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Methodological Instruction from the Vice-Rector for Study and Education Affairs No. 1/2022

A guide to doctoral studies and the methodology for evaluating doctoral study programmes

Sources:

Act No. 111/1998 on higher education institutions

Government Regulation No. 274/2016 on standards for accreditation in higher education

Attendance and Examination Regulations of AMU

AMU Accreditation Rules

Rules of the Quality Assurance System for Educational, Creative and Related Activities, and for Internal Review of the Quality of Educational, Creative and Related Activities at the Academy of Performing Arts in Prague

INTRODUCTORY AND COMMON PROVISIONS

1. This methodological instruction defines the course of the studies, the principles and the purpose of the evaluation the educational activities at AMU in doctoral study programmes (hereinafter referred to as “DSP”), and its relation to other regulations and other documents.
2. The evaluation of educational activity meets AMU’s priorities in the field of quality assurance defined by the strategic documents of AMU and the individual Faculties, i.e., the Strategic Plans and the Strategic Plan Implementation Plans.
3. The guide to doctoral studies is a concise summary of the aforementioned sources and is intended for AMU’s academic workers and DSP students for quick navigation within the general structure of DSP.
4. This methodological instruction becomes valid upon signing and takes effect on 6 June 2022.

Guide to doctoral studies

PREPARATION FOR STUDY

Announcement of the admission process

- The admission process is announced using the adequate advertising and with reference to the DSP opened including the contact persons for the individual programmes (the chairs of the subject boards). It defines the requirements for applicants in terms of field of study and the course of the admission process.
- Applicants shall specify in their motivation letters primarily their relationship to the field of study and the subject or topic of their dissertation, as well as the sources they will use. Further specific requirements are defined by the individual DSP.

Admission process

- Students are admitted to DSP through the admission process.
- The rules for the admission process, general requirements for admission to DSP and the methods of verifying compliance are defined by the internal regulations of AMU and the Faculties. The Faculties define the specific requirements for admission to study annually further to the Dean's proposal and subject to the approval of the academic senate ("AS") of each Faculty. The Faculties inform the applicants, including of the deadlines for submitting applications and the method of submission, in the public parts of their respective websites at least four months prior to the admission process, or at least one month prior to the admission process for newly accredited DSP.
- The admission process cannot be waived with respect to an applicant. Subject to adequate measures, the admission process may take place online provided that the AS approves such form while approving the announcement of the admission process.
- The admission process commences upon the delivery of an application for study to the AMU Faculty that provides the DSP and is completed with a decision on the matter or by a procedural resolution. The Dean and the Rector in their capacity as administrative authorities proceed in accordance with the law and with the basic principles of activity of administrative authorities enshrined in Section 2 to Section 8 of the Rules of Administrative Procedure.
- The Dean makes the decision on admitting an applicant to study in a DSP further to the recommendation from the admission panel.
- The Dean appoints the chair and the members of the admission test panel ("admission panel") further to a proposal from the subject board. The panel shall have at least five members. At least three members of the panel shall be present during the examination (except for written tests). The course of the admission process and the announcement of the results is not public. The panel makes the decision on the test result by the majority of votes of the members present during a non-public meeting. In the event of an equal vote, the vote of the panel chair shall prevail.
- Only those applicants who demonstrate sufficient knowledge of the Czech language under the Common European Framework of Reference for Languages (CEFR) during the admission process may be admitted to study a DSP accredited in the Czech language. The Dean determines the requirements for Czech knowledge subject to the AS approval depending on the DSP specificities as part of determining the requirements for admission to study. The Dean makes the decision on whether the requirement was met; with applicants who completed previous education abroad, the decision takes into consideration the recommendation of the Head of the AMU Language Centre.
- The admission panel shall record the course of the admission process in one record containing the admission process evaluation and stating expressly any facts material for the applicant to be or not be admitted. The chair and all members of the admission panel shall sign the record.

- The subject board ("SB") for each programme shall determine the criteria for evaluating the applicants and shall publish them prior to the actual admission procedure. The principal criteria usually include the innovativeness of the topic and the methodological quality of the dissertation project, its viability, its benefit for AMU, and the applicant's ability of argumentation and motivation.
- If an applicant satisfies the requirements for admission to study, the Dean shall issue a decision on admission to study within 30 days from having verified compliance with the requirements for admission. The decision is delivered through AMU's study information system if the applicant agrees with this in advance in the application.
- If an applicant does not satisfy the requirements for admission to study, the Dean shall issue a decision on non-admission to study within 30 days from having verified compliance with the requirements for admission.
- The applicant has the right to review the file following the notification of the decision. The applicant may appeal the Dean's decision on admission or non-admission to study within 30 days of the notification.
- The Rector is the administrative appellate body appellate. The rector reviews the compliance of the contested decision and the process that preceded the decision with legal regulations, AMU's and the respective Faculty's internal regulations, and the requirements for admission to study.
- If the applicant is not admitted to study solely due to their position outside the defined maximum number of applicants, and it becomes apparent subsequently that they can be admitted, including but not limited to situations where the right for registration expires for any of the admitted applicants or if an admitted applicant waives the right for registration, the Dean may renew the applicant's admission process further to that applicant's request and issue a new decision on admission to study no later than the beginning of instruction in the ensuing academic year ("AY").

Personnel provisions

- Instruction as part of DSP must be provided by associate professors, professors and/or other prominent experts.
- Supervisors for DSP students may only be in the rank of associate professors, professors and/or other prominent experts with adequate artistic erudition, approved by the Faculty's Artistic Council ("AC").
- Programme guarantors, lecturers and SB members shall list, without limitation, their publication and lecturing activities or artistic activities in their respective fields for the last five years.
- The SB must adequately represent academic workers who are under an employment contract with the higher educational institution to the extent of at least 0.5 FTE.

COURSE OF THE DOCTORAL STUDIES

- The student chooses and proposes the topic and brings it to the admission process. The topic is then subject to the approval of the SB, which can suggest that the student modify it. One option is that a range of topics for applicants to choose from will be announced along with the admission process with a view to alignment with the Faculty or programme strategy and topic relevance.
- The general requirements for the student profile and the course of doctoral studies are recorded in the accreditation file and conform to the nature of the DSP concerned. The general study plan is in the form of an individual study plan (“ISP”) and its content is structured to ensure that the subjects are relevant for the specific topic of the dissertation as much as possible.
- DSP studies are based on an individualised approach of the supervisors to students and intensive technical communication between the supervisor and the student.
- DSP students may be involved in specific science/teaching or art/research projects pursued by the workplace, Faculty or AMU. Students may be involved in teaching.
- Doctoral scholarships are paid to full-time doctoral students on a monthly basis during the standard duration of studies (three or four years); the amount is governed by the Dean’s decree. The decree defines the minimum guaranteed amount of the scholarship.
- If doctoral studies are organised with dual supervision (co-tutelle), the agreement between the two schools shall determine, without limitation, the language of the dissertation and other terms of studies, including but not limited to the membership of the panel for the state final examination and the defence of the dissertation.

Course of the studies

- DSP studies are focused on independent work based on theoretical/methodological research or on research and development through creative artistic activity and theoretical reflection on it.
- DSP studies are quantified using the ECTS credits.
- The standard duration of the studies is at least three and not more than four years depending on the accreditation. Studies are regularly completed with state doctoral examination that includes a public defence of the dissertation.
- Dissertation is an independent thesis that results from scholarly or artistic research based on the ISP. It is a comprehensive written treatise with a minimum scope of 120 standard pages (216,000 characters including spaces, excluding bibliography and attachments, if any), or 80 pages (144,000 characters including spaces, excluding bibliography and attachments, if any) if the dissertation includes a work of art; an assessment report must be available for such work (or set of works), artistic performance, or expert project.
- DSP graduates receive the academic degree of “Doctor” (abbreviated “Ph.D.”) following the name.

Organisation of the studies

- DSP studies take place in line with the applicable accreditation and the Accreditation Rules of AMU (“AR”).
- DSP studies take place in a full-time or combined form.
- The supervisor, guarantor and SB share the responsibility for the organisation, administration and assessment of DSP study performance in accordance with the AR. The SB monitors and evaluates the studies.
- DSP studies take place in line with the ISP. The ISP is proposed by the supervisor (for the entire period of the studies or for an academic year) and approved by the SB. The ISP contains, without limitation, a list of study obligations, assessment of study performance and the observance of science, research, artistic and/or other creative obligations, recommended international stays or other internships, and educational activities.

- Students are obligated to observe internal regulations and standards of AMU and its parts.

Content of the studies

- DSP study content is focused on research in the field of art with any interdisciplinary overlaps and, as a rule, on independent creative activity.
- The principles of ISP preparation define the share of theoretical knowledge (specified in the accreditation).
- Compulsory and elective subjects in doctoral studies correspond exclusively to this stage of study and are related to the intended dissertation.
- The offer and content of optional subjects may correspond to the offer and content of subject in bachelor's or master's programmes.
- Students are incentivised to lecture and take part in mobility programmes, conferences, and seminars in the Czech Republic and abroad. Additional obligations, if any, that the student is required to deliver on during their studies, must not compromise their studies and must be immediately linked to the studies.
- The topic of the dissertation must clearly indicate that its completion will require independent creative, research/development or artistic research activity on the student's part.
- In addition to the rating in the academic information system, the SB may oversee the course and quality of the studies and the supervisor's work on an ongoing basis by means of annual presentations of DSP students before the SB or through SB members' participation in public lectures and seminars delivered by DSP students.

Grading and assessment of studies

- DSP students' grading and assessment is recorded in the academic information system.
- Course credits and examinations defined in the ISP serve to assess study performance.
- A course credit is an ungraded form of study performance assessment in a subject and is recorded in the information system as "Započteno" (Z; credit granted) or "Nezapočteno" (N; credit not granted). There are no additional course credit dates.
- Examination is a graded form of study performance assessment in a subject. It is graded as "prospěl" (passed) or "neprospěl" (failed).
- At the end of each AY, the student shall prepare a self-assessment report on their studies and creative activities related to the dissertation topic ("Activity Report"). The content of the Activity Report is determined by the section Self-assessment of Doctoral Study Programmes (below). The students who have completed the ISP and are working on the dissertation shall also prepare the Activity Report, even if their studies were interrupted for a part of the year.
- A student's Activity Report is then assessed by the supervisor and discussed by the SB.
- Student assessment in the individual subjects is recorded in the academic information system.

Students

The assumption is that students are highly motivated to study and professionally and artistically adept. They should be capable of independent creative work, fulfil the ISP actively, and be personally responsible.

- An applicant who was admitted to study has the right to register for doctoral studies. The right comes into existence upon the notification of the decision on admission to study.
- Students are obligated to meet the requirements under the DSP under the Attendance and Examination Regulations of AMU, other internal regulations of AMU and the Faculty, and legal regulations governing higher education.
- Students propose the topics of their dissertations (as part of the admission process documents).

- Students prepare the draft ISP with their supervisors who then submit it to the SB for approval.
- Students have the right and obligation to maintain regular contact with their supervisors.
- Students may apply for an alteration in the ISP, which is subject to the approval of the supervisor and the SB. The change must be registered in an addendum to the ISP with the confirmed approval of the supervisor and the chair of the SB.
- Students may apply for an interruption of studies. The maximum duration of DSP studies is six years; exceptions include serious health and social reasons, maternity, and parenting.
- When registering for a new AY, students should review and, as the case may be, update their personal information. Doctoral student reports, supervisor's assessment, ISP approval, and SB meetings shall follow the schedule of the Faculty concerned.

Subject Board and its activity

The Dean appoints and recalls SB members further to the proposal of a DSP guarantor. At the Dean's request, the SB shall give the Dean a report on DSP progress. A functional SB guarantees the functioning of DSP. Further to an arrangement with the guarantor, the SB has the right to submit suggestions regarding the operation and assessment of doctoral studies to the Dean for approval. The SB communicates with the students, supervisors, consultants if any, and the Faculty leadership. The SB:

- monitors and evaluates the entire DSP studies to ensure its compliance with DSP content;
- assesses and approves the ISP;
- approves changes in the ISP based on the opinion of the supervisor (and/or consultant);
- ensures that the dissertation topic is in accordance with the student's DSP;
- determines the requirements for state doctoral examination in accordance with the content of the applicable accreditation.

Chair of the Subject Board and their activity

- The chair of the SB is responsible for the SB activity. They are the DSP guarantor; they are appointed by the Dean; and they are in charge of observance of the regulations in force at AMU and the Faculty concerned.
- The chair of the SB is responsible for the submission of the report on the DSP progress on behalf of the SB to the Dean(s) and to the Rector further to their request.

Guarantor of doctoral study programmes

The DSP guarantor is an academic worker who is responsible for the quality and the proper delivery of the DSP they guarantee on the basis of their expertise and reputation. They are mandated to ensure the proper quality of the DSP in terms of content and methodology, the proper course of the instruction delivered, and the development and regular assessment of the DSP in cooperation with the bodies of the Faculty concerned. The DSP Guarantor:

- chairs the relevant SB;
- is responsible for the preparation of the accreditation file;
- consults and coordinates their activity with the Dean, Vice-Deans, heads of the involved teaching workplaces, and guarantors of other study programmes for the sake of proper delivery and reasonable shaping of the DSP.

Supervisor and their activity

Doctoral studies are conceived primarily as an individual pursuit that is determined by the professional relationship between the supervisor and the student. The observance of the ISP is an expression of mutual

communication. The supervisor's functioning is indispensable for doctoral studies. The supervisor bears the responsibility for the quality of the doctoral project and for guiding the student professionally.

The supervisor is an academic worker – an associate professor, professor, or a prominent expert approved by the Faculty's Artistic Board whose expertise guarantees that the student will be guided properly and well. The supervisor must have enough time available to guide the student. Each supervisor must have adequate knowledge of the legislation in force and the internal regulations and standards of AMU and the Faculty concerned. The supervisor:

- along with the student, shall prepare the draft ISP including the dissertation topic, which may be drafted for each AY or for the entire period of studies;
- assesses the dissertation topic suggested by the student, and/or assists with formulating it;
- monitors the student's study performance on an ongoing basis and consults the student on academic results regularly;
- verifies that the dissertation content complies with the content of the DSP under which the student studies. In the event of non-compliance with the DSP, the supervisor shall suggest a solution to the SB;
- assesses the compliance with the ISP in writing on a regular basis (at least once every year) and submits the assessment to the SB for approval;
- educates and guides the student, recommends technical literature and sources, advises the student on the ways to present the results of their work, teaches the student to raise funds for projects, assists with establishing contacts with experts at home and abroad and with joining the international scientific community, teaches them to share their achievements with students when teaching, and allows the student to assist in teaching to a reasonable and adequate extent.
- One supervisor may supervise a maximum of five dissertations. The issue of whether the supervisor has enough time available to supervise students at the requisite quality shall be taken into consideration in this respect.

Expert consultant and their activity

- The supervisor or the student (subject to the supervisor's approval) may propose to the SB to appoint a consultant from among experts in the field who can guide the student within a specific material or technical section of the doctoral studies thanks to their special technical knowledge and/or technical and methodological possibilities.
- The proposal for inviting a consultant to cooperate on training a doctoral student and guiding their work may be submitted at the beginning of or at any time during the studies, and is subject to SB approval.

COMPLETION OF THE STUDIES

Requirements for the completion of studies

- DSP studies are duly completed with state doctoral examination and a defence of the dissertation.
- Students register for the defence of the dissertation and state doctoral examination using the academic information system.

State doctoral examination

- Taking the state doctoral examination is subject to completing the ISP obligations.
- The state doctoral examination is taken before an examination panel appointed by the Dean further to the DSP guarantor's proposal. The examination panel may comprise professors, associate professors, and PhD experts approved by the Faculty's Artistic Board. At least one panel member must be from a workplace outside the Faculty.

- A person with whom there is a reason to doubt their impartiality with regard to their relationship to the content of the dissertation or to the persons involved in the defence must not be a member of the state doctoral examination panel or dissertation reviewer.
- The state doctoral examination and the announcement of the results are public. The state doctoral examination is recorded in a record to be signed by the chair and all members of the panel; the number of the panel members must not be fewer than five. At least three panel members must be present during the examination.
- The result of the state doctoral examination is rated using the words “prospěl” (passed) or “neprospěl” (failed). The pane discusses the result at a non-public meeting.
- State doctoral examination may be retaken only once within one year from the date of the failed attempt.

Dissertation defence

- Dissertation defence is subject to the satisfaction of the ISP obligations including the submission of the dissertation with all the required features and/or the graduation performance and the successful completion of the state doctoral examination.
- The Dean approves the dissertation assignment with respect to the student’s proposal, further to the SB recommendation.
The assignment shall include:
 - a) dissertation title;
 - b) dissertation language;
 - c) supervisor’s name.
- The written dissertation shall contain the results of research that have not been published yet as well as ones that have been published or accepted for publication.
- A dissertation usually comprises the following parts:
 - introduction, objectives, and reasoning behind the issue addressed;
 - current state of research in the research field,
 - theoretical and methodological foundation of the dissertation,
 - chapters on the actual solution of the research issue,
 - conclusion, summary of results, evaluation for the field of study; outlook for future research,
 - list of sources used,
 - list of original works of art or documentation of art work or performance.
- Dissertations are submitted through the academic information system. The Dean determines the deadline for the submission within the Faculty schedule. The period between the submission and the defence of a dissertation shall be at least two but not more than six months.
- The student shall attach an outline to the dissertation (of 5–10 standard pages) to inform other scholars about the main results of the dissertation. Attached to the outline shall be a list of the student’s works published during their studies including citations and, as the case may be, a list of their original works of art. The student shall submit the dissertation outline at least ten days prior to the scheduled date of defence.
- The Dean appoints the dissertation reviewers further to the proposal from the DSP guarantor. At least one of the dissertation reviewers must be a person who is not an academic worker or employee of AMU.
- The supervisor and at least two reviewers shall prepare their reports on the dissertation, stating expressly whether or not they recommend the dissertation for defence. They shall upload their report into the information system at least seven business days prior to the date of the defence. If a reviewer’s report is provided at a later date, the student has the right to apply for a new date prior

to the defence. If the majority of reports submitted by the supervisor and the reviewers do not recommend a dissertation for defence, the student shall not be admitted to the dissertation defence and it is understood that the defence took place as scheduled and was graded "F". The defence may be retaken if the student reworks or completes the dissertation on the same topic.

- AMU publishes written dissertations in accordance with Section 47b of the Act. Dissertations are published in Faculty libraries and electronically in the AMU qualification paper repository, "Dspace" at <http://dspace.amu.cz>.

Graduation performance

- Graduation performance is that part of the dissertation whereby the student documents the results of their artistic research or dissertation by creating their own work of art (or a set thereof), an artistic performance, or an expert project (the "graduation performance").
- The Dean determines the graduation performance assignment with respect to the student's proposal and based on the subject board recommendation, unless an internal standard of the Faculty rules otherwise. The assignment shall include the title and brief description of the graduation performance, the name of the graduation performance supervisor (the DSP supervisor) and the latest possible date of the performance.
- The Dean appoints at least two reviewers of the graduation performance further to the study programme guarantor, unless an internal standard of the Faculty rules otherwise. At least one of the graduation performance reviewers must be a person who is not an academic worker or employee of AMU.
- The graduation performance is assigned by entering into the information system. Any changes in the assignment or the graduation performance reviewer are subject to the Dean's approval under the conditions determined by the Faculty.
- The student shall deliver the graduation performance in accordance with the study plan no later than 30 business days prior to the date of dissertation defence. Graduation performance as part of the state doctoral examination cannot be retaken.
- If the graduation performance reviewer is also the dissertation reviewer, the reviewer's report on the graduation performance may be included in the reviewer's report on the dissertation.
- The supervisor and the graduation performance reviewers shall prepare written reports and make it available to the student through the information system no later than seven business days prior to the defence; if a report is made available at a later date, the student has the right to request a new date prior to the defence taking place.

Common provisions on dissertation and graduation performance defence

- The defence of a dissertation and/or graduation performance is public and takes place before a dissertation/graduation performance defence panel, which may have the same members as the state doctoral examination panel. The result of the defence is rated using the words "obhájit" (defended successfully) or "neobhájit" (not defended successfully). The chair of the panel announces the defence results publicly. If the result of the defence is not successful, the Dean shall subsequently notify the student of the panel's decision in writing as well. In accordance with the conclusion of the meeting, the panel shall specify in the decision the requirements subject to whose satisfaction the defence may be retaken. The student may apply for the defence of a reworked or modified dissertation within a period of five months to one year from the unsuccessful defence. The defence of a dissertation and/or graduation performance may be retaken only once.
- The information on the date of the defence and the topic of the dissertation must be published on the Faculty's official notice board at least ten days before the scheduled date of the defence.

RELATED ACTIVITIES

Monitoring of the quality of doctoral studies

- The quality of work of the SB and the committees is monitored on an ongoing basis: the representatives of Faculty leadership participate in the defences of doctoral dissertations, meetings are organised for doctoral students at the beginning of the new academic year, etc.

Self-evaluation of doctoral study programmes

- The purpose of self-evaluation is to reflect on the year-on-year changes, achievements and issues of DSP on an ongoing basis, and propose corrective measures and reflect on their efficiency.
- From the viewpoint of DSP representatives, including but not limited to the guarantor, SB and supervisors, internal self-evaluation shall meet the following requirements:
 - It must be open, specific, matter-of-fact, and constructive;
 - It serves the development of DSP in the context of the Faculty/AMU;
 - It is part of an ongoing discussion on the needs of DSP relative to the changing practice.
- Given the DSP structure at AMU Faculties and the students, the self-evaluation of DSP emphasises the individual students' course of the studies. As such, the principal documents are the annual reports on the activities of the individual students registered in full-time or combined curricula, submitted at the end of each AY throughout the duration of studies until the time a student graduates, abandons studying of their own decision, or their studies are terminated due to non-performance.

Definition of the self-evaluation of doctoral study programmes at AMU

- DSP self-evaluation means the annual report on DSP operation for each completed AY. The report takes the form of the minutes of a SB meeting that is usually held at the end of the AY or at the beginning of the next AY (September–November).
- The minutes of the SB meeting shall contain in particular the SB's evaluation of the work of each student registered in the DSP, which is based on the report on the student's activity entered in the academic information system at the end of the AY and on the supervisor's evaluation, which is also entered in the academic information system.

Relation of the self-evaluation to internal policies, strategic and other documents and other processes

- Self-evaluation of AMU's programmes is defined in Article 23 Rules of the Quality Assurance System for Educational, Creative and Related Activities, and for Internal Review of the Quality of Educational, Creative and Related Activities at the Academy of Performing Arts in Prague (the "Internal Evaluation Rules").
- Study programme self-evaluation forms one of the source documents for:
 - The Summary Report on the Evaluation of the Faculty's Educational Activity, which is prepared by each Faculty's internal evaluation committee (Article 11, clause 5, letter (b) of the Internal Evaluation Rules),
 - The AMU Internal Evaluation Report and/or Addendum to the AMU Internal Evaluation Report, which AMU is required to prepare by law (Section 77 b(3)(b) of Act No. 111/1998 on higher educational institutions, hereinafter the "Act"),
 - Faculties' annual reports and AMU Annual Report, which the Faculties and AMU, respectively, are required to prepare by law (Section 21(1)(a) of the Act),
 - The process of internal evaluation of study programmes (Article 24 of the Internal Evaluation Rules and Article 5 of this Instruction) to be conducted at least once

during the accreditation validity period; the process includes an assessment of the relevance of the self-evaluation completed since the last internal evaluation and the degree to which the suggested changes have been implemented, and its output is the Workgroup Report on Internal Evaluation of a Study Programme.

Methodology of self-evaluation of doctoral programmes at AMU

A. Students

Students summarise their year-long activities related to their doctoral research in the **Report on a Doctoral Student's Activity for the Academic Year, which consists of:**

- a) Activity plan for the academic year
- b) Doctoral student's report
- c) Artistic activity
- d) Publishing activity and conference appearances
- e) Educational activity
- f) International activities

The resultant activity report shall furthermore include a list of subjects completed and not completed based on the doctoral student's approved ISP.

Timing: The doctoral student shall submit the activity report to their supervisor through the academic information system by 30 September of the ending AY.

- Note: DSP guarantor (chair of the SB) may decide that the student should use the Activity Plan for Academic Year section: completing the section at the beginning of the AY will be the result of an agreement between the doctoral student and the supervisor regarding the activity plan for the academic year.

B. Supervisors

The supervisor shall comment on the doctoral student's work during the past AY in the academic information system in the final section of the **Report on a Doctoral Student's Activity for the Academic Year** form, which includes:

- Supervisor's evaluation
- The supervisor may also edit the content of the sections Artistic Activity, Publishing Activity and Conference Appearances, Educational Activity, and International Activities, but cannot edit the content of the Activity Plan and Doctoral Student's Report;
- The supervisor may also return the report to the doctoral student with a recommendation for modifying or reworking it prior to final approval, i.e., before the supervisor approves and closes it with finality.

Timing: The supervisor shall complete the final report on doctoral student's activity by 15 October of the new AY and, with the same step, submit it to the chair of the SB; the chair of the SB may require an earlier date with regard to customary timing of SB meetings.

- Note: once completed by the doctoral student and the supervisor, the form can be printed and/or saved in electronic form (PDF) with a view to being discussed by the SB (see clause C below).

C. Subject Board

During its autumn meeting, the SB shall discuss the reports on the activity of the individual doctoral students registered in each DSP, summary of the work completed as part of the DSP and the plans for the new AY. The self-evaluation documents are the **Minutes of the Meeting of the DSP Subject Board** and the SB's statement regarding every student.

Timing: By 15 November of the new AY

Method: Minutes of the SB meeting (PDF)

Archiving: Academic information system, list of study programmes, the *Hodnocení/Evaluation* tab of each study programme (the same section in which the self-evaluation and internal evaluation of bachelor's and master's programmes is saved); the minutes of the SB meeting shall be entered in the academic information system by a non-academic worker in charge.

Centre for Doctoral Studies

- AMU's Centre for Doctoral Studies ("CDS AMU") was founded in September 2016 as an inter-Faculty workplace for supporting research, methodology and publication procedures in art. <https://www.amu.cz/cs/studium/centrum-pro-doktorska-studia/>
- CDS AMU is methodologically directed by the Vice-Rector for Study and Educational Affairs and the Vice-Rector for Research/Development.
- CDS AMU organises common courses for DSP students of DAMU, FAMU and HAMU as well as an annual conference for art school doctoral students, Territory of Arts.
- CDS AMU in cooperation with AMU's International Department as the sponsor provides support for doctoral students' research and creative stays abroad.

Methodology for internal evaluation of doctoral study programmes (“DSP”)

- Government Regulation No. 274/2016 on standards for accreditation in higher education (“Government Regulation on Higher Education Accreditation Standards”)
- National Accreditation Bureau for Higher Education Methodology Document No. 82/2017, Procedures for Assessing the Functionality of Internal Quality Assurance and Evaluation System of Higher Educational Institutions.

1. Meeting of the Internal Evaluation Committee (“IEC”) member and methodologist in charge with the DSP guarantor/chair of the Subject Board (“SB”) to discuss the purpose and course of internal evaluation – two months prior to the interviews, and **forming the workgroup** – at least two months prior to the interviews.
 - a) The workgroup shall have five members nominated in cooperation with the leadership of the Faculty, the IEC and the DSP guarantor.
 - b) A member of the IEC shall be one of the workgroup members with the objective of ensuring the continuity of experience in internal evaluation and the observance of methodology. The other members may be chosen from among Faculty teachers and external experts in the field.

During the **preparatory meeting**, the workgroup shall set its tasks and areas of evaluation and the material the members will focus on, select at least three dissertations to evaluate, select the students and graduates to be approached for interviews, and set the schedule of activities (steps) until the completion of the final report. It shall also suggest and approach respondents from among DSP teachers, students and graduates for structured interviews at least one month prior to the interviews.

2. **Preparation of material** to be completed by a non-academic worker in charge and other documents that summarise the activities of the SB and supervisors and their individual artistic and/or research achievements. This includes:
 - a) Current accreditation file;
 - b) Overview of changes in DSP accreditation reported to the NAB since the validity of the accreditation (if any);
 - c) Current list of DSP students including dissertation topics and supervisors’ names;
 - d) List of DSP graduates including dissertations and supervisors for the past five years;
 - e) Current list of SB members and supervisors for the past five years;
 - f) Minutes of SB meetings for the past three years;
 - g) Current wording of the admission procedure announcement;
 - h) Dissertations, reviews, and/or creative output or records regarding it (if the same forms part of the dissertation and was reviewed) for the past five years;
 - i) Supervisors’ reports (students’ report as per clause (i)) for the past three years;
 - j) DSP students’ and graduates’ output in the RIV for the past five years;
 - k) List of DSP students’ self-evaluation reports for the past five years;
 - l) Overview of international cooperation; number and description of DSP students’ international stays for the past five years;
 - m) List of DSP students’ grants under the SGC and any other external research or art grants for the past five years;
 - n) List of activities (conferences, symposia, seminars, workshops, etc.) for DSP students and/or experts initiated by SB and supervisors for the past three years;

- o) Individual study plans of DSP students and graduates for the past five years;
 - p) DSP graduates' state doctoral examination records for the past five years.
3. The chair of the workgroup shall decide on **distributing the responsibility for the interviews** in terms of both moderation and topic.
4. The preparatory meetings of the workgroup may be held in a distance form (in an online mode).
5. **Course of procedure** for workgroup meetings and interviews with respondents:
 - a) Students
 - b) Teachers – supervisors to doctoral students and SB members
 - c) Graduates
 - d) Guarantor/Head of Department
 - e) Representative of the Faculty's leadership (the Vice-Dean in charge)
6. The Faculty quality assurance officials shall take the **minutes of the interviews** and audio recordings of the meetings and interviews will be made subject to the approval of everyone in attendance.
7. **Final report structure**
 - Resolution
 - Schedule of completed meetings and names of all respondents in internal DSP evaluation
 - Overall degree of compliance with standards
 - Summary of the strengths and weaknesses of the DSP
 - Summary of recommendations for the development of the DSP
 - Summary of serious shortcomings, if any
 - Statements on the individual standards
 - Statement on the satisfaction of each standard: "standard satisfied"/ "standard satisfied partially"/ "standard not satisfied";
 - Statement on how a standard was satisfied unless this is obvious directly from the source documents so that it requires no further commentary;
 - Formative recommendations for the guarantor/head of the workplace/Faculty leadership with regard to the development DSP within the specific standard
 - If serious shortcomings are identified, a wording of measures suggested in order to satisfy the standard within a specified period of time (to be discussed with the Dean of the Faculty and the Internal Evaluation Committee)
 - Attachments to the report
 - Documents submitted to the workgroup
 - Interview transcriptions

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