

Doctoral Studies in Visual Communication

Faculty of Art and Design at UJEP

Documents Formats for Submission throughout the Studies

Throughout the year, students are required to submit outputs for the given year in digital or paper form to the doctoral studies coordinator (Markéta Chalupová) (evaluations for the year, presentation, workshop, examination protocol, etc.). The students who fail to submit these mandatory materials even after a reminder will be excluded from the possibility of applying for supportive grant funding (exhibition projects, support for dissertation projects, etc.)

Documents submitted, such as Outlines or Reports, where students summarize their activities, please send in a document that is no larger than 2 MB. Please do not insert image attachments into Word; instead, reduce them and send them as JPG files. This will help minimize the burden on both the recipient and the distribution of the text attachments.

1. Individual Study Plan (at the start of the studies)

Submission: the start of Year 1, in digital form to marketa.chalupova@ujep.cz

The students' [individual study plan](#) outlines their studies in the doctoral programme of study. The plan determines especially:

- The content focus of their independent scientific, theoretical, and creative activities and their own educational activities with respect to the field specialization and the topic of the dissertation work.
- The study subjects/exams that the students are required to complete.
- Activities related to both creative and theoretical work, especially internships and stays at other workplaces, participation in conferences, seminars, colloquia, and summer schools, while maintaining a balance between theoretical and practical outputs. Theoretically oriented students must not lack practical outputs significantly, and conversely, practically oriented students must not lack theoretical outputs significantly.
- Students' pedagogical activities.
- Time schedule of study.

This plan, as well as any changes to it during the study, are approved by the Subject-Area Board. Therefore, any changes to the study plan must be [requested](#) from the Subject-Area Board through the doctoral studies coordinator.

2. Annual Study Evaluation

Submission: at the end of each academic year (the end of September), in digital form to marketa.chalupova@ujep.cz

At the end of each academic year, the students prepare an [annual evaluation of their studies](#), which they submit for assessment and signature to their supervisor and for discussion of Subject-Area Board via the Doctoral studies coordinator. It includes information about:

- completed exams and their evaluation,
- the progress of their dissertation work,
- an overview of their publication and creative activities and
- a summary of their active participation in conferences or workshops, conducted lectures, and other projects related to their field of study.

The students ensure an acceptable balance between practical and theoretical outputs.

The supervisor, when approving the annual study evaluation, will verify with the Doctoral studies coordinator whether the students have submitted the required documents.

The annual evaluation is submitted together with the [Consultation Record](#) form, which contains a brief thematic summary of eight consultations between the doctoral student and the supervisor during the academic year (date, consultation topic, signatures).

3. Presentation (Colloquium), Year 1

The presentation, lasting 10 minutes, introduces the topic of the students' specialization, the results of their studies for the first year, and an overview of the literature studied. The students are responsible for the technical execution of their presentation (they will familiarize themselves with the equipment at the presentation venue in advance). By presentation, we mean a logically coherent flow of appropriate visuals, texts, and references to specialized literature, culminating in a summary of the specialized literature studied.

4. Lecture, Year 2

Submission: **lecture annotation** – by 21 September of Year 1, in digital form to marketa.chalupova@ujep.cz
lecture presentation – in person in April, no submission of the presentation
written output – within a week after its realization, in digital form to marketa.chalupova@ujep.cz

[The lecture annotation](#) is first submitted to the supervisors and after their approval to the doctoral studies coordinator prior to the actual lecture, **by 29 November of Year 2**. The doctoral studies coordinator submits the lecture annotation to Subject-Area Board of Faculty of Art and Design for approval. The lecture annotation contains a direct reference to the topic of the students' dissertation. When approved, **the students will give an individual lecture in the summer semester** lasting 30 minutes, accompanied by visual documentation, on the topic of their chosen specialization. This lecture will provide a summary of the state of the field, indicate the students' innovative approach, and present an overview of the literature used. After the lecture, a brief discussion follows (15 minutes). The chosen topic may be presented in its development, where a chronological perspective or other form of interpretation can be applied. The topic may be compared with the situation in the world, or with analogies in another field. The interpretative framework is anchored within contemporary trends in art or theories of visual fields. The lecture effectively escalates the more complex issues of the topic that the students have addressed or intends to address. It may include a structure of presenting topics or problems, proposing their solutions, introducing the author's approach, seeking methods and information for resolution, current achievements, insights into further tasks and solutions. The main criteria followed are the level of expertise and innovativeness.

The coordinator of doctoral studies will manage the promotion of the students' lectures.

After completing the lecture, the students submit a digital output for archiving. The lecture, as a mandatory requirement for the completion of the second year, will be recognized only after the submission of this written output that must be approved by the supervisor first.

The **written output** of the Lecture must include:

- **The topic, annotation and key words** (minimum of 5 key words).
- The lecture text with **footnotes**, and at the end of the lecture, **the bibliography** (alphabetically by authors' surnames + ISBN, ISSN), **sources, or references**.
- **The scope of work** (minimum 5 pages, maximum 15 pages).

- **The academic level** of the written output is assessed by the students' supervisor, after which the doctoral students submit the output to Coordinator of Doctoral Studies within a week after the lecture competition. All written outputs are archived.
- Publications are cited according to the **citation standards ČSN ISO 690 and ČSN ISO 690-2**.

5. Workshop, Year 3

Submission: **workshop annotation** – by 21 September of Year 2, in digital form to marketa.chalupova@ujep.cz
workshop presentation – in person at FUD UJEP between February and April
written output – within a week after its realization, in digital form to marketa.chalupova@ujep.cz

The students will prepare and consult with their supervisor [the topic and annotation](#) for a **one-day art workshop**, which will submit in a digital form to the coordinator of doctoral studies **by 29 November** of Year 3. It will be given to the Subject-Area Board of Faculty of Art and Design for approval. The workshop will take **place in between February and April** and thematically relate to the dissertation work; it serves as an experimental form to verify one of the topics of the dissertation, the project will be implemented, documented, supplemented with an interpretive framework, reflection, and an overview of processed literature. The annotations of the workshop contain a clear statement about the type of students from which studio the workshop is aimed for.

The interpretative framework will anchor within the context of contemporary trends in art or theories of visual fields. By reflection, we mean the professional interpretation and analysis of the creation that emerged within the project. Documentation refers to a high-quality reflection of significant moments of the project, their analysis, and commentary on the meaning brought by the given phase. High-quality documentation may undergo an editorial committee review and may be published in print as the students' publication activity. The inclusion of the project in the publication is determined by its quality and semantic density. Documentation does not include video footage from the event. After completing the workshop, the students submit a digital output for archiving. The workshop, as a mandatory requirement necessary to conclude the third year, will be recognized only after the submission of this written output.

The workshop, its promotion, and execution are fully the responsibility of the doctoral students and their supervisor. They are not managed by the coordinator of doctoral studies.

The written output of the Workshop must include:

- **The topic**
- **Project evaluation, photo documentation** (the doctoral students should be seen in a photo with other students attending their workshop), **and analysis of results**
- **The scope of work** (minimum 5 pages, maximum 15 pages).
- **The academic level** of the written output is assessed by the students' supervisor, after which the doctoral students submit the output to coordinator of doctoral studies within a week after the workshop competition.

6. The Report as a part of State Doctoral Examination

Submission: by 15 March by Year 3 or Year 4 the latest, approved and signed by your supervisor and submitted to the coordinator of doctoral studies

The report must include all of the following bullet-points:

(If students have nothing to add under a specific point, they should still mention it and leave it blank.)

1. Real Course of Study

Overview of completed subjects during the studies per each year of study:

Year of study, academic year

The codes and titles of the examinations and the day of their completion (you can find it in your STAG)

1.1. Publication activities (according to the standard ČSN ISO 690, see the document [How to Write a Qualification Thesis](#). Monographs, published works in domestic or foreign scientific and professional peer-reviewed journals, proceedings, catalogues.

1.2. Exhibition Projects

1.3. Curatorial Projects

1.4. Citations, reviews

1.5. Conferences, active participation

1.6. Lectures

1.7. Internships

1.8. Grants

1.9. Other activities

The theoretically focused students should not lack practical outputs, and conversely, the practically focused students should not lack theoretical outputs.

2. **Critical Review of the State of the Addressed Issue** in the Czech Republic, worldwide, and the students' work outcome, focused on the dissertation goal.

The critical review of the state of the issue should be **at least two pages long and should consist of a professional text with references to the relevant literature and methods of the given topic**. The purpose of this section of the Report is to demonstrate an understanding of the latest trends, methods, and approaches in the study topic and dissertation work. It will be evaluated by an expert opponent, who is also a member of the examination committee. The opposition opens up the method and level of examination. Therefore, it is necessary for this section of the Report to be a professional, theoretical text, supplemented with notes, literature, and potentially appropriate citations. The extent of the students' current knowledge and general overview in the given topic will be assessed in order to determine the state of research before writing the qualifying dissertation and thus the extent of innovation of the student's contribution through writing the dissertation. For the student, this critical text is an opportunity to convince the examination committee in writing in advance of their knowledge of the problem (working with appropriate current professional literature, knowledge of current authorities, and theoretical articles on the given topic).

Examples and the use of professional language (working with literature, footnotes, etc.) are discussed in the text of the qualification dissertation, see the pages of the doctoral studies.

The written report is opposed by one opponent appointed by the chairman of the Subject-Area Board. The Report is part of the application for the oral part of the State Doctoral Examination.

The report is submitted together with:

- [Application](#) for State Doctoral Examination (oral)
- **Registering your dissertation in [STAG](#)**, upon you log in you follow:
 - My study
 - Final thesis
 - Fill in documents for registering dissertation thesis
 - Topic type – choose: „Entered by a student“
 - Department/unit: KDT
 - fill out the rest of the information

- Approval status: Thesis registration finalized by student
- SAVE
- then roll up and print off the document for dissertation registration
- **the students and the supervisors sign it and submit it to the coordinator of doctoral studies by 15 March**

7. Question Areas for State Doctoral Examination

Submission: by 31 March by Year 3 or Year 4 (the latest), approved your supervisors, in digital form to marketa.chalupova@ujep.cz

The students, in collaboration with their supervisors, develop **3 question areas** for the State Doctoral Examination (SDE) **comprising a minimum of 500 characters each**, which submit in digital form to Coordinator of Doctoral Studies, **by 31 March of Year 3 or Year 4 (the latest)**. The Subject-Area Board will select from these proposed question areas the one that most reflects the framework topic of the dissertation. Therefore, the question areas delineate the issue of the dissertation topic from several perspectives, contextualizing the problem within the field and introducing its genesis and concept, rather than describing the specific problem. They propose critical solutions to the given issue.

The framework content of the State Doctoral Examination is determined by the Subject-Area Board. Its content is based on the studied field, the topic of the dissertation, and the individual study plan of the student. Part of the State Doctoral Examination includes a discussion on the relevance to the topic of the dissertation.

8. State Doctoral Examination

Realisation: the start of June – the specific date is known after the Subject-Area Board's meeting in April
15-minute presentation in person

During their presentation, students will focus on a selected topic for the State Doctoral Examination and prepare for comments from the opponent's review, which will be provided to the students in advance.

In the State Doctoral Examination, students must demonstrate their mastery of theories and acquisition of the required knowledge and skills in their fields of study, including the methodological foundations of scientific work and creative artistic outputs. Following this, there is a discussion about the connections to the dissertation topic based on a written report, which includes a critical overview of the current state of the addressed issue in the Czech Republic and globally, as well as the results of the students' work aimed at the dissertation goal. The written report is reviewed by an opponent appointed by the Chair of the Subject-Area Board. The report is also sent to the committee members before the State Doctoral Examination takes place. Students can register for the State Doctoral Examination if they have fulfilled all the obligations specified in their individual study plan and other requirements.

9. Dissertation

Submission: **there are 2 possible dates for submission in the academic year:**

- by 1 June entering the details of the final thesis in [STAG](#) and by 15 June submit the dissertation -> dissertation defence in November/December the next academic year
- by 15 September entering the details of the final thesis in [STAG](#) and by 1 November submit the dissertation -> dissertation defence in November/December the next academic year
- 3 bound printed and signed (under your declaration) dissertations adhering to the [Dean's directive](#)

- 10 printed outlines (learn more below)
- 1 completed and signed [application](#) for Dissertation Defence
- 1 dissertation in PDF to be submitted in [STAG](#) and to be sent to the coordinator of doctoral studies via email
- 1 outline in PDF to be sent to the coordinator of doctoral studies via email

Before the dissertation submission is necessary:

- Successfully passed the State Doctoral Examination
- At least six months before submitting the dissertation, the student must propose two opponents to their supervisor
- Completing data about the Dissertation in [STAG](#)
 - **The selection and approval of dissertation reviewers** (the following o be submitted through the coordinator of doctoral studies who will forward it to the Subject-Area Board):
 - The names and surnames of two dissertation reviewers, their titles, place of work, email addresses, and mobile numbers (they must be from the Czech Republic or Slovakia)
 - At least one of the proposed reviewers must hold the title of doc. (associate professor) or prof. (professor)
 - If one of the reviewers does not hold the title of doc. or prof., a CV of the reviewer must also be submitted, which must be approved by both the Subject-Area Board and the Art Committee.
 - The reviewers must not have the same employer
 - In case the opponent changes their mind about the review, immediately inform the Secretary of Doctoral Studies
 - **Completing data about Dissertation in [STAG](#)** (by 1 June or 15 September)
 - log in with your login details (eduID = st-number) + password (xpseudobirth number without slash if you have not changed your password yet)
 - after logging in, follow these steps:
 - My study
 - Final thesis
 - Complete data about Dissertation thesis.
 - Complete everything here according to what has been approved by the Subject-Area Board
 - In case you need to update your used biography you added when registering your dissertation, send it to the coordinator of doctoral studies following the [citation forms](#)
 - The Dissertation must meet the requirements according to the [Dean's directive](#)
 - If you do not have a completed dissertation at the time you fill in the details, please enter the number of characters you have so far so that you can submit the form. Once you have completed the dissertation, immediately inform the Secretary of Doctoral Studies of the actual number of characters and she will change this in STAG.
 - The number of characters does not include the list of references, the appendix of figures and comments, acknowledgements and appendices
 - Inform the coordinator of doctoral studies you have filled in everything in STAG
 - The coordinator of doctoral studies will check the data completed and issue you a double sheet, which will be sent to the students by email
 - Print the double sheet on both sides and insert it at the beginning of the Dissertation

10. Outlines, Part of the Dissertation Defence

Submission: there are 2 possible dates for submission in the academic year (together with the Dissertation)

- by 1 June entering the details of the final thesis in [STAG](#) and by 15 June submit the dissertation -> dissertation defence in November/December the next academic year
- by 15 September entering the details of the final thesis in [STAG](#) and by 1 November submit the dissertation -> dissertation defence in November/December the next academic year

The form of the submitted outlines:

- Size of the document: A5 (folded A4 paper fixed with office staples)
- 10 pieces in printed form
- 1 piece in digital form

The outline of the dissertation contains the fundamental ideas, methods, results, and conclusions of the dissertation. It introduces the innovative contribution of this qualification work. It serves as material enabling effective acquaintance with the content of the dissertation for those committee members who were not opponents and have not read the work in its full extent. It concisely acquaints with the content and logic of individual chapters, presents the structure of the work, and above all, the conclusions reached. They are submitted in the form of a brochure in A5 format, with a scope of approximately 20 pages.

The outlines are written in a professional language in the Czech language. The order of its content follows the structure of the dissertation and it must contain:

- A brief curriculum vitae with basic personal information
- The content of the work, an insight into individual chapters, and the methods used (professional text)
- The conclusions of the work (a professional text that expands on the student's contribution from the previous Report, which summarized the state of the field before the submission of the thesis)
- Abstracts both in Czech and English
- Overview of processed literature
- List of published works or works accepted for publication and their citations, if applicable; this pertains to publication activity related to the topic of the dissertation.
- The outlines are part of the application for defence.

The outlines must be sent to all members of the defence committee and opponents at least 15 days before the defence. The outlines must be sent to the members of the Subject-Area Board and related departments designated by the Subject-Area Board at least 30 days before the defence.

The topic and annotation of the doctoral dissertation, which the students upload to STAG, should match those that were approved at the beginning of the study. If there have been changes to the topic of the doctoral dissertation during the course of the study, the students [request](#) them well in advance from the Subject-Area Board of the Faculty of Art and Design, which will assess these changes

11. Presentation at the Dissertation Defence

The students do not submit this presentation anywhere. They prepare a presentation lasting 15 minutes which they present to a committee during their dissertation defence. This committee has not seen the students' creative project nor is familiar with the students' outputs during their studies. Therefore, the presentation should include an introduction to the committee containing:

- The aim and focus of the doctoral dissertation.
- The main achieved outputs in the text of the doctoral dissertation (level of innovation, research results, etc.)
- The essential characteristics of the creative project of the doctoral dissertation, which only the supervisor and opponents of the doctoral dissertation have seen.

- Other significant connections to the study that relate to the topic of the doctoral dissertation and will help the committee gain a broad overview of the students' activities and goals.

Doctoral Studies in Visual Communication

Faculty of Art and Design at Jan Evangelista Purkyně in Ústí nad Labem

Individual Study Plan

Student: name(s), surname(s)

Contact: phone number and email address

Supervisor: degree(s), name(s), surname(s)

General topic of dissertation: 1 to 2 rows

Key words: at least 5 key words or phrases

Annotation of dissertation: a paragraph in Czech

Study plan: six subjects/exams spread over three years, mention both the code and the full name of the subjects/exams:

Year 1 - 2024/2025

KDT/... name of the subject/exam, if general or professional

KDT/... name of the subject/exam, if general or professional

Year 2 - 2025/2026

KDT/... name of the subject/exam, if general or professional

KDT/... name of the subject/exam, if general or professional

Year 3 - 2026/2027

KDT/... name of the subject/exam, if general or professional

KDT/... name of the subject/exam, if general or professional

Doctoral Studies in Visual Communication

Faculty of Art and Design at Jan Evangelista Purkyně in Ústí nad Labem

Annual Study Evaluation

Student: name(s), surname(s), degree(s)

Supervisor: name(s), surname(s), degree(s)

Year of study:

Academic year:

Exams: write code and name of the subject, if completed or not and the date

Dissertation: describe the degree of elaboration

Publication activities: mention ISBN, ISSN

Creative activities: e.g. exhibitions, conferences, festivals, publications, workshops

Other activities:

Studied literature: follow the citation standards ČSN ISO 690 and ČSN ISO 690-2

Date and signature of the supervisor:

Doctoral Studies in Visual Communication

Faculty of Art and Design at Jan Evangelista Purkyně in Ústí nad Labem

Lecture in Year 2

Student: name(s), surname(s), degree(s)

Supervisor: name(s), surname(s), degree(s)

Academic year:

Topic:

Key words: minimum of 5 key words

Annotation: Here briefly specify why the lecture will be on such topic, why you find it interesting, what you would like to communicate in your lecture, what you would like to achieve (confirmation or refutation of a certain hypothesis, opinion, view). This abstract should not exceed an A4 page.

Doctoral Studies in Visual Communication

Faculty of Art and Design at Jan Evangelista Purkyně in Ústí nad Labem

Workshop in Year 3

Student: name(s), surname(s), degree(s)

Supervisor: name(s), surname(s), degree(s)

Academic year:

Topic:

Annotation: Here briefly specify what the workshop will include, if it is outdoor or indoor, and why, what you would like to communicate in the workshop, what you would like to achieve (confirm or disprove a hypothesis, opinion, view). This abstract should not exceed an A4 page. This is just a brief outline of a future realization of the workshop that should take up to one day.

Specify which study programme or studio your workshop is aimed for.

Doctoral Studies in Visual Communication

Faculty of Art and Design at Jan Evangelista Purkyně in Ústí nad Labem

Report as part of State Doctoral Examination

1. Real Course of Study

Year 1

KDT/... name of the subject, date when completed

KDT/... name of the subject, date when completed

KDT/855 Colloquium, date when completed

Year 2

KDT/... name of the subject, date when completed

KDT/... name of the subject, date when completed

KDT/856 Lecture, name of the lecture, date when completed

Year 3

KDT/... name of the subject, date when completed

KDT/... name of the subject, date when completed

KDT/857 Workshop, date when completed

Year 4 - If applicable

1.1. Publication activities (according to the standard ČSN ISO 690, see the document How to Write a Qualification Thesis. Monographs, published works in domestic or foreign scientific and professional peer-reviewed journals, proceedings, catalogues.

1.2. Exhibition Projects

1.3. Curatorial Projects

1.4. Citations, reviews

1.5. Conferences, active participation

1.6. Lectures

1.7. Internships

1.8. Grants

1.9. Other activities

2. Critical Review of the State of the Addressed Issue in the Czech Republic, worldwide, and the students' work outcome, focused on the dissertation goal.