

UNIVERSITY OF PARDUBICE Faculty of Chemical Technology	
<b>DIRECTIVE No. 9/2023</b>	
Subject:	Doctoral Degree Supervisor Standard
Applies to:	Supervisors in Doctoral Study Programmes at the Faculty of Chemical Technology of the University of Pardubice
Effective from:	18 <sup>th</sup> December 2023
Reference number:	sfcht/402/23
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Approved by:	prof. Ing. Petr Němec, Ph.D., Dean

### **Preamble**

- 1) This directive, in connection with the Act No. 111/1998 Coll., on Higher Education Institutions and on Amendment to Other Acts (the Higher Education Act), as amended, and the Study and Examination Regulations of the University of Pardubice, defines and specifies the roles, rights, and obligations, supervision principles, and rules for the removal of a supervisor in doctoral study programmes (hereinafter referred to as "DSP") at the Faculty of Chemical Technology of the University of Pardubice (hereinafter referred to as "FChT").

### **Article 1 Supervisor**

- 1) The supervisor provides primary support in the professional activities of the students enrolled in the DSP, related to the topic and processing of the dissertation.
- 2) The supervisor concurrently supervises a maximum of 5 students (in the full-time form of study) in the DSP programmes implemented by the faculty. This number does not include students with interrupted studies.
- 3) The supervisor guides dissertations only in areas of his/her expertise, ensuring sufficiently high-quality guidance.
- 4) The supervisor must not be in a conflict of interests with the student under his/her supervision in the DSP (for example in a family relationship, etc.). A conflict of interests may also arise from a labour or business relations outside the supervisory workplace.
- 5) The supervisor demonstrates active scientific research and creative activity (results of basic and applied research) within the last 5 years. This activity, integration into the international scientific research community, project work, and the success of students supervised by the supervisor in the DSP are regularly evaluated. The evaluation of the supervisor takes into account the quality and quantity of results from basic and applied research, the duration of studies, involvement in projects, and the success of students after completing the DSP, considering feedback from supervised students of the DSP.

- 6) The activities of the supervisor mentioned in paragraph 5 are evaluated in three-year cycles by 31<sup>st</sup> January of the relevant year. The first evaluation is going to be conducted by 31<sup>st</sup> January 2025. The evaluation is carried out by the Committee for the Evaluation of the Supervisors of the DSP at the Faculty of Chemical Technology of the University of Pardubice (hereinafter referred to as the "Committee"), which is an advisory body to the Dean. Members of the Committee are appointed by the Dean for a period of five years.

## **Article 2**

### **Rights and Obligations of the Supervisor**

- 1) In accordance with the Study and Examination Regulations of the University of Pardubice, the supervisor's obligations include, in particular:
  - a) proposing the topic of the dissertation and its changes,
  - b) preparing an individual study plan and submitting it for approval to the subject advisory board,
  - c) evaluating the fulfillment of the individual study plan,
  - d) ensuring adequate material and financial support for the research activities of the students of the DSP.
- 2) The supervisor, in collaboration with each supervised student of the DSP, conducts regular personal consultations totalling at least 40 hours per year. The amount of consultations for supervising students of the DSP in a combined form of study is adjusted accordingly.
- 3) The supervisor adheres to ethical and moral principles and principles set out in the Ethical Code.
- 4) The supervisor's obligation is to prevent conflict of interests with the student of the DSP under his/her supervision. In case such a situation arises, the supervisor is responsible for resolving it in a way that minimally affects the students.
- 5) Sexual or other gender-based harassment or violence and the establishment or maintenance of relationships between the supervisor and the student of the DSP under his/her supervision are unacceptable.
- 6) The supervisor is usually a co-author of creative outputs produced by the student of the DSP under his/her supervision, but always proportionate to his creative contribution. The supervisor supports the students of the DSP he/she supervises in publishing first-author outputs.

## **Article 3**

### **Principles of Supervision**

- 1) The supervisor communicates with the students of the DSP under his/her supervision, not only about professional issues, but also about personal development opportunities.

- 2) The supervisor's approach reflects the individual situation and needs of the students of the DSP under his/her supervision, for example the situation of students with specific needs.
- 3) The supervisor develops the competencies of the students of the DSP he/she supervises in independent scientific work, in publishing, and in presenting research results.
- 4) The supervisor actively involves the students of the DSP he/she supervises in the scientific community of the relevant field, both within the institution and on an international scale.

#### **Article 4** **Removal of the Supervisor**

- 1) In case of insufficient fulfillment of the activities by the supervisor mentioned in the Article 1 paragraph 5, the Committee may propose to the Dean the removal of the supervisor from ongoing studies or the suspension of the supervisor's post in new studies.
- 2) In the case of proven violation of the principles stated in the Article 2 paragraphs 1 to 6, the supervisor may be removed by the Dean.
- 3) If the removal of the supervisor occurs, the chairman of the relevant subject advisory board, in cooperation with the Committee, will propose a new supervisor to the Dean, who will sufficiently fulfill the activities mentioned in the Article 1 paragraph 5 and will be able to create conditions for the successful continuation and completion of the studies of the students of the removed supervisor. The Dean decides on any change of the supervisor after the prior consent of the subject advisory board and the student of the DSP.

#### **Article 5** **Final provisions**

- 1) This directive shall come into effect on 18<sup>th</sup> December 2023.
- 2) This directive shall become valid on the day of signature.

Pardubice, 18<sup>th</sup> December 2023

prof. Ing. Petr Němec, Ph.D.  
Dean