# Annex No. 1: Responsibility chart within the doctoral study at EkF TUKE

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| --- | --- | --- | --- | --- | --- |
| **order no.** | **Activity** | **Implemented by** | **Responsible** | **Inputs provided by** | **Deadline in the Academic Year** |
| 1. | Updating of syllabus of the Courses in MAIS for the upcoming academic year | responsible teacher | responsible teacher | responsible teacher | by May 31 |
| 2. | Verification of payment of tuition fees by student in part-time form of study | Officer | Vice-Dean | Doctoral student in part-time form of study, Planning and Budget Officer | by August 20 |
| 3. | Enrolment in the first year and following years of study | Officer,doctoral student | Vice-Dean | Officer | by August 31 |
| 4. | Doctoral Student Annual Evaluation | FSC | FSC Chair | Officer,doctoral student | delivery of documents by Supervisor (by August 25)evaluation by 30 September |
| 5. | Elaboration of individual study plan of a doctoral student | Supervisor,doctoral student | Supervisor | Supervisor,doctoral student | by September 16 |
| 6. | Approval of individual study plans of doctoral students | FSC Chair following discussion in FSC | FSC Chair | FSC Chair,Officer | by September 30 |
| 7. | Listing of course consultations | responsible teacher | responsible teacher | responsible teacher | in Winter Semester - by September 16 |
| in Summer Semester - by February 10 |
| 8. | Teaching / consultations | responsible teacher | responsible teacher | responsible teacher | in accordance with the individual study plan of doctoral student |
| 9. | Communication with members of the Foreigners Police Section of the SR | Officer | Vice-Dean | Vice-Dean,Officer | continuously |
| 10. | Registration for the DisE | Supervisor / doctoral student | Doctoral student | Doctoral student | by January 31 (doctoral student in full-time form of study)by August 31 (doctoral student in part-time form of study) |
| 11. | Proposal of Opponents of the written work for DisE | Supervisor in agreement with the FSC Chair | FSC Chair | Officer,Supervisor | by January 31 (doctoral student in full-time form of study)5 weeks before the date of DisE (doctoral student in part-time form of study) |
| 12. | Approval of Opponents of the written work for DisE | FSC | FSC Chair | FSC,Officer | by February 7 (doctoral student in full-time form of study)4 weeks before the date of DisE (doctoral student in part-time form of study) |
| 13. | Proposal of DisE Committee Chair and members  | FSC Chair | FSC Chair | FSC Chair,Officer | by January 31 (doctoral student in full-time form of study)5 weeks before the date of DisE (doctoral student in part-time form of study) |
| 14. | Approval of DisE Committee Chair and members  | FSC | FSC Chair | FSC,Officer | by February 7 (doctoral student in full-time form of study)4 weeks before the date of DisE (doctoral student in part-time form of study) |
| 15. | Appointment of the DisE Committee members | Dean | Dean | Dean, Officer | by February 10 (Doctoral student in full-time form of study)3 weeks before the date of DisE (Doctoral student in part-time form of study) |
| 16. | Compilation of questions for DisE | responsible teacher | responsible teacher | responsible teacher, Officer | by February 10 (Doctoral student in full-time form of study)3 weeks before the date of DisE (Doctoral student in part-time form of study) |
| 17. | Dissertation Examination | DisE Committee  | DisE Committee Chair | DisE Committee Chair, Officer | by the end of February (doctoral student in full-time form of study)within 24 months from the beginning of the study (doctoral student in part-time form of study) |
| 18. | Recording of course evaluation in MAIS and doctoral student´s document | responsible teacher  | responsible teacher | responsible teacher, Officer | by the end of semester examination period |
| 19. | Listing DisT topics for the next academic year | Supervisor | Vice-Dean | Supervisor,Officer | by March 1 |
| 20. | Approval of DisT topics | FSC | FSC Chair |  FSC Chair,Officer | by March 14 |
| 21. | Appointment of discussants for the department defense of DisT | Supervisor | Supervisor | Supervisor | 3 weeks before the date of department defense of DisT |
| 22. | Department defense of DisT | Supervisor,Head of the department | Head of the department | Doctoral student | March |
| 23. | Announcement of the date of the admission procedure and its publication on the EkF TUKE web domain and official notice board | Dean,Officer | Dean | Dean,Officer | by April 2 |
| 24. | Applying for the topics od DisT | Officer | Vice-Dean | Supervisor (provides information on topics) | May / June |
| 25. | Individual consultations for foreign applicants | Teacher responsible,Vice-Dean,Officer  | Teacher responsible,Vice-Dean,Officer | Teacher responsible,Vice-Dean,Officer  | continuously |
| 26. | Proposal of Admission Committee members | FSC Chair following discussion in FSC | FSC Chair | Officer | 2 weeks before the date of admission procedure |
| 27. | Appointment of Admission Committee members | Dean | Dean | Officer | 1 week before the date of admission procedure |
| 28. | Admission procedure for doctoral study | Admission Committee | Admission Committee Chair | Admission Committee, Officer | end of June |
| 29. | Letters of admission / non-admission to doctoral study | Dean,Officer | Dean | Officer | within 30 days from the verification of the fulfilment of conditions for admission to study |
| 30. | Proposal of opponents of DisT | Supervisor in agreement with the FSC Chair | FSC Chair | Officer,Supervisor | 15 working days before the planned submission of DisT |
| 31. | Submission of application (including all documents) for the defense of DisT | Doctoral student, Supervisor | Doctoral student | Doctoral student | by April 30 |
| 32. | Check on application for the defense of DisT | FSC Chair | FSC Chair | Dean,Officer | within 2 days after the submission of the application for the defense of DisT |
| 33. | Approval of DisT opponents | FSC | FSC Chair | FSC Chair,Officer | by May 5 |
| 34. | Appointment of opponents of DisT | Dean | Dean | Officer | within 3 days from the date of approval of DisT opponents  |
| 35. | Entering DisT Opponents into MAIS | Supervisor | Supervisor | Supervisor | immediately after the appointment of the opponents of the DisT |
| 36. | Uploading the electronic version of DisT to the final theses portal | Doctoral student | Doctoral student | Doctoral student | immediately after entering the opponents of DisT into the MAIS by the supervisor |
| 37. | Proposal of the Chair and members of the DisT Defense Committee  | FSC Chair | FSC Chair | FSC Chair,Officer | 1 week before the deadline for approval of the Chair and members of the DisT Defense Committee |
| 38. | Approval of the Chair and members of the DisT Defense Committee | FSC | FSC Chair | FSC Chair,Officer | by May 5 |
| 39. | Appointment of the Chair and members of the DisT Defense Committee | Dean | Dean | Officer | within 3 days from the approval of the Chair and members of the DisT Defense Committee |
| 40. | Opponents´ opinions on DisT | Supervisor,Opponents | Supervisor | Opponents,Officer | within 30 days from the submission of DisT |
| 41. | Notice of the DisT defense on the EkF TUKE web domain | Officer | Vice-Dean | Vice-Dean,Officer | by June 10 |
| 42. | Defense of dissertation thesis | DisT Defense Committee | DisT Defense Committee Chair | DisT Defense Committee Chair,Officer | beginning of July (doctoral student in full-time form of study)within 48 months from the beginning of the study, or no later than 6 months before the end of the above-standard length of study (doctoral student in part-time form of study) |

# Explanatory notes:

# DisE – Dissertation examination, DisT – dissertation thesis, FSC – relevant Doctoral Field Study Committee, Vice-Dean – Vice Dean for Research, Science and Doctoral Studies, Officer – employee of the Office for Research and Development

# Annex No. 2: Recommended study plans for doctoral study in accordance with current legislation

## Full-time form of study

**1st year of study**

|  |  |  |  |
| --- | --- | --- | --- |
| **obligatory character (type)** | **course name** | **credits** | **completion** |
| **1st semester (Winter Semester)** |
| compulsory | Advanced Macroeconomic and Microeconomic Theory | 20 | ct |
| compulsory | Principles of Scientific Work | 10 | ct |
| **Summary** | **30** |  |
| **2nd semester (Summer Semester)** |
| compulsory 1) | Finance and Currency / Regional Economics and Development | 20 | ct |
| compulsory | Scientific Activities I | 10 | ct |
| **Summary** | **30** |  |

**2nd year of study**

|  |  |  |  |
| --- | --- | --- | --- |
| **obligatory character (type)** | **course name** | **credits** | **completion** |
| **3rd semester (Winter Semester)** |
| compulsory optional 2) | Compulsory optional course I | 5 | ct |
| compulsory optional 2) | Compulsory optional course II | 5 | ct |
| compulsory | Scientific Activities II | 10 | ct |
| **Summary** | **20** |  |
| **4th semester (Summer Semester)** |
| compulsory | Dissertation examination (written work for the dissertation examination – elaboration, submission, defense) | 30 | se |
| compulsory | Scientific Activities III | 10 |  |
| **Summary** | **40** |  |

**3rd year of study**

|  |  |  |  |
| --- | --- | --- | --- |
| **obligatory character (type)** | **course name** | **credits** | **completion** |
| **5th semester (Winter Semester)** |
| compulsory | Scientific Activities IV | 15 | ct |
| **Summary** | **15** |  |
| **6th semester (Summer Semester)** |
| compulsory | Scientific Activities V | 25 | ct |
| compulsory | Dissertation thesis | 20 | so, oo, se |
| **Summary** | **45** |  |

# Explanatory notes:

# ct – credit test, gct – graded credit test, cte – credit test and exam, e – exam, se – state examination, so – Supervisor´s opinion, oo – Opponent´s opinion

compulsory1) – study programme Finance: course Finance and Currency; study programme Spatial and Regional Economics: Regional Economics and Development

Compulsory optional courses 2) for study program Finance consist of the following courses:

Barrier Options, Econometric Modelling, Measurement and Control of Financial Performance in Organizations, Monetary Macro-analysis, Trade and Investment Strategies, Entrepreneurship in the Knowledge Economy, Advanced Methods in Financial Decision Making, Theories and Models of National Economy Growth a Theory of Public Finances.

Compulsory optional courses for study program Spatial and Regional Economics consist of the following courses:

Econometric Modelling, Methods of Regional Analysis, Spatial Economics, Programming of Structural Aid, Decision Making and Effectiveness in Public Sector, Theories and Models of National Economy Growth a Theory of Public Finances.

**Part-time form of study**

**1st year of study**

|  |  |  |  |
| --- | --- | --- | --- |
| **obligatory character (type)** | **course name** | **credits** | **completion** |
| **1st semester (Winter Semester)** |
| compulsory | Advanced Macroeconomic and Microeconomic Theory | 20 | ct |
| compulsory optional 4) | Compulsory optional course I | 5 | ct |
| **Summary** | **25** |  |
| **2nd semester (Summer Semester)** |
| compulsory | Principles of Scientific Work | 10 | ct |
| compulsory | Scientific Activities I | 10 | ct |
| **Summary** | **20** |  |

**2nd year of study**

|  |  |  |  |
| --- | --- | --- | --- |
| **obligatory character (type)** | **course name** | **credits** | **completion** |
| **3rd semester (Winter Semester)** |
| compulsory 3) | Finance and Currency / Regional Economics and Development | 20 | ct |
| compulsory | Scientific Activities II | 10 | ct |
| **Summary** | **30** |  |
| **4th semester (Summer Semester)** |
| compulsory optional 4) | Compulsory optional course II | 5 | ct |
| compulsory | Scientific Activities III | 10 | ct |
| **Summary** | **15** |  |

**3rd year of study**

|  |  |  |  |
| --- | --- | --- | --- |
| **obligatory character (type)** | **course name**  | **credits** | **completion** |
| **5th semester (Winter Semester)** |
| compulsory | Dissertation examination (written work for the dissertation examination – elaboration, submission, defense) | 30 | se |
| **Summary** | **30** |  |
| **6th semester (Summer Semester)** |
| compulsory | Scientific Activities IV | 15 | ct |
| **Summary** | **15** |  |

**4th year of study**

|  |  |  |  |
| --- | --- | --- | --- |
| **obligatory character (type)** | **course name** | **credits** | **completion** |
| **7th semester (Winter Semester)** |
| compulsory | Scientific Activities V | 25 | ct |
| **Summary** | **25** |  |
| **8th semester (Summer Semester)** |
| compulsory | Dissertation thesis | 20 | *so, oo, se* |
| **Summary** | **20** |  |

# Explanatory notes:

# ct – credit test, gct – graded credit test, cte – credit test and exam, e – exam, se – state examination, so – Supervisor´s opinion, oo – Opponent´s opinion

compulsory 3) – study programme Finance: course Finance and Currency; study programme Spatial and Regional Economics: Regional Economics and Development

Compulsory optional courses 4) for study program Finance consist of the following courses:

Barrier Options, Econometric Modelling, Measurement and Control of Financial Performance in Organizations, Monetary Macro-analysis, Trade and Investment Strategies, Entrepreneurship in the Knowledge Economy, Advanced Methods in Financial Decision Making, Theories and Models of National Economy Growth a Theory of Public Finances.

Compulsory optional courses for study program Spatial and Regional Economics consist of the following courses:

Econometric Modelling, Methods of Regional Analysis, Spatial Economics, Programming of Structural Aid, Decision Making and Effectiveness in Public Sector, Theories and Models of National Economy Growth a Theory of Public Finances.

# Annex No. 3: Credit scheme for doctoral studies (full-time and part-time form of study)

|  |  |  |
| --- | --- | --- |
| **Area** | **Activity** | **number of credits** |
| **required** | **obtained** |
| study part | Compulsory courses | 50 |  |
|  | Compulsory optional courses | 10 |  |
| scientific part | Scientific activities I - II | 20 |  |
| **summary 1** | **80** |  |
|  | **Dissertation examination** | **30** |  |
| **summary 2** | **110** |  |
| scientific part | Scientific activities III - IV | 50 |  |
| **summary 3** | **160** |  |
|  | **Dissertation thesis** | **20** |  |
| **total number of credits** | **180** |  |

# Annex No. 4: Minimum publication criteria

|  |
| --- |
| **Minimum publication criteria** |
| 1 article published in a journal indexed in the Web of Science with at least the Q2 quartile rankingwhere the doctoral student is the first author or a corresponding author with at least a 30% share in the article. |
| **(or)** |
| 2 articles published in a journal indexed in the Web of Science with at least the Q3 quartile rankingwhere the doctoral student is a co‐author with at least a 20% share in each of these two articles |

# Annex No. 5: Credit values for publishing activities of doctoral students

|  |  |
| --- | --- |
| **publication category** | **number of credits** |
| Scientific article in a journal indexed in the Web of Science, Q1 quartile ranking | 50 |
| Scientific article in a journal indexed in the Web of Science with Q2 or Q3 quartile ranking, or in SCOPUS with Q1 or Q2 quartile ranking | 25 |
| Scientific article in a journal indexed in the Web of Science with Q4 quartile ranking, or in SCOPUS with Q3 or Q4 quartile ranking  | 20 |
| Article in a peer‐reviewed indexed collection of scientific papers, or an article in proceedings of an international conference indexed in the Web of Science or SCOPUS database; a scientific article in an indexed journal in the Web of Science or SCOPUS without the quartile ranking | 15 |
| Scientific article in a foreign journal in a world language | 15 |
| Scientific article in a domestic journal, regardless of language | 10 |
| Scientific article in a peer‐reviewed proceedings of an international conference in a world language | 10 |
| Scientific article in a peer‐reviewed proceedings of a domestic conference, regardless of language | 8 |
| Copyright certificates, patents, discoveries, utility models, designs | 30 |
| **Minimum number of credits for research activities** | **70** |

# Explanatory notes:

The determination of quartiles according to Web of Science is based on JCR and the best quartile is taken into consideration, if the journal is categorized into more than one category in the JCR, at the time of publishing the article or its admission to the press. SCOPUS publications evaluation is based on SJR.

# Annex No. 6: Scientific programme of a doctoral student

## Scientific programme of a doctoral student in a full-time form of study\*

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** **(scientific activities)** | **number of credits** | **plan****(year / semester)****plan** | **form****of completion** |
| Scientific activities I | 10 | 1 / summer | (CT) Publications  |
| Scientific activities II | 10 | 2 / winter | (CT) Publications |
| Scientific activities III | 10 | 2 / summer | (CT) Publications |
| Scientific activities IV | 15 | 3 / winter | (CT) Publications |
| Scientific activities V | 25 | 3 / summer | (CT) Publications |

## Scientific programme of a doctoral student in a part-time form of study\*

|  |  |  |  |
| --- | --- | --- | --- |
| **course****(scientific activities)** | **number** **of credits** | **plan****(year / semester)** | **form****of completion** |
| Scientific activities I | 10 | 1 / summer | (CT) Publications |
| Scientific activities II | 10 | 2 / winter | (CT) Publications |
| Scientific activities III | 10 | 2 / summer | (CT) Publications |
| Scientific activities IV | 15 | 3 / summer | (CT) Publications |
| Scientific activities V | 25 | 4 / winter | (CT) Publications |

# Explanatory notes:

\*The scientific programme of doctoral students focuses on the acquisition of knowledge based on the current state of scientific knowledge and, especially, on the student´s own contribution to it. It is a result of scientific research and independent creative activity of the doctoral student in the field of science or technology.

# Annex No. 7: Scientific activities of doctoral students

|  |  |  |
| --- | --- | --- |
| **scientific activities** | required | **accomplished** |
| publication of a scientific paper in a domestic (foreign) journal | 1 |  |
| active participation in a scientific conference | 3 |  |
| active involvement in solving a research project | 1 |  |
| citations of published works | not specified |  |
| textbooks | not specified |  |