

Internal Rules on the Organization of Doctoral Studies from September 2025

Article 1

Doctoral student income

- 1) Pursuant to Section 91a of the Higher Education Act (hereinafter referred to as the “Act”), doctoral student income means the sum of the monthly amount of the doctoral bursary and the monthly amount of the salary or wage for work in which the student performs creative activities related to the preparation of his/her dissertation as an employee of the UHK or as an employee of a legal entity with which the UHK has made a cooperation agreement (hereinafter referred to as the “Cooperating Employer”).
- 2) The requirements of doctoral bursaries are regulated by Article 4 of the UHK Scholarship and Bursary Rules.
- 3) Pursuant to Article 4(7) of the UHK Scholarship and Bursary Rules, in accordance with the amendment of the Act valid as of 1 March 2025, a doctoral bursary is also granted to a full-time doctoral student at the UHK whose studies began before 1 September 2025, provided that the scope of the obligations set out in the individual study plan (hereinafter referred to as the “ISP”) of this doctoral student corresponds to the scope of obligations set out in the ISP of a doctoral student whose first period of study did not begin before 1 September 2025.
- 4) The salary or wage is calculated exclusively from the employment based on the employment contract between the UHK or the Cooperating Employer and the doctoral student. Thus, remuneration for work within the framework of an agreement to perform work (DPP) or an agreement to complete a job (DPČ) is not taken into account. The work must consist of creative activity related to the preparation of the dissertation, which can be understood in a narrower sense as doctoral research, and in a broader sense as work indirectly leading to the preparation of the dissertation. In the case of a multi-activity employment, it is necessary to specify which activities are considered to be creative activities related to the preparation of the dissertation and to define the extent of such a share which must be at least 50 % of the work activity.

Article 2

Duties of a full-time doctoral student

- 1) This Article defines the scope of obligations of a full-time doctoral student, the fulfilment of which is required in order to qualify for the doctoral bursary in the amount defined by law. It applies to a doctoral student in the standard period of study if this is his or her first study in a doctoral programme.
- 2) Doctoral students are obliged to fulfil their study obligations according to their ISPs, and must achieve at least 60 credits per year. The number of credits is checked once a year on 31 August of the given year. Credits are calculated cumulatively, i.e., 60 credits must be obtained at the end of the 1st year, 120 credits at the end of the 2nd year, and 180 credits at the end of the 3rd year. Two hundred and forty credits are required for the entire four-year course. The Subject-Area Board of the doctoral programme is responsible for checking the number of credits. Other obligations of the studies may be determined by a managing act of the Dean.
- 3) The Subject-Area Board also checks whether the credits obtained correspond to the planned structure of study obligations and their time distribution as planned in the ISP. It is therefore not allowed to earn credits from elective courses that have not been scheduled in advance in the ISP.
- 4) In case of failure to meet the minimum number of credits for the award of doctoral income, the following procedure is followed:
 - a) In the case of proper justification by the doctoral student and the consent of their supervisor, a doctoral bursary may be awarded in the amount prescribed by law in the case of the acquisition of 50-59 credits at the end of the 1st year, 110-119 credits at the end of the 2nd year and 170-179 credits at the end of the 3rd year. If the Subject-Area Board does not find the justification to be justified, it will propose the award of a doctoral bursary in a reduced amount in accordance with Article 4(4) of the UHK Scholarship and Bursary Rules;
 - b) In the case of obtaining 40-49 credits at the end of the 1st year, 80-109 credits at the end of the 2nd year, and/or 120-169 credits at the end of the 3rd year, the Subject-Area Board proposes a transition to a combined form of study or awarding of a doctoral bursary in a reduced amount in accordance with Article 4(4) of the UHK Scholarship and Bursary Rules.;
 - c) In the case of obtaining less than 40 credits at the end of the 1st year, less than 80 credits at the end of the 2nd year, less than 120 credits at the end of the 3rd year, and less than 160 credits at the end of the 4th year, the Subject-Area Board proposes termination of studies.
- 5) In cases worthy of special consideration, the Dean may, on the proposal of the Subject-Area Board, grant an exception to the rule set out in paragraph 4.

- 6) Creative work on the dissertation, related duties within the doctoral student's workplace and tasks required to meet study obligations must together amount to 40 hours per week. The recognition of this work is subject to a supervisor's statement, approved by the Subject-Area Board at the end of each semester. The Dean may, by his/her own managing act, determine the compulsory presence of the doctoral student at the workplace, taking into account in particular the nature of the creative activity and other obligations (e.g., assisting in teaching, fulfilling the third role of the university, etc.). The Dean's managing act may also determine other doctoral student's obligations in creative activity.
- 7) In the event of non-compliance with the provisions of paragraph 6, the Subject-Area Board shall propose to the Dean a reduction of the doctoral bursary for the following semester.
- 8) A full-time doctoral student is obliged to assist in teaching and has other duties at the training workplace. A doctoral student actively participates in teaching (by assisting their supervisor or other academics) to the extent determined by the managing act of the Dean. Teaching assistance may be supplemented by other duties of the doctoral student at the workplace – the third role of the University, preparation of methodological materials, etc.
- 9) The fulfilment of provision 8 is monitored after each semester by the supervisor and is approved by the head of the department. In the event of non-compliance with paragraph 8, the Subject-Area Board proposes to the Dean a reduction of the doctoral bursary for the next semester.
- 10) Upon the expiration of the standard period of study, the doctoral student shall no longer be entitled to the doctoral bursary.

Article 3

Obligations of a doctoral student in the combined form of study

- 1) A doctoral student in the combined form of study must fulfil the same study obligations and meet the same requirements for his/her creative activity as a full-time doctoral student, all in accordance with the accreditation of the doctoral study programme.
- 2) The doctoral student is not required to assist in teaching; other duties of the doctoral student at the department may be limited compared to the full-time form of study, or replaced by other suitable work of the doctoral student for the department.
- 3) The doctoral student is evaluated at the end of each academic year only. To progress to the next year, they must obtain complete a cumulative minimum number of credits equivalent to an average of 40 credits per academic year. The credits achieved must be in accordance with the ISP.
- 4) The amount of work per week spent on creative activities related to the preparation of the dissertation, fulfilment of study obligations and other work for the department is not monitored.

- 5) It is assumed that the doctoral student is employed by an employer other than the UHK or the Cooperating Employer. The employer may have an interest in the doctoral student's creative work leading to the dissertation but the remuneration for this work is not subject to the rules for doctoral income. The doctoral student may also be an employee of the UHK or the Cooperating Employer but even in this case it is not necessary that the creative activity leading to the dissertation represents at least 50% of the duties.

Article 4

Doctoral students in full-time form of studies whose studies began before 1 September 2025

- 1) In accordance with Article 4(7) of the UHK Scholarship and Bursary Rules, a doctoral student enrolled in studies at the UHK before 1 September 2025 is granted a doctoral bursary according to Article 4(1-6) of the UHK Scholarship and Bursary Rules, provided that the following conditions are met:
- a) The doctoral student is studying in full-time form, within the standard period of study and it is their first study in a doctoral study programme;
 - b) The doctoral student's ISP corresponds to the fulfilment of 60 credits per academic year [see Article 2(2)]. Subject to the approval of the Subject-Area Board, the ISP may be adjusted until 30 September 2025 to meet this requirement;
 - c) On 31 August 2025, the doctoral student has achieved the number of credits required for the award of doctoral income in accordance with the law [see Article 2(2-4)];
 - d) The doctoral student undertakes in writing to comply with the provisions of these Internal Rules from 1 September 2025, including any other conditions imposed by the Dean's managing act.
- 2) In the event of failure to meet the conditions set out in Article 4(1), the full-time doctoral student may be awarded a bursary according to the rules in force until 31 August 2025. From the point of view of the law, the student will be treated in the same way as a doctoral student with a reduced doctoral scholarship according to Section 91a(6) of the Act.

This Decree enters into force and effect on the date of signature.

In Hradec Králové on 18 August 2025

Assoc. prof. RNDr. Jan Kříž, Ph.D.
Rector