year of study, the amount of the doctoral bursary will be reduced by $\frac{1}{3}$ (one third) of the amount defined by law;
- d. If a doctoral student obtains 30 to 49 credits at the end of the first year of study, 70 to 79 credits at the end of the second year of study, and 110 to 119 credits at the end of the third year of study, they may apply to the Subject-Area Board for exceptional permission to proceed to the next year of study and for a doctoral bursary reduced by one-third ($\frac{1}{3}$) of the amount defined by law. The request must be duly justified and accompanied by a recommendation from the supervisor;
- e. If the Subject-Area Board does not grant the request for exceptional permission to proceed to the next year of study and for the award of a doctoral bursary reduced by one third ($\frac{1}{3}$) of the amount defined by law, or if the doctoral student obtains less than 30 credits at the end of the first year of study, less than 70 credits at the end of the second year of study, and less than 110 credits at the end of the third year of study, their studies will be terminated.

Article 5

Evaluation of the fulfilment of obligations in the winter semester of the academic year

1. At the end of the winter semester, the doctoral student's performance is always evaluated by their supervisor and the guarantor of the study programme. The evaluation is qualitative and states whether the doctoral student is properly fulfilling their study obligations or not. They submit their opinions to the Subject-Area Board which may decide that for the period from March to August:
 - a. The bursary will be maintained at the current amount, or
 - b. The bursary in the amount defined by law will be reduced by one third ($\frac{1}{3}$) of the amount defined by law; or
 - c. The previously reduced bursary will be increased to the amount defined by law.

Article 6

Deadlines for submitting bursary applications, discussion by the Subject-Area Board and payment of bursaries

1. DSP students are required to apply for a doctoral bursary by submitting a written application to the Study Department of the PřF UHK (see Annex No. 2) for the winter semester of the following academic year, i.e., the period from September to February (according to the valid UHK Scholarship and Bursary Rules) no later than 15 June (with the exception of DSP students newly enrolled in the 1st year of study), and for the summer semester of the given academic year, i.e., the period from March to August (according to the valid UHK Scholarship and Bursary Rules) no later than 31 January. The application must be accompanied by a written report on the results of their activities in accordance with Article 38(2) of the UHK Study and Examination Code. Within the same deadlines, the supervisor shall submit an evaluation of the doctoral student to the DSP guarantor.
2. DSP students who are newly enrolled in the 1st year of study are not affected by the June application deadline. The deadline for submitting an application for a doctoral bursary for the winter semester of the 1st year of study will be set by the PřF Vice-Dean for Education and Internal Affairs and communicated to them upon enrolment.
3. The Subject-Area Board convened by the programme guarantor (who is also always its chair) will meet between 20 June and 31 August to determine the amount of bursaries for the winter semester of the following academic year, and between 7 February and 28 February to determine the amount of bursaries for the summer semester of the given academic year.
4. Doctoral bursaries are paid monthly between the 10th and the 15th day of the month following the month for which the bursary was awarded.
5. Written reports by doctoral students on the results of their activities for the winter and summer semesters pursuant to Article 38(2) 2 of the UHK Study and Examination Code and the supervisor's evaluation of the doctoral student for the winter and summer semesters do not need to be submitted in paper form if the doctoral student and supervisor enter them in form of an electronic update of the Individual Study Plan and send them as an attachment to an e-mail from their university e-mail address (the @uhk.cz domain) to the university e-mail address of the DSP guarantor (the @uhk.cz domain) and to the address of the PřF Study Department (prf.studijni@uhk.cz). At the end of the academic year, the supervisor and doctoral student subsequently certify the documents in paper form with their signatures and submit them to the DSP guarantor.

Article 7

Amount of bursaries for doctoral students in full-time study whose studies began before 1 September 2025

1. The amount of the bursary for doctoral students in full-time study whose studies began before 1 September 2025 is determined by Article 4 of Rector's Decree No. 12/2025 Internal Rules on the Organization of Doctoral Studies from September 2025.
2. Full-time doctoral students whose studies began before 1 September 2025 shall apply for inclusion in their preferred doctoral study organisation regime by submitting a written application to the Study Department of the PřF Hradec Králové (see Annex 3), by 30 September 2025 at the latest in 2025, and by 15 June of any subsequent year at the latest. The application may be submitted once a year only.
3. The doctoral student's request for inclusion in their preferred doctoral study organisation regime will then be discussed by the Subject-Area Board of the relevant DSP in 2025 no later than 15 October 2025, and, in subsequent years, on the dates specified in Article VI(3).
4. The PřF Dean will decide on the inclusion in the doctoral study organisation regime based on the doctoral student's application, taking into account the opinion of the Subject-Area Board. The inclusion is valid for at least one academic year. If the doctoral student does not submit an application for the next academic year in accordance with paragraph 2, they will be included in the same doctoral study organisation regime for the next academic year as in the previous year.

Article 8

Final provisions

This Decision shall enter into force and take effect on the date of signature.

Hradec Králové, 18 September 2025

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Dean, PřF UHK