



## METHODOLOGICAL GUIDELINES OF THE DEAN OF FT OF THE USB

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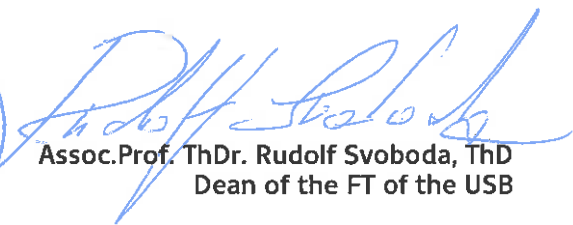
### METHODOLOGICAL GUIDELINE FOR ORGANISATION OF INTERNATIONAL SEMINARS FOR STUDENTS OF DOCTORAL STUDY PROGRAMS

Ordinance of the Dean of the Faculty of Theology USB on Organisation of Study And State Rigorosum Examinations at the FT USB No. 271/2019, Section 5, Art. 19 (8) provides, inter alia, the following: 'The schedule of international seminars is set by the Vice-Dean for International Relations in consultation with the Chairmen of the Subject Area Boards at the beginning of each semester. Doctoral students (DSPs) are informed about this schedule via e-mail without delay.

For organizational reasons, the following procedure should be followed:

1. The topics of the international seminars and the selection of lecturers are planned and discussed by the Guarantor well in advance with the Subject Area Board.
2. At the beginning of the calendar year, the Guarantor will create / update a list of all planned international seminars in the next 18 months (mainly due to more efficient financial planning and calendar / fiscal and academic year overlays). The Guarantor will then send the list of planned international seminars the DSP administrator by the end of January of that year. The administrator will provide it to the Vice-Dean for International Relations.
3. In addition to the title, the planned international seminar must indicate the expected date of the event, the person responsible for the organisation and the lecturer; last but not least, the source of funding must not be missing.
4. The proposals will show how much funding will be needed to realize the seminars - and from which sources they will be funded. It would not be possible to carry out the seminars if there were currently no funds available for their organisation. The final decision about the selected and funded seminars is made by the Vice-Dean for International Relations in cooperation with the DSP Guarantors. In case of uncertainty, they also contact the Heads of Departments and other members of the faculty management.
5. The DSP Guarantor plans seminars so that their number covers the needs of the branch in both semesters of the academic year. The list of planned seminars will also be made available to other DSP Guarantors. Upon agreement of the Guarantors, one international seminar can be held for students of two or all three DSPs at FT USB. DSPs from the other two branches of study will always be informed about the planned doctoral seminars for the given branch, even though they are not obligatory for them - so that they can participate in the seminars if they are interested (the DSP administrator will inform all DSPs).
6. The final schedule of seminars with the dates and the identification of the compulsory ones (for the particular branch of study) will be sent to the DSP students at the beginning of each semester at the direction of the DSP Guarantor.
7. If an international seminar is held during the semester and is not announced in advance, it is not possible to require compulsory participation of DSPs.



  
Assoc.Prof. ThDr. Rudolf Svoboda, ThD  
Dean of the FT of the USB