
Rector's Directive No. 36/2021

| | |
|-----------------|---|
| Title: | Determining the fee for supervisors of students after their completion of the doctoral programme of study |
| Lead Office: | Student Affairs Department |
| Effective date: | 1 October 2021 |

Determining the fee for supervisors of students after their completion of the doctoral programme of study

Article 1

1. Supervisors of students in doctoral programmes of study at Charles University ("University"), who have completed their study, are to be paid the fee under the conditions stipulated in this Directive.
2. The amount of the fee depends upon the length of study of the respective student.
3. The length of study for the purposes of this Directive is to be computed in years; it is determined as the total number of days during which the student studied in the full-time or combined form of study (i.e. days when the study was uninterrupted), divided by 365 and increased by 1. If the student has enrolled in the study between 1 June and 30 September, the period of study for this Directive is conclusively presumed to commence on 1 October. Should a second admission to doctoral study in the beginning of a calendar year be at issue, the uniform date of enrolment for the purposes of this Directive is to be 1 March.
4. The period of study for the purposes of this Directive includes all preceding periods of study of the same programmes or fields of study (where the programme is subdivided into fields) at the University if the preceding study has been terminated under section 56 (1) a) or b) of Act N. 111/1998 Sb., to regulate higher education institutions and to change and amend other laws, as amended ("the Higher Education Act").
5. The period of study for the purposes of this Directive also includes periods of preceding study from which the student moved to the present study¹. The Rector may determine a different procedure upon request of the dean of a faculty or director of a unit.
6. For the purposes of this Directive the period of study does not include the so-called period of disturbed study, i.e. the period of study in the programme of study between 1 March and 31 August 2020.²

Article 2

1. Supervisors of students in doctoral programmes of study, who completed their study within the standard length of study and within the standard length of study increased by one year, are to be awarded the fee in the amount of CZK 50,000.
2. The Rector may, due to reasons deserving special attention, satisfy the request of the dean of a faculty or the director of a unit to grant an exception and to award the fee to a supervisor also in the case when the period of study has been longer than the standard length of study increased by one year due to inclusion of preceding study under Article 1 (4) or Article 1 (5).

Article 3

1. The fee is to be paid by the faculty or the unit to the supervisor after the respective student has successfully completed the study.

¹ This means that the SIMS book of students contains the respective entry indicating the termination of preceding study as the registered move or transfer.

² Section 2 of Act N. 188/2020 Sb., to regulate special rules for education and decision-making at higher education institutions in 2020 and to consider periods of study for the purposes of other laws.

2. Supervisors who are employees of the University are awarded the fee in the form of a special bonus; other supervisors are awarded the fee under a contract of mandate³, agreement to work outside the scope of employment or through the transfer of money to their employer on the basis of a contract.
3. An application for the reimbursement of the fee (including the amount of levies regarding social and health insurance) is to be sent by the faculty or the unit to the Finance Department of the Rectorate exclusively through the respective module of the Study Information System (switching the status into “economic-rectorate”) by no later than the 10th day of the month following the year quarter when the student completed the study. The fourth quarter of a year is an exception as the application must be transferred by 31 December of the respective year; applications sent later will not be considered and processed.
4. An application is to contain the following:
 - a. Name of the student including the intrauniversity identification;⁴
 - b. Doctoral programme of study and/or field of study;
 - c. Standard length of study of the programme of study or the field of study;
 - d. Date of enrolment in the study;
 - e. Date of completion of study;
 - f. Name of the supervisor;
 - g. Employer of the supervisor in case the supervisor is not an employee of the University;
 - h. Amount of the fee; and
 - i. Time of payment of the fee.
5. The reimbursement of money requested by approved applications is to be made by the Finance Department of the Rectorate by the end of the month following the respective year quarter with the exception of the fourth quarter in which case the reimbursement should be done no later than by 20 January of the following year.

Article 4

1. The Rector is to determine the amount of the fee of a supervisor or supervisors or an advisor upon the proposal of the dean of a faculty or director of a unit in cases when
 - a. The person of a supervisor has been changed during the student’s study, or
 - b. The advisor has significantly participated in the guidance of the student.
2. Proposals under paragraph 1, as well as applications under Article 1 (5) and Article 2 (2) are always appended with an opinion of the Chair of a subject-area board of the respective doctoral programme of study.

Article 5

1. The regulation of procedure in more detail according to this Directive is contained in the Methodology Guidelines and instructions for the use of the relevant module of the Study Information System.
2. This Directive creates no changes in the existing computation and administration of supervisors’ fees.
3. This Directive becomes effective as on 1 October 2021.
4. Rector’s Directive N. 20/2018 as amended by Rector’s Directive N. 34/2020 is hereby repealed.

Prague, 30 August 2021
prof. MUDr. Tomáš Zima, DrSc., MBA

3 A sample of the contract of mandate is an appendix to this Directive.

[A sample of the contract of mandate](#)

4 UKČO (Charles University Personal Number) of a student and ID of study.