
Definition of selected provisions of the Study and Exam Rules for Study in Doctoral Study Programs of the Czech University of Life Sciences Prague

Article 1

Preamble

(1) This Ordinance of the Dean ("OoD") defines in detail selected provisions of the Study and Exam Rules for Study in Doctoral Study Programs ("DSP") of the Czech University of Life Sciences Prague ("ERS"). This OoD is binding on all DSP students, regardless of the form of study, and on all teaching staff and other persons taking part in the delivery of scientific education to DSP students at the CZU Prague Faculty of Economics and Management ("FEM CZU") in the framework of accredited DSPs.

(2) The main objective of this OoD is to define the rights and duties of DSP students in relation to the Supervisor, the Training Facility (usually department), and the Training Facility Head as well as to elaborate in greater detail the general requirements laid down in the ERS with regard to the methodology for the thesis, the subject matter of the thesis, and the thesis itself.

Article 2

Definition of the Rights and Duties of DSP Students

(1) The definition of the rights and duties of DSP students provided below is based on the applicable provisions of the ERS, specifically:

a) Article 2, Paragraph 1 of the ERS: "The DSP is focused on scientific research and independent creative activities in the field of research or development."

b) Article 2, Paragraph 4 of the ERS: "Studies in the DSP are organized as full-time and combined studies. The main focus of the full-time form of study in the DSP is organized preparation for the scientific work of the DSP student carried out at a Training Facility. The combined form of study in the DSP is a combination of full-time and distance forms during the course of the educational process."

c) Article 4, Paragraph 1 of the ERS: "Supervisors guide students during their entire studies in the DSP."

d) Article 4, Paragraph 3 of the ERS: "Supervisors guide DSP students in their studies, and they primarily: work with DSP students in compiling their individual study plans; provide consultations to DSP students when they are preparing their theses, in particular with regard to methodological issues; in cooperation with the head of the Training Facility, Supervisors ensure the involvement of DSP students in scientific and teaching activities, as well as their participation in scientific seminars and conferences; check the fulfilment of the individual study plans of DSP students, and each year they submit to the Dean of the relevant faculty proposals for measures for pursuing the fulfilment of study objectives.

e) Article 5, Paragraph 1 of the ERS: "DSP students are members of the academic community of the faculty, and to such students relate the rights and obligations arising from the law and the internal regulations of CZU and the faculty for the relevant form of study. The basis of study obligations is the fulfilment of the individual study plan under the guidance of a Supervisor and other eventual obligations, in accordance with the Ordinances given by the Dean."

f) Article 5, Paragraph 2 of the ERS: "DSP students studying in the full-time form of study are entitled to six weeks of holidays in a calendar year."

g) Article 8, Paragraph 3 of the ERS: "The main content of the study in the DSP is systematic creative scientific work on the topic of the thesis. As part of the study plan, the student takes part in the following in a prescribed scope: attends courses which enhance and deepen his or her knowledge of the broader scientific context over and above studies in the master's study program (hereinafter the "compulsory courses"); attends courses which enhance his or her specialization studied as part of the DSP programs (hereinafter the "electives"), takes part in leading and preparations of the didactics of bachelor or master study programs; presentation of the results of his or her work at least once a year at a recognized professional forum, scientific conference, symposium or seminar; compliance with this regulation is assessed by the Supervisor, who may also determine a specific form of presentation; completing at least 4 weeks of foreign internship; upon approval by the Doctoral Degree Board, completing an internship may be replaced by active student's participation in an international research project with its results published or presented abroad; other activities that were approved by the relevant subject board (specifically the elaboration of dissertation thesis).

h) Article 8, Paragraph 6 of the ERS: "The studies include teaching experience, which is meant to develop presentation skills. This experience generally takes place during four semesters with an average work load of four hours a week in one academic year; the overall involvement of a student in the full time form of studies may only exceed six hours a week provided that the student agrees therewith in writing. Exceptions from such teaching experience are permitted by the head of the Training Facility upon agreement with the Supervisor."

i) Article 9, Paragraph 4 of the ERS: "The Supervisor discusses with the students, at least once per semester, the fulfilment of their individual study plan. At least once a year, generally at the end of an academic year, the Supervisor prepares an annual evaluation of the student in a DSP, which will be submitted to the Dean, after having been discussed at the Supervisor's office, and at the relevant subject area board."

(2) The scope and duration of the presence of DSP students in the Training Facility for the purpose of carrying out organized preparation for research work, fulfilling individual study plans, taking part in preparing and delivering instruction in bachelor's and master's degree programs, and fulfilling other duties specified in the ERS, by the Doctoral Degree Board, and in this and other Ordinances of the Dean, are determined by the Training Facility Head with the Supervisor's consent, taking into account the form of study. The scope and duration of the presence of students in the Training Facility are set individually for every DSP student in consideration of the fulfilment of DSP study targets and the student's other individual activities (particularly participation in on-site and laboratory research, research travel and internships abroad, etc.).

(3) The standard holidays for full-time DSP students begin on the first Monday in July of the current year and last six weeks. In substantiated cases, the Training Facility Head may afford an alternative holiday schedule to a DSP student at the Supervisor's request, subject to the DSP student's consent.

(4) The participation of a DSP student in teaching activities means:

- a) acquiring teaching experience through direct instruction (as per Article 8, Paragraph 6 of the ERS);
- b) preparing for the delivery of direct instruction;
- c) providing consultations with standard and appropriate scope and duration to undergraduate students;
- d) taking part in supervising departmental qualification papers and reviewing such papers to a commensurate extent;
- e) taking part in the assessment of academic results and the conduct of final state examinations;
- f) preparing study support materials for the assessment of academic results and other purposes.

DSP students take part in the foregoing activities subject to the Supervisor's consent, in accordance with instructions given by the Training Facility Head, guarantors of relevant subjects, or thereby assigned academic staff of the Training Facility.

(5) Teaching experience within the meaning of Article 8, Paragraph 6 of the ERS means direct teaching experience acquired through the delivery of workshops, lectures, and seminars in undergraduate study programs. For the purposes of determining the fulfillment of ERS requirements, the scope of teaching is measured using lessons. A lesson lasts 45 minutes. An exemption from the teaching requirement, which may be granted as per the ERS by the Training Facility Head based on a consultation with the Supervisor, means reducing or increasing the number of semesters during which a student is required to deliver instruction as per the above.

(6) In case of doubts regarding the fulfillment of duties assigned to a DSP in connection with his/her research and academic activities (particularly fulfilling an individual study plan, studying and researching literature, preparing publications, preparing grant applications, taking part in executing grant projects, conducting research, preparing thesis, taking part in academic activities, etc.), the Supervisor or the Training Facility Head may request DSP students to submit an overview of their activities related to DSP study in the most recent three calendar months. DSP students must prepare such an overview within seven calendar days after being demonstrably requested to do so. The overview of activities will be subsequently reviewed by the Supervisor and the Training Facility Head. A record on the outcome of the review will be drafted in three copies, one for the DSP student, one for the Training Facility, and one for the FEM R&D Department. Where applicable, the record must specify ascertained deficiencies and a method and a deadline for the rectification thereof or a recommended penalty (particularly reduction of scholarship granted to full-time students, etc.). If deficiencies are not rectified, the Supervisor may file a request to expel the student from the study program in accordance with the ERS.

(7) DSP students must present themselves to discuss academic matters in the FEM R&D Department or the Training Facility if so requested by the Dean, Vice-Dean for Research and Development, Chairman of the Doctoral Degree Board, the Supervisor, or the Training Facility Head. If a DSP student repeatedly fails to attend a meeting without a written excuse note despite being issued a demonstrable request to that effect, thereby preventing academic matters from being reviewed during a period longer than 30 calendar days, the Dean may expel the student from the study program on the grounds of a failure to fulfill academic requirements.

Article 3

Specification of the Content and Form of the Annual Evaluation of DSP Students

(1) The definition of the content and form of the annual assessment of DSP students is based on Article 9, Paragraph 4 of the ERS: "Details concerning the length, form, and language requirements of the yearly evaluation can be specified by the Dean."

(2) An evaluation report will be compiled by DSP students in collaboration with their Supervisors. Information on the schedule of annual certifications and thereto related deadline for the completion of the annual evaluation is provided to DSP students by the FEM R&D Department, usually during the second half of August of the current year.

(3) The annual evaluation is carried out by electronic means using the predefined form available through the University Information System ("UIS"). DSP students are responsible for filling out correctly all mandatory items of the evaluation report by the applicable deadlines. Stating untrue information may result in the rejection of the annual evaluation and consequently the student's expulsion from the study program.

(4) Data filled in automatically from the UIS are considered correct unless otherwise indicated by the DSP student in supplementary comments.

(5) DSP students must carry out the annual evaluation in the language of the corresponding DSP. The Doctoral Degree Board may offer the option, or require, that the annual evaluation be prepared in English regardless of the language of the study program. DSP students will receive information to that effect by the FEM R&D Department together with the timetable of certifications for the current year.

Article 4

Specification of the Content and Form of the Thesis Methodology

(1) The definition of the content and form of the thesis methodology is based on Article 8, Paragraph 4 of the ERS: "The methodology of the dissertation thesis, elaborated by the student of the DSP and approved by the supervisor, must be presented at latest 12 months after the start of studies in DSP. The form, contents, ways and deadlines for submission of the methodology, are set by the Ordinances of the Dean of the relevant Faculty."

(2) DSP students present the thesis methodology to the Doctoral Degree Board after the methodology is approved by the Supervisor, by a deadline set by the Doctoral Degree Board. The deadline must be compliant with ERS requirements. Submitting the methodology after the deadline or failing to submit methodology altogether may result in expulsion from the study program at the request of the Doctoral Degree Board on the grounds of a failure to fulfill academic requirements.

(3) The thesis methodology must include a description of the objective of the thesis. Students prepare the thesis methodology under the Supervisor's guidance. The general structure, recommended contents, and scope of the thesis methodology are determined by the Doctoral Degree Board for the applicable DSP.

(4) The thesis methodology must be presented in the language of the applicable DSP. The Doctoral Degree Board may offer the option, or require, that the thesis methodology be prepared in English regardless of the language of the study program. The Doctoral Degree Board may make the same decision regarding the language in which the thesis methodology will be defended.

(5) Following the submission of the thesis methodology to the Doctoral Degree Board, the methodology undergoes a review by a selected member of the Doctoral Degree Board. As a rule, DSP students receive an assessment within six weeks after submitting the methodology. In the assessment, the reviewer evaluates the structure of the methodology. The reviewer recommends the methodology to be approved, approved subject to the incorporation of amendments specified in the assessment, or rejected.

(6) The Doctoral Degree Board will appoint a committee before which DSP students will defend the methodology. As a rule, the defense of the methodology will take place in the language in which the methodology is presented. A DSP student may defend the methodology even if the reviewer recommends the methodology to be rejected.

(7) The defense will be graded either "passed" or "failed". A record will be drafted on the progress of the defense. The record must contain substantiation of the awarded grade. In particular, it is necessary to provide detailed substantiation for any differences in the assessment of the thesis methodology by the reviewer and the overall grade awarded for the defense by the committee.

(8) In case that the defense of the thesis methodology is graded as "failed", the DSP student may rewrite the methodology under the Supervisor's guidance no more than one additional time and resubmit the methodology for defense. A second attempt to defend the thesis methodology may be thus carried out no earlier than one month after the date of the first, unsuccessful defense attempt.

(9) The successful defense of the thesis methodology is a prerequisite for the advance of every DSP student to the second year of the study program.

(10) A DSP student who applies for a change of the thesis topic during the study program term must submit the thesis methodology for the new topic together with the topic change application. In case that the Doctoral Degree Board accepts a change of the thesis topic, the resubmitted methodology is assessed and defended in accordance with the above rules.

Article 5

Specification of the Content and Form of the Subject Matter of the Thesis

(1) The definition of the content and form of the subject matter of the thesis is based on Article 10, Paragraph 2 of the ERS: "The SDE also includes an expert discourse on the issues of the thesis, eventually a defense of the thesis of the PhD dissertation. The obligation to present the thesis of the dissertation for defense in the SDE, the form, contents, and language requirements of the PhD dissertation thesis, are set in accordance to the Ordinances of the Dean based on the recommendation of the relevant DSP subject area board."

(2) The duty to submit the subject matter of the thesis together with a state doctoral examination application ("SDE") applies to all DSP FEM. If a student undergoes an SDE and simultaneously defends thesis on the same day, the requirement to submit the subject matter of the thesis for the SDE is deemed complied with upon the submission of the complete thesis.

(3) As a rule, the subject matter includes the defended thesis methodology, literature research pertaining to the topic of the thesis, and the contents of the thesis. The general structure, recommended contents, and subject matter of the thesis are determined by the Doctoral Degree Board for the applicable DSP. The subject matter undergoes a review, where a debate regarding the subject matter is a part of the state doctoral examination.

(4) The subject matter of the thesis must be presented in the language of the applicable DSP. The Doctoral Degree Board may offer the option, or require, that the subject matter of the thesis be prepared in English regardless of the language of the study program. The Doctoral Degree Board may make the same decision regarding the language in which the debate concerning the subject matter of the thesis and the SDE will be conducted.

(5) The subject matter of the thesis will be reviewed in terms of originality. The originality review record will be included among materials used to evaluate the results of the SDE.

Article 6

Specification of the Content and Form of the Thesis

(1) The definition of the content and form of the thesis is based on Article 11, Paragraph 3 of the ERS: "Upon the proposal of the Doctoral Degree Board, via an ordinance of the Dean, the Dean of the faculty will determine the detailed requirements for publication of the results and the scope and form of the thesis, including the language."

(2) The requirement for publishing the outcome of the thesis is considered fulfilled if the thesis contains citations of papers formerly published by the author or citations of papers accepted for publication.

(3) The thesis is presented in the language of the applicable DSP. The Doctoral Degree Board may offer the option, or require, that the thesis be prepared in English regardless of the language of the study program. The Doctoral Degree Board may make the same decision regarding the language in which the thesis is defended.

Article 7

Miscellaneous

(1) This Ordinance of the Dean enters into effect and into force on 23 March 2020.

Ing. Martin Pelikán, Ph.D.
Dean

Prague, dated 23 March 2020