

## Supervisor Standards at the Prague University of Economics and Business

**Annotation:**

This university-wide directive regulates activities of supervisors of doctoral students and related aspects at the Prague University of Economics and Business. The directive defines the requirements for supervisors, the principles of supervision, the role of the supervisor in the admission procedure and the duties of the supervisor. It also regulates the evaluation of supervisors, the role of the dissertation advisor and support from the organisation. The aim of introducing the supervisor standards is to contribute to increasing the efficiency and quality of doctoral studies at VSE.

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**Preamble**

The Supervisor Standards of the of the Prague University of Economics and Business (hereinafter referred to as the supervisor standards) is prepared in accordance with the draft amendment to the Higher Education Act No.111/1998 Sb., and the draft amendment to the Government Decree No.274/2016 Sb., on Accreditation Standards in Higher Education, where universities are required to establish the standards of supervisors of students in doctoral study programmes by internal regulation. From the point of view of the National Accreditation Office, the supervisor standards are considered a prerequisite for high-quality implementation of the doctoral study programme and the basis for internal quality assurance processes in the field of doctoral studies

at the respective higher education institution. The aim of introducing the supervisor standards is to contribute to increasing the efficiency and quality of doctoral studies at VSE, which is declared in the strategic plans of VSE.<sup>1</sup>

## **Article 1**

### **Requirements for Supervisor**

- (1) The supervisor may be a professor, associate professor or other distinguished expert with a scientific rank or academic title of PhD, approved by the relevant scientific council.
- (2) The supervisor has a long-standing and systematic record of professional scientific and creative activity. The output of this activity should be the sum of the supervisor's author contributions in the last 5 years of at least 0.5 in a professional journal in Q2 or better according to the AIS merged WoS database<sup>2</sup> or in Q2 according to the SJR database Scopus (alternatively, a contribution of at least 0.5 in a professional journal in D1 in the last 10 years<sup>3</sup>), in the field of the study programme. Parental and maternity leave does not count towards the 5-year period.
- (3) The supervisor should have been the principal researcher or a significant member of the team of an externally funded research project or an international project with a research element (this can be basic, applied as well as contract research) within the last 10 years. Parental and maternity leave does not count towards the 10-year period.
- (4) The supervisor has a long-standing cooperation with the foreign professional community in the field of the study programme.
- (5) The supervisor is able to demonstrate that his/her doctoral students are predominantly successful in completing their studies (this does not apply to new supervisors). The long-term evaluation takes into account feedback from those doctoral students they are currently supervising.
- (6) The supervisor supervises a maximum of 5 doctoral students, which does not include doctoral students with interrupted studies for more than two consecutive semesters. A higher number of supervised doctoral students is possible only in exceptional cases justified in writing and with the approval of the Dean.
- (7) The supervisor has sufficient time to organize personal consultations for the dissertation (at least once a month, in total at least 40 hours per year).
- (8) The supervisor has no conflict of interest in relation to the doctoral student (family, partner, business relationships, employment of the doctoral student as a subordinate outside VSE, etc.).
- (9) The supervisor adheres to the Code of Ethics of VSE.

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<sup>1</sup> Strategic plan of the Prague University of Economics and Business for the 2021 – 2025 period

<sup>2</sup> Or Q3 according to AIS WoS for 2022 and earlier.

<sup>3</sup> Or Q1 according to AIS WoS for 2022 and earlier.

## **Article 2**

### **Principles of Supervision**

- (1) Supervision of PhD students is the job of the supervisor.
- (2) All supervisors undergo continuous education, mentoring, mutual exchange of experience or training in supervision-related competences. This continuing education is provided by the faculty, VSE, or is outsourced. Supervisors are required to complete a minimum of 2 hours of such training every 2 years. Records are kept by the Vice Dean for Science and Research of the relevant faculty.
- (3) Academic staff who have not mentored any PhD students and who should newly become supervisors are entitled to a minimum of 8 hours of training or mentoring. This training is provided in coordination between the faculty and the Vice-Rector for Research and Doctoral Studies. A minimum of 4 hours must be completed prior to the first doctoral student entering the programme.
- (4) The quality and success of study, research and creative activity is the shared responsibility of the supervisor and the doctoral student. The supervisor supervises the progress of the dissertation and provides professional and managerial support. He/she ensures the feasibility of the set goals, helps in their achievement, communicates with the students not only professional issues but also possibilities for personal development, and actively involves all supervised doctoral students in the scientific community of the field both within the institution and internationally. In case of personal problems, such as health problems, including mental health problems, close family members caring, he/she seeks possible solutions in cooperation with the relevant departments of VSE (psychological counselling, etc.).
- (5) Quality supervision is characterized by respect for the individual situation of the doctoral student, requires a long-term commitment from both parties and clearly communicated expectations, including a realistic timetable. The supervisor is continuously available to the doctoral student, providing regular feedback that is professional, objective, constructive, and balanced. The supervisor is a role model for the doctoral student. The supervisor takes into account the situation of special needs students and students of foreign origin, for whom integration into a new environment can be very challenging.

## **Article 3**

### **Role of the Supervisor in the Admission Procedure**

- (1) The admission procedure in doctoral studies is conducted as an open and transparent selection procedure.
- (2) The supervisor proposes a framework topic or thematic area of the dissertation. After approval by the study programme guarantor, the topic and thematic areas are announced for the admission procedure.
- (3) Well in advance of the admission procedure, the supervisor consults the research plan submitted by the candidate in order to improve the research plan, to ensure consistency with the focus and professional background of the department and to verify the candidate's ability and motivation to improve the research plan.

- (4) As part of the preparation, the supervisor also discusses with the candidate the proposed timetable and milestones of the research work leading to the preparation of the dissertation, the possibility of joining an existing research team and the prospect of funding the doctoral student.
- (5) Before the admission procedure, the supervisor confirms in writing his/her interest in supervising a particular candidate and confirms his/her research plan.

#### **Article 4**

##### **Duties of the Supervisor in the Course of Studies**

- (1) In cooperation with the doctoral student, the supervisor is obliged to draw up an Individual Study Plan and to include in it all the requirements for the doctoral student in accordance with the Dean's measure.
- (2) By the end of the first year, the supervisor is obliged to determine the framework assignment of the thesis (topic, structure, methods) in cooperation with the doctoral student and to enter it into the information system (InSIS).
- (3) The supervisor is obliged to evaluate the progress of the work and the fulfilment of the doctoral student's goals within the time limits set by the Study and Examination Rules, especially in the form of a Report on the Course of Doctoral Studies.
- (4) The supervisor has a duty to create the conditions for the doctoral student's involvement in his/her research.
- (5) The supervisor is obliged to continuously supervise and direct the doctoral student's research (and teaching) activities, to consult all publications and project proposals prepared by the student.
- (6) Joint publishing activities of the supervisor and the doctoral student are welcome and expected, but co-authorship of the supervisor is not automatic; the supervisor must participate significantly in the preparation of a specific article or other publication output.
- (7) The supervisor is obliged to make every effort to ensure that the students under his/her supervision complete their studies successfully within the standard period of study, and shall take care to limit unnecessary prolongation of the period of study.
- (8) Upon interruption of studies, the supervisor remains in active contact with the doctoral student regarding his/her planned return, timing and developments in the research area.

#### **Article 5**

##### **Evaluation of Supervisors**

- (1) The supervisor undergoes a periodic evaluation at least once every four years, which is carried out by the relevant subject-area board. This evaluation covers not only creative activity but also the quality of supervision. The evaluation includes the fulfilment of the requirements for the supervisor, an overview of the successful or unsuccessful completion of the supervised doctoral students in the last five years, the fulfilment of the individual study plans of the supervised doctoral students, or the existence of conflicts, if any. The documents

for the subject-area board are prepared by the study programme guarantor with the assistance of the supervisor.

- (2) On the basis of a proposal from the study programme guarantor, the subject-area board of the relevant study programme approves the list of supervisors for the following academic year, together with the listed topics, by October at the latest.
- (3) If the subject-area board approves the proposal of the study programme guarantor for supervisors without the title of associate professor or professor, these must also be approved by the scientific board of the relevant faculty.
- (4) If, in the student's opinion, the supervisor is not fulfilling his/her role, the doctoral student shall contact the study programme guarantor with a request for a solution. If the supervisor is the study programme guarantor, the doctoral student shall contact the Dean of the faculty. In the case of proven non-performance, the supervisor may be removed. Removal is made by the Dean on the basis of a proposal from the study programme guarantor after consultation with the relevant subject-area board. In the case of a study programme guarantor, the proposal shall be submitted by the Dean for consideration by the subject-area board.

## **Article 6**

### **Dissertation Advisor**

- (1) The supervisor proposes a dissertation advisor after discussion with the doctoral student, together they set the form of cooperation and the definition of competences.
- (2) The advisor is appointed and removed on the basis of the proposal of the supervisor by the study programme guarantor.
- (3) The dissertation advisor is an expert in the field of the doctoral dissertation topic and/or an expert in quantitative or qualitative research methods. His/her expertise helps the doctoral student with the dissertation research, especially in those areas where it is appropriate to complement the support of the supervisor (e.g. knowledge of a specific research method, knowledge of the specific corporation in which the research is conducted).
- (4) It is possible to have a consultant, but it is not compulsory.

## **Article 7**

### **Duties of VSE and its Faculties towards Doctoral Students and Supervisors**

- (1) Towards doctoral students and for supervisors, VSE and the faculty is required
  - a) to provide and support training opportunities for supervisors,
  - b) to ensure quality control of supervisors,
  - c) to provide adequate support in the performance of all duties, including the provision of financial remuneration for supervisors,
  - d) to develop the competences of doctoral students in independent research activities, in publishing and presenting research results in mutual cooperation,
  - e) to provide support for the submission of project proposals by doctoral students for projects funded by internal as well as external sources.