

**CHARLES UNIVERSITY
CATHOLIC THEOLOGICAL FACULTY**

**Dean's provision no. 4/2023
Setting up an Individual Study Plan (Individual curriculum)
of a doctoral study programme**

The document was translated by artificial intelligence. The Czech version is binding for interpretation.

In accordance with Article 7, Paragraph 13 of the Statutes of the Catholic Faculty of Theology (hereinafter referred to as "the Faculty"), I shall lay down the following rules concerning the individual study plan for doctoral studies:

**Article 1
Introductory provision**

The faculty strives for high-quality studies in doctoral degree programmes, which are focused on scientific research and independent creative activity in the field of research. Therefore, special attention is paid to the conditions and course of the admission procedure, the preparation of the Individual Study Plan (hereinafter referred to as "ISP") and the control of its implementation.

**Article 2
Setting up an Individual Study Plan (hereinafter referred to as ISP)**

1. The supervisor, together with the student, draws up an ISP, the contents of which include in particular the topic of the dissertation and a list of study duties, scientific, research or other creative duties, planned or recommended foreign stays or other internships pedagogical activities. The ISP must not include courses that the student has successfully completed in his/her previous studies in a bachelor's or master's degree programme.¹

2. The ISP is prepared in accordance with the accreditation in effect at the time the student was admitted, this policy, and the decisions of the departmental board. It takes into account the difference between full-time and combined students. For the purposes of classification and control of the fulfilment of the ISP, each obligation is assigned a code by which it is identifiable in the electronic information system (SIS). A list of the usual study obligations is given on the faculty's website in the section 'Doctoral studies'. The guarantor of the field of study is responsible for the completeness and timeliness of the data.

¹ Article 10 (6) [Code of study and examination of Charles University](#).

3. In order to control the course of study more effectively, the specification in the Annex to this measure is applied in doctoral study programmes.
4. The student is obliged to submit the ISP via SIS to the supervisor. If he/she fails to do so by the deadline set by the measure of the Dean, his/her studies will be terminated.
5. The departmental board approves the change of the ISP and the change of the dissertation topic based on the opinion of the supervisor or the consultant.
6. If a student of a doctoral study programme applies for a change of the form of study within the same study programme carried out both in full-time and combined form of study, the dean shall, on the basis of the recommendation of the supervisor and, as a rule, also of the departmental board, include the student in the required form of study; without such recommendations, he/she may include the student from full-time to combined form after the standard period of study has expired.²

Article 3 Control of study and evaluation of ISP fulfilment

1. The student has the right to enrol mainly in those courses that have been approved by the ISP. The results of the examination are classified as "pass" and "fail" grades. A student may take a course review no more than twice, i.e. he/she is entitled to one make-up date.
2. The fulfilment of the ISP is subject to periodic, but no longer than annual, evaluation, which is submitted by the supervisor together with a proper justification and subsequently discussed and approved by the subject board. The sectoral board may request the opinion of the head of the training institute. The evaluation of the ISP is confirmed by the chairman of the specialised board or a member of the specialised board authorised by him/her. The evaluation shall conclude with a statement that the student
"A" has fulfilled the ISP,
"B" has not fulfilled some of the obligations of the ISP,
"C" has not fulfilled the obligations of the ISP; in this case, the student has not fulfilled the requirements and the study will be terminated.

If for reasons of special consideration that occurred through no fault of the student, the student has not fully complied with the ISP, the student shall be deemed to have complied with the ISP. If the student has been prevented from fulfilling the requirements of the ISP by compelling circumstances that occurred through no fault of the student, the student cannot be assessed under "C"³

Article 4 Concluding provisions

This measure is binding for students entering the academic year 2023/2024. For students admitted to a doctoral programme accredited from the academic year

² Article 10 (11) [Code of study and examination of Charles University](#).

³ Article 10 (8–9) [Code of study and examination of Charles University](#).

2019/2020 onwards, this measure shall apply from 1 October 2023 depending on their year of study, so it will not be applied retroactively.

2. The responsibilities of the doctoral student, the subject board and its chair, the supervisor (or advisor), the dean and the rector are further described in Rector's Measure No. 5/2020, Manual for Doctoral Studies, as amended.

3. Dean's Measure No. 18/2022, Establishment of an Individual Study Plan for a Doctoral Programme, is repealed.

4. This measure was discussed by the supervisors of doctoral study programmes on 8 March 2023.

5. This measure comes into force and effect on the date of signing and publication on the official faculty board.

In Prague, 14 March 2023

UKKTF/134848/2023

prof. PhLic. Vojtěch Novotný, Th.D.
Dean

Annex

CHURCH AND GENERAL HISTORY

1 In the second year of the standard period of study in KHIS808 (Doctoral Seminar), the student submits to the supervisor and the chair of the departmental board a comprehensive text related to the dissertation topic of approximately 20-30 standard pages that has been published or at least accepted for review as a scholarly study in a peer-reviewed journal (Jimp, Jsc, Jost). In the event that the said study is published, it is considered as fulfilling the KVAR809 Additional Research Activity part of the requirement.

2. In the fourth year of the standard period of study in KHIS813, the student submits to the supervisor and the chair of the departmental board a completed dissertation, or in justified cases an up-to-date version of at least 100 NS. He/she shall provide evidence that he/she has completed the dissertation or will complete it shortly at the end of the standard period of study.

3. full-time students shall complete an Academic Practicum course each year, which includes the obligation to attend all conferences, colloquia, seminars, invited guest lectures by faculty in the field, and similar events organized by the faculty. A report on attendance at these events is part of the doctoral student's annual evaluation. The academic experience may further include the doctoral student's participation in teaching.

HISTORY OF CHRISTIAN ART

1. In the second year of the standard period of study within the framework of KDKU822, 826, 830, 834, 838, the student submits to the supervisor and the chair of the departmental board a comprehensive text related to the topic of the dissertation of approximately 20-30 standard pages, which has been published or at least accepted for review as a scientific study in a peer-reviewed periodical (Jimp, Jsc, Jost). In the event that the said study is published, it is considered to fulfill the KVAR809 Additional Research Activity part of the requirement.

2. In the fourth year of the standard period of study in KDKU824, 828, 832, 836, 840, the student submits to the advisor and the chair of the departmental council a completed dissertation, or in justified cases, an up-to-date version of at least 100 NS. He/she shall provide evidence that he/she has completed the dissertation or will complete it shortly at the end of the standard period of study.

3. full-time students shall complete an Academic Practicum course each year, which includes the obligation to attend all conferences, colloquia, seminars, invited guest lectures by faculty in the field, and similar events organized by the faculty. A report on attendance at these events is part of the doctoral student's annual evaluation. The academic experience may further include the doctoral student's participation in teaching.

CATHOLIC THEOLOGY

1. In KVAR812 or KVAR813, the student submits to the instructor and the chair of the departmental council:

(a) A comprehensive text related to the dissertation topic of approximately 20-30 standard pages that has been published, or at least accepted for review as a scholarly study in a peer-reviewed journal (Jimp, Jsc, Jost). In the event that the said study is published, it is considered as fulfilling the KVAR809 Additional Research Activity part of the requirement.

b) A coherent part of the dissertation (the so-called thesis of the dissertation) of approximately 50 standard pages intended for defence as the written part of the comprehensive examination according to KVAR818 and KVAR813.

2. According to the canonical norms, the doctorate in Catholic theology should be preceded by a licentiate, which, according to the Law on Higher Education, is achieved by a rigorous examination in theology. If the rigorous thesis defended by the faculty in Catholic theology takes the form of a dissertation (see 1b above), it may be recognized as having fulfilled the written part of the comprehensive examination according to KVAR818 and KVAR813.

3. As part of KVAR814, the student submits to the supervisor and the chair of the departmental board a completed dissertation, or in justified cases, an up-to-date form of at least 100 NS. This provides evidence that the dissertation has been completed or will be completed shortly at the end of the standard period of study.

4. full-time students shall complete an Academic Practicum course each year, which includes the obligation to attend all conferences, colloquia, seminars, invited guest lectures by faculty in the field, and similar events organized by the faculty. A report on attendance at these events is part of the doctoral student's annual evaluation. The academic experience may further include the doctoral student's participation in teaching.