

## Appendix XIV - The CDS Charter

The Centre for Doctoral Studies (CDS) is an entity of the Institute of Communication Studies and Journalism (ICSJ), which provides support for the Doctoral Studies programmes at this Institute. It currently has six staff members: a CDS coordinator, and five CDS regular staff members (two for each doctoral programme and one member acting as a reserve). The members of CDS are nominated by the ICSJ director in consultation with the Institute's senior management and the guarantors of the ICSJ doctoral programmes. CDS is collectively led by the guarantors of both doctoral programmes at ICSJ. The CDS coordinator is responsible for the daily operations of CDS, including the distribution of tasks and responsibilities among regular staff members, and for the communication with the guarantors.

CDS has seven main roles:

1. Supporting the application and selection process for new doctoral students, including the organization of their entrance exams.
2. Supporting the progress reporting of enrolled doctoral students and monitoring the status of doctoral studies at ICSJ.
3. Supporting the functioning of the doctoral programme, for instance, including the scheduling of doctoral training courses, the organization of teaching assistant calls and the support for research activities of PhD students.
4. Supporting the formal evaluation of the doctoral students' work, including the organization and coordination of the State Doctoral Exam, the Small Defence, and the Main Defence of doctoral studies.
5. Providing advice to individual doctoral students.
6. Supporting the functioning of the guarantors and the Subject Area Boards.
7. Supporting internal and external communication in relation to the ICSJ's doctoral programmes, including the maintenance of the doctoral studies section on the IKSŽ/ICSJ website.

While CDS aims to help doctoral programme applicants and students with their studies, CDS has several limitations, because of its supportive role. The most significant limitations include:

- **No Decision-Making Responsibility:** The responsibility for decisions in relation to the doctoral programmes rests with the guarantors. CDS serves as a resource to provide guidance and support but does not make decisions on behalf of the guarantors, nor can it assume responsibility for their choices.
- **No Financial Responsibilities:** CDS can only support students by providing information regarding financial issues. CDS cannot provide access to financial resources, nor can it apply for funding on behalf of individual students.
- **No Supervision:** CDS cannot take over the role of the doctoral supervisors, for instance in relation to the content of the doctoral thesis.
- **No Formal Complaints Entity:** CDS can advise on the existing channels for student complaints (and mediation), but it cannot accept complaints on behalf of these channels (e.g., the ombudsperson).
- **No Delegation of the Individual Doctoral Students' Responsibility:** Students remain responsible for their doctoral studies, including their own academic performance, meeting admission requirements, and for complying with all application and enrolment procedures, as well as study obligations.