

Charles University

Rector's Directive No. 42/2026

Name: **Benchmark for Supervisors and Consultants in Doctoral Programmes of Study at Charles University**

Responsible department: **Student Affairs Department of the Rectorate of Charles University**

Date of effect: **1 October 2026**

Rector's Directive No. 42/2026, Benchmark for Supervisors and Consultants in Doctoral Programmes of Study at Charles University

Article 1

Introductory Provisions

The aim of this directive is to specify the requirements for the performance of the position of supervisor of a student in a doctoral programme of study and the supervisor's rights and duties ("supervisor" and "doctoral student") in order to unify the standards for evaluation of the quality of the performance of this position, and also to create a support framework for this crucial role with the aim to implement doctoral study at the required level of quality. This directive also sets out the activities of a doctoral student's consultant ("consultant").

Article 2

Position of Supervisor

1. A supervisor provides academic guidance and primary support for the scholarly activities of a doctoral student and in relation to the topic of the student's dissertation for the duration of the study. Supervisors play a key role in the successful completion of the doctoral study.
2. The supervisor adapts his or her approach with regard to the doctoral student's individual circumstances and needs, to enable the student to meet the requirements related to the study.

Article 3

Position of Consultant

1. A consultant contributes to the academic guidance of a doctoral student in addition to the supervisor, in particular, in the following cases:
 - a) The topic of the dissertation requires specific expert knowledge which the supervisor does not cover to the full extent, or
 - b) The consultant adds the perspective of an industry expert outside the academia, or
 - c) The doctoral student's research has an international dimension, or
 - d) The consultant is a junior academic or a postdoctoral research fellow who is acquiring experience in supervision, or
 - e) Long-term continuity in the supervision of a doctoral student is deemed appropriate, or
 - f) The supervisor is an external expert outside of Charles University.
2. The consultant does not replace the role of a supervisor.
3. More than one consultant may be assigned to a doctoral student, if necessary.
4. If a consultant's recommendation is contrary to a supervisor's recommendation, the supervisor's opinion prevails.

Article 4

Requirements for the Position of Supervisor

1. A supervisor advises on dissertations only in the areas falling within his or her field of expertise, so that the advice provided for the dissertation meets the required qualitative standards.
2. The position of a supervisor may only be performed by an associate professor, full professor, extraordinary professor, or another expert with a scientific degree who has been approved by

the Research Board and has performed creative activities in the past five years in the area(s) of education in which the doctoral programme of study is being implemented. An expert who is to be approved by the Research Board must fall into, in particular, one of the following categories and, at the same time, be a graduate of a doctoral programme of study:

- a) Expert from the Czech Academy of Sciences (FTE of at least 0.5 at the Academy, meets the University's formal recommended assessment criteria for the procedure for the granting of associate professorship (habilitation procedure) in the given field at least in terms of publications, including field-specific requirements¹);
 - b) Academic or researcher who meets the formal recommended assessment criteria of the University for the habilitation procedure in the given field (or comes close to meeting the criteria), including field-specific requirements, except for pedagogical activities and the habilitation dissertation;
 - c) Industry expert who has worked in the given field in the past five years and, at the same time, who can prove having achieved results in research and/or development in that field (affiliation to an employer must be indicated);
 - d) Expert from a foreign higher education or research institution (affiliation to a foreign higher education or research institution must be indicated) who meets the formal recommended assessment criteria of the University for the habilitation procedure in the given field (or achieved an equivalent position), including field-specific requirements, except for pedagogical activities and the habilitation dissertation;
 - e) Lead researcher (or co-researcher) engaged in major projects which involve doctoral students (in particular, ERC, ERC CZ, Czech Science Foundation, Horizon Europe, Technology Agency of the Czech Republic, or PRIMUS grants and projects).
3. Proof of meeting the requirements of one of the categories under paragraph 2 (a) to (e), or other justification, must be provided for each person in the materials submitted to the Research Board for approval. The information on which category applies to the given person is always included in the resolution of the Research Board if the above classification is used.
 4. The faculty maintains a database of supervisors in the individual programmes of study who have not completed the habilitation procedure and the dissertations supervised by them, including the justification for their approval by the Research Board in accordance with the criteria set out in paragraph 2.
 5. The subject-area board evaluates the activities of supervisors who advise on dissertations which fall within its competence on a regular basis. The subject-area board verifies the competences of the person to supervise under paragraphs 2 and 6 each time the person is appointed as a supervisor. The evaluation covers not only creative activities, but also the supervision of the doctoral student hereunder as such. The faculty may publish its own benchmark for supervisors in the form of a dean's directive to specify the evaluation criteria.
 6. A supervisor who has completed the habilitation procedure may advise on a maximum of five dissertations at one time, while a supervisor who has not yet completed the habilitation procedure may advise on up to three dissertations at one time, where the total number of final theses of any type supervised at one time is set out in a Rector's directive regulating the standards for the programmes of study offered by the University. The total number of all final theses being advised on at one time by the supervisor in all programmes of study offered by the University is considered, as well as the fact whether the person has enough time to

¹ The recommended criteria for the habilitation procedure, including field-specific requirements, are provided in the applicable Rector's directive, or the related dean's directives.

supervise the final theses at the required level of quality. This number does not include the dissertations of doctoral students who have interrupted their study. The limits may be exceeded only if a doctoral student supervised by the given supervisor re-enrols in the study after the termination of the interruption of his or her study or with the dean's approval on the basis of a recommendation from the subject-area board, in particular, with regard to the successful supervision of dissertations in the past.

Article 5

Requirements for the Position of Consultant

1. A consultant is appointed for dissertations only in the areas falling within his or her field of expertise, so that the consultant's contribution to the doctoral student's dissertation meets the required qualitative standards.
2. A consultant is not required to have completed the habilitation procedure and be approved by the Research Board.
3. A single consultant may be assigned to several doctoral students at one time, as there is no limit set in this case.

Article 6

Supervisor's Rights and Duties

1. The dean appoints a supervisor upon a proposal from the subject-area board. The appointment of a supervisor by the dean must be recorded in the doctoral student's file.
2. The supervision of dissertations is included in the supervisor's job description within their employment at the faculty which implements the given programme of study.
3. The position of supervisor may also be performed by a person who is not a University employee provided that he or she has entered into a contract of mandate or an agreement on work performed outside an employment relationship, namely a Work Performance Agreement (DPP) or a Work Activity Agreement (DPČ), with the University, or the given faculty, before he or she begins supervising a dissertation.²
4. The main duties of a supervisor are set out in the Code of Study and Examination of Charles University. The supervisor's other duties include, in particular, the following:
 - a) Make enough time to be able to supervise the doctoral student responsibly and discuss the student's study results with him or her on a monthly basis;
 - b) After being appointed as a supervisor for the first time, attend the introductory seminar on a supervisor's rights and duties; other educational opportunities are offered at a later time;
 - c) Specify the principles of the supervision with the doctoral student and the consultant, if any, which set out the details of their future collaboration;
 - d) Inform the doctoral student about the rules of academic integrity and ensure that these principles are respected in the creation of the dissertation, teaching, and other relevant situations;
 - e) Actively involve the doctoral student in the research community in the given field within the institution as well as on the international level; support the student in acquiring a global picture of the state of research in the field of his or her dissertation, cooperation in the application of research, and in the transfer of knowledge into practice;

² A template for the contract of mandate is available on the intranet of the Student Affairs Department of the Rectorate of the University.

- f) Support the doctoral student in the development of key competences (soft skills), independent research, publishing, and the presentation of research results;
 - g) Provide feedback to the doctoral student and receive feedback from the student;
 - h) May propose the appointment of a consultant and is responsible for coordinating his or her involvement in the supervision of the doctoral student.
5. Should a supervisor fail to perform the duties herein, he or she may be dismissed by the dean from the position of a supervisor on the initiative of the subject-area board of the respective doctoral programme of study, the student, or on the supervisor's own initiative. The position of a supervisor terminates as follows:
 - a) On the date determined by the dean in the notice to dismiss a supervisor;
 - b) On the last day of the third calendar month following the delivery of the supervisor's written letter of resignation to the dean unless a later date is determined therein;
 - c) On the date of the termination of the supervisor's employment at the University;
 - d) On the date of the termination of the contract of mandate or an agreement on work performed outside an employment relationship under paragraph 3.
 6. If a supervisor does not perform the supervisor's activities, the dean appoints a new supervisor for the doctoral student upon a proposal from the subject-area board without undue delay. If necessary given the consequences of any delay, the activities of a supervisor are performed to the extent necessary by the chair of the subject-area board.

Article 7

Rights and Duties of a Consultant

1. The dean appoints a consultant upon a proposal from the subject-area board. The appointment of a supervisor by the dean must be recorded in the doctoral student's file.
2. A consultant may be proposed to the subject-area board by the supervisor, or by the doctoral students with the supervisor's approval.
3. The position of consultant may also be performed by a person who is not a University employee provided that he or she has entered into a contract of mandate or an agreement on work performed outside an employment relationship with the University, or the given faculty, before the start of the cooperation.³
4. A consultant holds, in particular, the following rights:
 - a) Be informed primarily by the supervisor of the course of the doctoral student's study in the scope necessary for the performance of his or her role;
 - b) Provide input on specialised matters related to the dissertation.
5. A consultant has the following duties:
 - a) Provide specialised consultations to the doctoral student in the scope agreed with the supervisor;
 - b) Cooperate with the supervisor and respect his or her leading role.
6. Should a consultant fail to perform the agreed duties, he or she may be dismissed by the dean from the position of a consultant on the initiative of the subject-area board of the respective doctoral programme of study, the student, or on the consultant's own initiative. The position of a consultant terminates as follows:
 - a) On the date determined by the dean in the notice to dismiss a consultant;

³ A template for the contract of mandate is available on the intranet of the Student Affairs Department of the Rectorate of the University.

- b) On the last day of the third calendar month following the delivery of the consultant's written letter of resignation to the dean unless a later date is determined therein;
- c) On the date of the termination of the consultant's employment at the University;
- d) On the date of the termination of the contract of mandate or an agreement on work performed outside an employment relationship under paragraph 3.

Article 8

Conflict of Interest

1. Supervisors and consultants must respect ethical and moral standards. These standards are specified in the Code of Ethics of Charles University, or other regulations and instructions of the University or the faculty related to, in particular, personal relationships, supervision of students, and publication ethics.
2. Supervisors and consultants must prevent any conflict of interest with the doctoral student being supervised and resolve any crisis so as to minimise the effect on the doctoral student. In the case of any conflict of interest, inappropriate behaviour, breach of research integrity, or dispute between the doctoral student and the supervisor, the University may contact the University or faculty ombudsperson or the ethics commission.
3. Unless provided otherwise by the faculty, a supervisor or a consultant who finds himself or herself in a conflict of interest notifies the subject-area board for the given doctoral programme of study, or if he or she is the chair thereof, the dean or the responsible vice-dean of the faculty must be notified.
4. The following cases, in particular, constitute a conflict of interest:
 - a) Family relationship, partnership, or another close relationship;
 - b) Employment or business relationship outside the doctoral student training unit.
5. A supervisor or a consultant may be the co-author of the results of the doctoral student's activities created or started during the study, proportionately to their creative participation. This provision also applies in reverse to the student's co-authorship of the supervisor's, or the consultant's, results.

Article 9

Transitional and Final Provisions

1. Persons who were appointed as a supervisor before the date of effect hereof and who do not meet the conditions under Article 4 (2) (a) to (e) remain in their position.
2. Persons who were appointed as a supervisor before the date of effect hereof and who supervise more dissertations than the limits set out under Article 4 (6) remain in their position.
3. The duty under Article 6 (3) to enter into a contract of mandate or an agreement on work performed outside an employment relationship between the University and a supervisor who is not employed by the University before the person begins supervising a doctoral student applies to supervisors whose doctoral students commenced their study in the 2025/2026 academic year or later.
4. This directive comes into force on the date of execution and becomes effective on 1 October 2026.
5. Rector's Directive No. 33/2025, Benchmark for Supervisors at Charles University is hereby repealed.

Prague, 1st October 2026

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Rector