



**FACULTY INTERNAL DIRECTIVE FOR THE DOCTOR OF BUSINESS
ADMINISTRATION (DBA) STUDIES IN DISTANCE FORM**

Faculty of Administration and Economic Studies in Uherské Hradiště,
Jagiellonian College in Toruń

PREAMBLE

The Faculty of Public Administration and Economic Studies in Uherské Hradiště, Jagiellonian College in Toruń (hereinafter the "Faculty") implements, in addition to its main educational programs, also the professional managers educational program Doctor of Business Administration (DBA). This type of study, which does not belong to the tertiary education programs of the Czech legal system, is based on international cooperation between the Faculty and the Jagiellonian College in Toruń. The program is successfully finished by with the award of a Diploma and the DBA professional title used after the name. The faculty offers the managers educational program Doctor of Business Administration (DBA) in full-time and distance versions. This guideline applies to the distance version of the program.

**1. ORGANIZATION OF THE EDUCATIONAL PROGRAM DOCTOR OF
BUSINESS ADMINISTRATION (DBA)**

§1

1. The academic year at the Faculty lasts from October 1st to September 30th of the following calendar year.
2. The academic year at the Faculty is divided into two semesters: the winter semester and the summer semester. Dates of the beginning of the semesters are always on October 1st and March 1st of the calendar year.
3. The Doctor of Business Administration (DBA) management educational



programme is initiated with the applicant individually, during the summer and winter semesters.

4. The organization of the educational process of the Doctor of Business Administration (DBA) management educational programme is based on the student's study plan.
5. Part of the study plan is a study of professional subject and a requirement for processing and submission of the dissertation thesis written on a given topic.
6. In the case of successful completion of professional subject “General Management” and two positive professional reviews of the dissertation thesis, the study is completed with a DBA Diploma on completion of studies.
7. Furthermore, the Faculty issues a Diploma Supplement, which lists the chosen field of study of the DBA, completed subject General Management, the topic of the dissertation thesis and the name of the supervisor of the dissertation thesis. There is no charge for issuing a Diploma supplement.
8. The results of study at the Faculty is recorded:
 - a) in the Assignment of the DBA Dissertation Thesis,
 - b) in one copy of the DBA Dissertation Thesis archived in the archives of the Faculty,
 - c) in the student's personal documentation.
9. The study of the managers educational Programme Doctor of Business Administration (DBA) takes place in a distance form using the on-line environment of the Student Section of the Faculty which is available at www.study-dba.eu in “Student Section” (hereinafter referred to as the “Student Section”).
10. The student registers in the Student Section. Based on the student's registration, the Faculty will authorize the student's login details. The students proceed in their studies according to the instructions provided by the Student Section



2. THE DBA STUDIES AND SUBJECT „GENERAL MANAGEMENT“

§ 2

1. The student has to successfully finish subject “General Management”
2. The standard study schedule for studies of “General Management” and the DBA Thesis is not definitive, the length of study can be extended. The minimum length of study is 6 months.
3. The study of a professional subject is completed on the basis of the requirements for passing the subject stated in the introduction written in the study support of the selected subject.
4. These requirements may include e.g. elaboration of case studies following the subject topic, elaboration of answers and others means. The dates and method of submitting the processed assignments and outputs of the professional subject is part of the study support or it is specified to the student by the Faculty.
5. Completion of a professional subject by a student is recorded in the Protocol of the course and in the Student's Personal Documentation (see §1 no. 7).
6. For any inquiries, student can contact the Faculty via e-mail: studium@study-dba.eu.

3. THE DBA DISSERTATION THESIS

§ 3

1. The student chooses the topic of the dissertation thesis, which is based on the fields of study of the managers educational Programme Doctor of Business Administration (DBA) announced by the Faculty.
2. The student prepares the dissertation thesis in the prescribed template.
3. The dissertation has the usual range of 60 - 90 standard pages of text.
4. After its elaboration, the student submits the thesis to the Faculty in electronic version in the PDF format.
5. The Faculty will ensure the elaboration of two expert reviews of the dissertation.
6. In the case of two positive reviews, the dissertation is successfully defended.
7. In the event that one of the two opponent's opinions is not positive, the Faculty will ensure the elaboration of the third opponent's opinion. This third opponent's report is charged to the student in the amount of CZK 2,500 (approx. USD 116; the exchange rate may vary),



in addition to the fee for studying the DBA Programme.

8. If the third opponent's opinion is positive, the dissertation is successfully defended. If the third opponent's report is negative, the dissertation has not been successfully defended and the study is unsuccessfully completed.

4. REQUIREMENTS FOR COMPLETION OF THE DOCTOR OF BUSINESS PROGRAMME

§ 4

1. The study is completed by successful completion of professional subject “General Management” and submission and defence of the DBA Dissertation thesis.
2. The graduate will receive a DBA Diploma and a Diploma Supplement after successful completion of “General Management” subject and a positive evaluation of the dissertation thesis by two opponents and after fulfilment of all the obligations to the Faculty.
3. The Diploma Supplement issued with the DBA Diploma is an equivalent of “Record of Studies” and has the same function.

5. ADJUSTMENT OF THE STUDIES FOR STUDENTS WITH DISABILITY

§ 5

1. If the student has documented disability, the Dean of the Faculty may agree to a special study plan which is adapted to the specific special needs of the student.

This Internal Directive for DBA Studies was signed in Uherské Hradiště on July 1st, 2021

Assoc. Prof. RNDr. PHDr. Oldřich Hájek, PhD, DBA
Dean of the Faculty of Administration and Economic Studies in Uherské Hradiště of Jagiellonian College in Toruń





ANNEX – STANDARD RECOMMENDED STUDIES SCHEDULE

