

Regulations for doctoral studies at the Faculty of Information Technology, Czech Technical University in Prague

PART I

Basic regulations

Article 1

Study programme and general study conditions

1) The Czech Technical University in Prague, Faculty of Information Technology (hereafter "FIT"), offers doctoral study program P1801 in Informatics (hereafter "DSPI") in Czech language and in English language, in full-time form and in part-time form. The standard period of the study programme Informatics is 4years according to the valid accreditation. The study programme Informatics is not divided into any branches.

2) The Czech Technical University in Prague, Faculty of Information Technology (hereafter "FIT"), offers doctoral study program P1801 in Informatics (hereafter "DSPI") in Czech language and in English language, in full-time form and in part-time form. The standard period of the study programme Informatics is 4years according to the valid accreditation. The study programme Informatics is not divided into any branches.

3) The conditions for doctoral studies (DDS) are specified:

3.1. by Act No. 111/1998 Coll., Higher Education Act, as amended ("the Act"),

3.2. by the internal regulations of the Czech Technical University in Prague (hereafter "CTU"):

a) by the Statute of CTU,

b) by the Study and Examination Code for students of CTU (hereafter "SEC CTU"),

c) by the CTU Admission Procedure Rules (Attachment 2 to the CTU Statute) (hereafter "APR CTU"),

d) by the Scholarship Code of CTU (hereafter "SC CTU"),

e) by the Conditions of Study at CTU for Foreigners (Attachment 3 to the CTU Statute),

f) by the Disciplinary Code for Students of CTU,

3.3. by the Statute of FIT.

Article 2

Definition of basic terms, abbreviations, forms, and conditions of study

1. These regulations use the following terms and abbreviations:

- a) RDS – regulations for doctoral study programme
- b) DSP – doctoral study programme,
- c) DSPI – doctoral study program P1801 in Informatics,
- d) DS – doctoral study (= study in DSP),
- e) Doctoral student – student of DSP,
- f) BDSP - board of the doctoral study programme,
- g) IC – individual curriculum,
- h) CDE – comprehensive doctoral examination,
- i) DT - dissertation thesis,
- j) DSR - doctoral study report,
- k) SRO – Science and Research Office at FIT,
- l) MSP – master study program.

2. DS proceeds according to a student's IC under the direction of his/her supervisor. The professional part of DS is realized at the supervising department, i.e., the department of FIT to which the supervisor belongs, or at another selected workplace having a cooperation agreement with FIT on offering DSP.

3. The forms and periods of DS are specified in Art. 3 (Para. 4, 6, 7, and 8) and in Art. 19 SEC CTU, except for the DS by distance study, which is not accredited at FIT. The maximum period for DS is 8 years, in accordance with Art. 3 Para. 8 SEC CTU.

4. A doctoral student in the full-time DS in English language:

- a) participates in the scientific and research activities of the supervising department according to Art. 11 of these regulations,
- b) carries out his/her teaching practice at the supervising department according to Art. 10 of this Directive,
- c) takes DSP courses according to Art. 9 of these regulations,
- d) performs other tasks related to the main activities of the department, under the direction of his supervisor (or of the head of the supervising department),
- e) receives a scholarship during the standard period of DS, according to Art . 7 of this Directive.

5. A doctoral student in part-time DS in English language:

- a) works on the topic of his/her DT. The form and extent of his/her stay at the supervising department are set up individually in agreement between the supervisor and the head of the supervising department,
- b) participates in the scientific and research activities of the supervising department, according to Art. 11 of this Directive,
- c) takes DSP courses according to Art. 9 of this Directive,
- d) performs other tasks related to main activities of the department, under the direction of his supervisor (or of the head of the supervising department).

6. If a doctoral student in the full-time DS does not submit his/her DT during the standard period and wants to continue in DS, he/she must apply to change to part-time DS not less than 1 month before the standard period expires. The doctoral student applies to the dean of FIT for this change, using the prescribed form: Request for a change of the form of study in DSP P1801 in Informatics (see Attachment R) through SRO.

7. The conditions in full-time or part-time DS in English language are the same as the conditions in DS in Czech language, with the exception of the following:

- a) a doctoral student in DSP in English pays a tuition fee (he is a self-funding student). The fee for study in DSP is set in Attachment 7 of the Statute of CTU.
- b) a doctoral student in DSP in English does not receive a scholarship.

8. DS is duly and successfully completed after fulfillment of all prescribed duties with the presentation and defense of the student's DT, which must be submitted before the expiry of the 7th year from the beginning of his/her DS.

9. Besides ordinary completion, DS can also be terminated:

- a) at the personal request of the doctoral student, see Attachment P form: Request for a change of the form of study in DSP P1801 in Informatics.
- b) due to failure to fulfil the study duties according to § 56 Para. 1 letter b) of the Act (Non-fulfillment of the requirements resulting from the study program according to the study and examination code), namely due to:
 - negative semester evaluation,
 - failure to pass an examination of a course in IC,
 - repeated failure to pass an examination,
 - failure to achieve the required number of credits within the prescribed deadline,

- repeated failure to pass CDE, , or failure to fulfill conditions in Art. 17, para. 2,
 - failure to defend DSR within the prescribed deadline,
 - failure to submit DT prior to the elapse of the maximum period of 7 years from the beginning of DS,
 - failure to enrol in the following semester in accordance with Art. 8, para 2,
 - negative result of the defense of DSR in accordance with Art. 15, para 8, b)
- c) due to exclusion from DS on the basis of a disciplinary infringement according to §65 Para. 1 letter c) or §67 of the Act – i.e., on the day when the decision on exclusion from DS came into force.

Article 3

The board of the doctoral study programme Informatics (BDSP)

1. The tasks, rights, and duties of BDSP are described by Art. 22 of SEC CTU.
2. Since DSP is not divided into branches, BDSP also undertakes the tasks, rights, and duties of the branch board of the DSP according to Art. 21 of SEC CTU.
3. The members of BDSP are full professors, associate professors, and other significant experts. Members of BDSP are appointed by the dean after the approval of the Scientific Board of FIT, based on the proposal of the supervising departments or the dean.
4. The members of BDSPI elect a chairperson and also a vice-chairperson, who substitutes for the chairperson in his absence or in cases where the chairman has a conflict of interests.
5. Approvals and votes on the proposals of the chairperson of BDSP in the plenum of BDSP can take the form of direct approvals and votes at meetings of the BDSP, or the form of electronic approval and votes using groupware technologies.

Article 4

Supervisor

1. The task of the supervisor, his rights and duties are described by Art. 23 of SEC CTU.
2. A member of the academic staff who does not have the title associate professor, professor or DrSc. can become a supervisor only with an exception granted by the Scientific Council of FIT. The procedure of granting an exception is described in Attachment C: Procedure for the administration of granting exceptions by the Scientific Council of FIT to supervisors without the title Assoc. Prof./Prof./DrSc.
3. The supervisor, together with the doctoral student, compiles his IC within 1 month after enrollment into the 1st semester of DS, and submits it for approval to the chairperson of BDSP. IC will be submitted on the prescribed form: Individual Curriculum of a doctoral student in DSP P1801 in

Informatics (see Attachment C). After approval, the IC will be archived in the personal documentation of the doctoral student at SRO.

4. During the period of semestral evaluation and before the end of his/her study block, each doctoral students submits his/her evaluation through the mediation of his/her supervisor. The evaluation is submitted to the chairperson of BDSP using the electronic system. The supervisor suggest the number of obtained credits in accordance with Attachment I. After a verification, the chairperson of BDSP may then change the suggestions. The evaluation proposal contains specific citations of the students published results. The supervisor must unambiguously specify whether he recommends continuation in DS or whether he proposes termination of DS. The semester evaluation will be archived in the personal documentation of the doctoral student at SRO. The deadline for submitting the semester evaluation is the end of the second week of the following semester. The process of semestral evaluation is described in Attachment S.

5. The chairperson of BDSP submits a summary report on the status of the studies in DSP in the previous semester to BDSP not later than the end of the 2nd week after the deadline for submission of the semester evaluations, and BDSP will discuss the report.

6. If the supervisor recommends termination of a student's DS in his semester evaluation, the result of the discussion of BDSP can be a proposal to the dean to terminate the DS of this doctoral student due to the failure to fulfil his study duties. On the basis of this proposal, the dean can terminate the studies in accordance with Art. 2 Para. 9 letter b) of these Regulations.

Article 5

Specialist supervisor

1. The task of a specialist supervisor, his rights and duties are described in Art. 24 SEC CTU.

Article 6

Admission procedure

1. The conditions for the admission procedure into DS are regulated by APR CTU and further by the Dean's Directive for the admission procedure rules into all forms of DSP.

2. Besides the documents that are required from applicants for DS by APR CTU, the applicant submits the completed form: Application form for studies in DSP P1801 in Informatics (see Attachment O), and together with the supervisor submits the completed and signed form: Characteristics of the general DT topic in DSP P1801 in Informatics. (see Attachment A).

Article 7

Scholarship

1. The conditions for granting a scholarship are specified by SEC CTU (mainly Art. 6).

2. The doctoral scholarship is generally sent to a doctoral student's bank account on the basis of the completed form: Application form for sending a doctoral scholarship to a bank account (see Attachment Q).

Article 8

Enrolment in the next study period

- a) The applicant becomes a student of DSP on the day of his/her registration. The date of the registration is give by the time plan of the academic year for DSP.
- b) The student must register for his/her next study period once a year during the dates given by the time plan of the academic year for DSP.

PART II

Study block

Article 9

Individual curriculum (IC) and the study block

1. IC and the procedure for making changes to it are described in Art. 26 of SEC CTU.
2. The study block, the conditions and rules are described in Art. 27 of SEC CTU.
3. IC will be submitted on the form: Individual Curriculum of a doctoral student in DSP P1801 in Informatics (see Attachment C).
4. The duties in the study block and their evaluation using credits is given the table in Attachment I: Table of the credit assessment of studies in DSP P1801 in Informatics.
5. A doctoral student selects from 4 to 6 one-semester compulsory doctoral courses for inclusion in his/her IC. The doctoral courses are assessed by 4 credits and must be completed by an examination. A doctoral student chooses these courses from the accredited DSPs, and at least 2 courses must be from DSP Informatics on FIT.
6. The compulsory courses are taught in the form of lecturers, seminars, self-study, or consultations. The form is decided jointly by the supervisor, the doctoral student, and the professor.
7. Language preparation can take the form of studying literature written in English, of writing and presenting papers in English, and of active participation in conferences and workshops conducted in English.
8. Studies of the compulsory doctoral courses, preparation of the DSR, and discussion on DT are scheduled in IC for at most 4 semesters in full-time DS and for at most 6 semesters in part-time DS.
9. The minimum number of credits that a doctoral student must achieve in each semester of the study block are:
 - a) in full-time DS:
 - 8 credits for the first year,
 - 4 credits for each further semester if the minimal number of required credits is not yet attained,
 - b) in part-time DDS:
 - 6 credits for the first year,
 - 4 credits for each further year if the minimal number of required credits is not yet attained.

10. No later than at the end of the 4th semester of DS (in full-time DDS) or of the 6th semester of DS (in part-time DDS), a doctoral student must have:

- a) all the compulsory doctoral courses of his/her IC successfully passed with examinations,
- b) at least 30 credits in full-time DS and 26 credits in part-time DS in the following structure:
 - at least 16 and at most 24 credits for the compulsory doctoral courses of his/her IC,
 - at least 6 credits for scientific research and publications,
 - in full-time DS, 4 credits for teaching practice,
- c) written and submitted DSR, successfully passed discussion on DT, except for cases under Art. 16 of these Regulations.

11. Failure to fulfill the conditions in Para. 9 - 10 within the given deadline is grounds for terminating DS in accordance with Art. 2, Para. 9 letter b) of these Regulations. In accordance with Art. 26, para 6, letter b) of SEC CTU, the supervisor may ask, in written form, the dean to approve the change of the time plan.

12. Language courses are elective courses without credit valuation. The language competencies of a doctoral student are checked by the compulsory English language examination that takes the form of a discussion on DT in English language (see Art. 13, 14, and 15).

13. The study block is completed as of the date of a successful discussion on DT.

Article 10 *Teaching practice*

1. The teaching practice that is a part of the IC of a doctoral student in full-time DS, according to Art. 26 Para. 5 SEC CTU, takes place during the first four semesters in the average extent of four 45-minute classes weekly.

2. More extensive teaching practice than that mentioned in Para. 1 is possible only with explicit agreement of the doctoral student and his/her supervisor.

3. The supervisor specifies the form and the extent of the teaching practice in the semester evaluation of the student, and proposes a number of credits.

4. At most 1 credit per semester can be awarded for teaching practice in the full extent according to Para. 1. Teaching practice of another extent is evaluated with a corresponding number of credits, including non-integral parts. An exception to this rule can be proposed by the supervisor and must be confirmed by the chairperson of BDSP and approved by the dean.

5. A doctoral student can also have credits acknowledged his/her other teaching practice, for creating new teaching aids, multimedia teaching courses, or preparing new laboratory exercises. Only individual preparation of texts and aids is considered.

Article 11

Scientific and research work and publication activity of a doctoral student

1. A doctoral student is required to participate in the scientific and research activities of the supervising department. The results of his/her scientific and research activities are approved in the semester evaluation especially on the basis of refereed publications that are incorporated into the fulfillment of study duties using credits.

2. By the end of the 3rd semester (in full-time DS) or 5th semester (in part-time DS) of his/her IC every doctoral student must write a research report, relevant to his/her thesis topic, which is published as a technical report on the supervising department. The report is presented on the supervising department or in the relevant research group.

3. In the semester evaluation, the supervisor proposes credit evaluation for publication of scientific and research results.

4. The evaluation of scientific and research results with credits is defined in the table in Attachment I: Table of the credit assessment of studies in DSP P1801 in Informatics.

5. For publications with other co-authors, apart from the supervisor or specialist supervisor, a doctoral student is granted a corresponding part of the credit evaluation without the share of the supervisor or the supervisor-specialist.

6. In publications with more than one author, the authors are standardly listed in alphabetic order, and the share in the authorship is standardly proportional. If the share in the authorship is not proportional, a statement setting the authorship shares must be included in the semester evaluation of the doctoral student, and must be specified as a percentage in the list of publications that the doctoral student submits. The doctoral student must be able to submit on demand the agreement with the co-authors on setting any non-proportional authorship share.

7. A doctoral student must always indicate his/her affiliation with FIT CTU. If a doctoral student has a supervisor from another supervising department than FIT CTU, he/she can in addition provide the affiliation of his/her supervisor in cases when he/she has an employment relationship to that external department at the time of the publication.

Article 12

The holidays of a doctoral student

1. The length of the holidays of a doctoral student in full-time DS is described by SEC CTU Art. 22 Para. 2.

Article 13

A doctoral study report (DSR) and the discussion on a DT

1. A DSR, the way how it is elaborated, reviewed, presented, and defended, and also the discussion on a DT that is a part of the study block and is a written preparation for a DT, is regulated by Art. 27 Para. 1 and 9 of SEC CTU and by Art. 9 Para. 1 of these Regulations.

2. A DSR must be written in English with a Czech-language and English-language abstract. The format of the DSR is described in Attachment K: Template format of a DSR in DSP P1801 in Informatics.

3. A DSR contains the following parts:

- an overview of the state-of-the-art of research conducted the topics of the DT,
- current research results of the doctoral student in the field of the dissertation topics (this can be replaced with copies of publications by the doctoral student, together with a text integrating these publications),
- a proposal for a further plan of preparing the DT and a clarification of the title and contents of the DT.

4. An English language examination is a part of the discussion on the DT. It consists in writing the DSR in English and presenting and discussing it in English.

5. The copies of doctoral student's published articles must be submitted for the discussion on the DT, along with the referee reports.

6. The quality of the publications is guaranteed by the supervisor, if he/she recommends the student for the discussion on the DT.

7. If a student does not fulfill some of the requirements in para. 3 or 5, or Art. 11 para 8, and the supervisor recommends her/him for the discussion on the DT, the student's state of preparation is evaluated by a committee formed by the dean, the vice-dean for science and research supervisor, head of the department and chairman of the BDSPI. In the case of a draw on the vote, the dean has the deciding vote. If the committee does not reach a conclusion, the discussion on the DT will not take place.

Article 14

Preparation of a discussion on the dissertation thesis

1. A doctoral student applies for a discussion on the DT at the time set in the schedule of the academic year for DSP. She/he submits the application to SRO on the prescribed form: Application form for a discussion on DT in DSP P1801 in Informatics (see Attachment D).

2. Together with the application form, a doctoral student provides the following documents to SRO:

- a) a list of all publications of the doctoral student,
- b) a list of citations of these publications, if any,
- c) copies of not more than 3 most significant reviewed publications or texts accepted for publication for which the student has been awarded credits and that are relevant to the topic of the DSR. In case of a book publication, it is sufficient to provide a copy of the title/cover page.

3. A DSR must be submitted to the chairperson of BDSPI via SRO in four printed copies no later than 4 weeks before the date of the discussions on DT in the schedule of the academic year for DSPI.

SRO returns one copy to the doctoral student and provides him/her an acknowledgement that DSR has been submitted.

4. The chairperson of BDSPI sets the place and time for the discussion on the DT at least 3 weeks prior to the meeting.

5. The discussion on the DT takes place before a committee. For each discussion, the chairperson of BDSPI nominates the members of the committee at least 3 weeks prior to the meeting. The nomination is discussed by BDSPI at least 2 weeks prior to the meeting. Then the dean appoints the committee.

6. The committee consists of a minimum of 5 members. The mandatory members of the committee are: the supervisor, the reviewer (the reviewers), the head of the supervising department, the chairperson of BDSPI, or another member of BDSPI substituting for the chairperson (Art. 27 Para. 10 SEC CTU) and an examiner for English language.

7. The supervisor and the reviewer (reviewers) are members of the committee with the right to vote, but they cannot chair the committee.

8. The examiner for English language does not have the right to vote. He/she must have a certificate at the level of the general state examination and at least 5 years of documented experience of active use of English.

9. The chairperson of BDSPI appoints a minimum of one and a maximum of two reviewers of the DSR. The reviewer must be an expert in the relevant discipline who has at least the Ph.D. or CSc. title and who is not an employee of the supervising department.

10. The chairperson of BDSPI standardly chairs the committee. He appoints another chairperson from the members of BDSPI if

a) he is unable to participate in the discussion,

b) he is the supervisor or a reviewer of the doctoral student.

11. The doctoral student must have the opportunity to acquaint himself with the review report (reports) not less than two days before the discussion.

Article 15

Rules of the procedures of the committee for the discussion on DT

1. The committee has a quorum if an absolute majority of the members is present.

2. During the discussion, the doctoral student first presents the contents, contributions, results, and conclusions of his/her DSR, using electronic media.

3. Then, the reviewer's report(s) and the supervisor's statement are presented and the doctoral student answers the comments and questions from the review report(s). Then a public discussion on the DSR by the members of the committee and the doctoral student follows.

4. Then a discussion on the title and the contents of the DT follows.

5. The discussion is concluded by a resolution on the committee agreement/disagreement with the results of the DSR and by a resolution on the result of the English language examination. The result of the English language examination is not dependent on agreement or disagreement with the results of the DSR.

6. The resolution of the committee is accepted by an absolute majority of votes. If the DSR is not accepted, the committee approves by voting on the reasons for disagreement and on the proposal of a date for a make-up discussion.

7. A protocol of the discussion is made and it is signed by the chairperson of the committee and by all members of the committee who are present. The chairperson of the committee is responsible for delivering this protocol to the SRO not later than the seventh day after the discussion. SRO is responsible for depositing and archiving the protocol in the personal documents of the doctoral student at SRO.

8. The resolution of the committee takes one of the following forms:

- a) Agreement with the conclusions of the DSR, and also agreement with continuing DS and clarification of the title of the DT.
- b) Disagreement with the conclusions of the DSR and a request to rewrite it and resubmit it for a new discussion at a date proposed by the committee and confirmed by the chairperson of BDSPI.
- c) Disagreement with the results of the DSR and a proposal to the dean to terminate DS (if such serious deficiencies are found that it is very unlikely that the doctoral student can complete DS successfully).

9. In the event of para.8 c), the dean terminates DS on the basis of Art. 2 Para. 9 letter b) of these Regulations.

Article 16

Repetition of the discussion

1. The discussion can be repeated only once. At the repeated discussion, the committee may not reach the conclusion to rewrite the DSR using Art. 15, para 8 b).

2. When requiring a repetition of the discussion, the chairperson of BDSP nominates the members of a new committee, and decides on the date for a new discussion, and the date for submitting a new DSR. BDSP discusses the nominations using the same rules as for the first discussion date.

3. The repeated discussion on the DT must take place within 4 months from the date of the unsuccessful discussion. DS will be not prolonged by this period. The date for completing the study block will only be extended by a period of time proposed by the committee.

PART III
Comprehensive doctoral examination

Article 17
Comprehensive doctoral examination

1. The comprehensive doctoral examination (CDE), preparations for the examination, and the rules for the procedures of the committee for CDE are described in Art. 29 SEC CTU.

2. A full-time doctoral student must pass a CDE before the end of the 3rd year of his DS. In the event of failure to pass the CDE, it can be repeated only once. The repeated CDE must be passed before the end of the 4th year of DS. Failure to fulfill this condition is considered as failure to fulfill the study duties, and is grounds for terminating DS in accordance with Art. 2 Para. 9 letter b) of these Regulations.

3. From the list of topic areas for CDE in DSP, the supervisor together with his doctoral student chooses 3 topics that correspond to the theme of his/her DT and the courses studied within the study block. The doctoral student writes these 3 topics in the application form for CDE.

4. The chairperson of BDSP approves this list of topics, or proposes changes. After the chairperson of BDSPI and the supervisor reach agreement on the list, it will become the valid list of topic areas for the doctoral student's CDE.

5. The doctoral student applies to be admitted to CDE on the date specified by the schedule of the academic year for DSPI. To do this, he must fill in the Application form for the comprehensive doctoral examination in DSP P1801 in Informatics (see Attachment E), and submit it to SRO. The doctoral student appends the following attachments to the application form:

- a) a list of all publications in the given structure,
- b) a list of citations of these publications, if there are any,
- c) a copy of not more than 3 most significant reviewed publications or texts accepted for publication that are relevant to the topic of DT. In case of a book publication, a copy of the title page is sufficient.

6. The chairperson of BDSP nominates a CDE committee in accordance with Art. 29 SEC CTU. The nomination is discussed by BDSP, and then the committee is appointed by the dean. At least one examiner must be assigned for each topic area of the CDE. The supervisor is not a member of the CDE committee, according to Art. 23 SEC CTU. The members of the committee are acquainted with the topics of the CDE at least 1 week before the CDE. The members of the CDE committee are informed through SRO about the topic areas of the CDE and about the DSR of the doctoral student at least one week before the CDE committee meeting.

7. The meeting of the CDE committee must be published not less than 2 weeks in advance on the official notice board of the faculty.

8. SRO provides the following documents for the CDE committee meeting:

- a) the DSR with the review reports and the protocol from the presentation and defense,
- b) the student's study block record.

9. During the CDE, the doctoral student is examined his knowledge of the specified topic areas. The second part of the CDE is a discussion about the draft of his/her DT and about his/her publications and citations of the publications, and about progress made since the discussion on the DT proposal.

PART IV *Dissertation Thesis*

Article 18

Submission of the dissertation thesis for presentation and defense

1. Requirements for dissertation theses are regulated by Art. 28 SEC CTU.

2. A doctoral student can submit his/her DT only if he/she has already published at least one paper in a reviewed journal or at least two papers in proceedings of international conferences with a standard review process, or if such papers have been accepted for publications. In the case of papers in conference proceedings, copies of review reports are to be a part of the documentation submitted together with the DT, see Art 19, para 3 d). The topics of the papers must be relevant to the topics of the DT, and the doctoral student must be the main author in accordance with Art. 11 of these Regulations.

3. A DT and the DT statement are submitted in English.

4. A DT must include:

- a) on the title page and on the cover:
- b) the name of the university, faculty, and supervising department,
- c) the title of the DT,
- d) the specification "Dissertation Thesis",
- e) the name of the doctoral student,
- f) the year of submission of the DT,
- g) the name of the supervisor, and also the specialist supervisor if any (title page only),
- h) specification of the DSP,

5. in the introductory section:

- a) the aim and goals of DT,
- b) a survey of the present state-of-the-art of the given scientific field (with reference to the literature),

6. in the closing part:

- a) an overview of the results and achieved contributions,
- b) conclusions and future work and possible applications.

7. A DT can be written either in the form of a monograph or in the form of a collection of papers augmented by an integrating text. The template LaTeX formats for both realizations are available in Attachment L: Template format of DT in the form of a monograph in DSP P1801 Informatics, and in Attachment N: Template format of DT in the form of a collection of papers in DSP P1801 in Informatics.

Article 19

Preparation of the presentation and defense of DT

1. The requirements for the presentation and defense of a DT are regulated by Art. 30 SEC CTU.

2. A doctoral student submits his/her DT to the chairperson of BDSP via SRO using the prescribed form: Application form for the presentation and defense of DT in DSP P1801 in Informatics (see Attachment F).

3. The application form consists of the documents mentioned in Art. 30 Para. 1 SEC CTU, with these specifications:

- a) the student's study record will be delivered by SRO,
- b) a list of publications, divided into a list of reviewed publications relevant to the DT, a list of other publications relevant to the DT, and a list of other publications. The lists contain shares of authorship if the student's share of the authorship differs from a proportional share. The doctoral student must be able to submit on request the approval of the co-authors with a non-proportional share in the authorship.
- c) copies of all reviewed publications or texts accepted for publication that are relevant to the DT,
- d) copies of the reviews of conference articles,
- e) a citation list from a citation database without self-citations (e.g. WoS, Scopus, GoogleScholar),
- f) any awards related to the DT, e.g., best conference paper awards.

4. The DT statement must comply with the template in Attachment J: Template format of the DT statement in DSP P1801 in Informatics.

5. SRO will check all the formal requirements and it will then submit the application to the chairperson of BDSP.

6. The chairperson of BDSP nominates a committee for the presentation and defense of the DT (hereafter "committee"). The committee has a chairperson and a vice-chairperson. The committee

shall consist of a minimum of 7 members. At least 2 members of the committee must not be members of the academic staff of CTU.

7. The supervisor or the specialist supervisor of the doctoral student standardly participates in the committee meeting. He/she can also participate in the non-public part of the committee meeting, but he/she is not a member of the committee and he/she has no right to vote.

8. A DT must be reviewed by 3 reviewers who are members of the committee with the right to vote. A reviewer is an expert in the topic area of the DT. He/she must possess at least a PhD degree or its equivalent. A reviewer without this qualification must be approved in advance by the Scientific Council of FIT. At least one of the reviewers must be from abroad (including Slovakia). Not more than one reviewer can be an employee of CTU and no two reviewers can be employees of the same organisation. A reviewer cannot be the chairperson or the vice-chairperson, nor a person who contributed to the results of the DT or to the results of a part of the DT, nor a person directly superordinate to or subordinate to the doctoral student.

9. The nomination of the committee must be discussed by BDSPI. Afterwards, the dean appoints the members of the committee.

10. SRO is responsible for distributing copies of the DT to the reviewers. The template format for the review report is in Attachment H: Review report on DT in DSP P1801 in Informatics.

11. If a reviewer or some other appointed member of the committee does not understand the Czech or Slovak language, the review reports are required to be in English. Otherwise it is the reviewer's choice whether to write the review report in Czech, in Slovak, or in English.

12. The reviewers are required to write the review reports within 30 days after receiving the DT. If a reviewer cannot prepare the report, he/she is asked to announce this fact to SRO within 15 days. If a reviewer refuses to write the review report, or if SRO does not receive the report within 30 days, the dean nominates a new reviewer on a proposal by the chairperson of BDSP that has been negotiated in BDSP.

13. SRO hands over the review reports to the chairperson of the committee. He/she allows the doctoral student and the supervisor to acquaint themselves with it.

14. If the procedure is not stopped due to Art 30, para. 6 of SEC CTU, the date of the committee meeting is set by the chairperson of the committee no later than 30 days after receiving the last review report. The date of the presentation and defense is negotiated by the chairperson of the committee with SRO at least three weeks in advance. The date is announced to the doctoral student, the supervisor, and the members of the committee, and it is published electronically and in the written form on the official notice board of FIT.

15. SRO provides each member of the committee with the following documents that will be sent to all members of the committee not later than 1 week before the presentation and defense:

- a) an invitation to the meeting of the committee according to the model in Attachment G: Invitation to the defense of DT in DSP P1801 in Informatics,
- b) a copy of the DT statement.

Article 20

The proceedings of the committee meeting

1. SRO provides the committee meeting with the following documents:
 - a) the DSR, the DSR review report, and the protocol on the discussion,
 - b) the protocol on the CDE,
 - c) one original version and available copies of DT, copies of all reviews,
 - d) the student's CV,
 - e) a list of publications, copies of publications, and a citation list according to Art. 19, Para. 3,
 - f) the supervisor's statement.

2. The language of the defense procedure is English if at least one of the present members does not understand Czech or Slovak. Otherwise, the language of the defense is Czech (in combination with Slovak, if required) or English. The chairperson of the committee decides on the used language and informs via SRO the members of the committee and the student at least 1 week before the defense.

3. The rules for the proceedings of the committee and other rules are specified by Art. 30 SEC CTU. The chairperson of the committee is responsible for submitting the protocols about the proceedings of the presentation and defense of the DT to SRO, who is responsible for archiving the protocols. SRO is responsible for archiving of 1 copy of the DT.

Article 21

Repeating the presentation and defense of DT

1. Repeating the presentation and defense of DT in the event of unsuccessful presentation and defense is governed by Art. 30 Para. 13 SEC CTU.

PART V

Final statements

Article 22

Changes of study forms

1. The dean decides on a change from full-time form to part-time form, or vice versa, on the basis of an application by the doctoral student and on the recommendation of the supervisor and of the head of the supervising department. A doctoral student applies through SRO for a change on the prescribed form: Request for a change of the form of study in DSP P1801 in Informatics (see Attachment N).

2. A doctoral student can apply for change from full-time form to part-time form no later than 1 month before expiration of the standard period.

3. A student can apply for change from the part-time form to the full-time form only if he/she has fulfilled the conditions of his/her IC within the deadlines required for the full-time form of DS.

4. In case of applications submitted before the end of the study block, the supervisor adds a proposal to change the student's IC, which is approved by BDSPI.

Article 23

Differences and equivalences in processing DS in Czech and in English

1. All publications of a doctoral student are in English in both forms of study.
2. The application forms and templates in the Attachments are in both languages.
3. In DS in English, the language for lectures, seminars, discussion on the DT, CDE, and the presentation and defense of a DT is English.
4. In DS in Czech, the language for lectures and for CDE is Czech, and the language for the discussion on DT is English. The language for the presentation and defense of a DT is regulated by Art. 20 Para. 2 of these Regulations.
5. In case of discrepancies, for legal purposes, the text of these Regulations in Czech is to be given priority of interpretation.

Article 24

Repetition of studies and recognition of examinations

1. A doctoral student whose previous DS was not successfully completed can be admitted to DS again only on the basis of a positive result in a new entrance examination.
2. A doctoral student cannot be admitted for the second time with the same DT topic.
3. A doctoral student who repeats DS can apply to the dean for recognition of the examinations passed in the compulsory courses from the previous IC and for the time limits to be shortened due to recognition of the examinations. This request must be recommended by the supervisor, and the chairperson of BDSPI must give his agreement.
4. Examinations from doctoral courses can be recognized only if they were taken not longer than 5 years ago.
5. The number of credits recognized for each course is decided by the dean on the basis of the proposal of the chairperson of BDSPI. The maximum is 4 credits for one recognized course.
6. The discussion on the DT and CDE cannot be recognized from the previous DS.

Article 25

Completion of DDS

1. On the basis of duly completed DS (with a successful presentation and defense of DT) the doctoral student will receive the diploma and the Czech-English Diploma Supplement.
2. On the day of the defense of DT, the graduate of the successfully completed DS is awarded the academic title "doctor", in abbreviation Ph.D., which is written behind the name.
3. On a request from the graduate, SRO can issue confirmation before the graduation ceremony that DS has been completed and that the academic title "doctor" has been awarded.

Article 26

The list of forms and documents

1. Forms and template documents related to DSP are the following.
 - A. [Charakteristics of the general topic of the dissertation thesis of an application for study in DSP programme P1801 Informatics.](#)
 - B. [Request for an exception of the Scientific Board FIT for supervisor without the title doc./prof./DrSc.](#)
 - C. [Individual study plan of a doctoral student in DSP programme P1801 Informatics](#)
 - D. [Application for discussion on DSR in DSP programme P1801 Informatics.](#)
 - E. [Application for CDE in DSP programme P1801 Informatics.](#)
 - F. [Request to defend a Dissertaion thesis in DSP programme P1801 Informatics.](#)
 - G. [Invitation for a defense of Dissertation thesis in DSP programme P1801 Informatics.](#)
 - H. [Reviewer's report on Dissertation thesis in DSP programme P1801 Informatics.](#)
 - I. [Credit evaluation proposal method in in DSP programme P1801 Informatics.](#)
 - J. [Template for Dissertation thesis statement in DSP programme P1801 Informatics.](#)
 - K. [Template for Doctoral study report in DSP programme P1801 Informatics.](#)
 - L. [Template for Dissertation thesis as a monograph in DSP programme P1801 Informatics.](#)
 - M. [Template for Dissertation thesis as a collection of articles in DSP programme P1801 Informatics.](#)
 - N. [Request to change form of study in DSP programme P1801 Informatics.](#)
 - O. [Application for studies in in DSP programme P1801 Informatics.](#)
 - P. [Announcement of termination of studies in DSP programme P1801 Informatics.](#)
 - Q. [Request to transfer the scholarship support on a bank account.](#)
 - R. [Request to change form of study after the standard period of study in DSP programme P1801 Informatics.](#)
 - S. [Procedure of evaluation of the doctoral study.](#)

Article 27

Transitional provisions

1. Art 11. Para. 2 comprises only those doctoral students that will defend their DSR in the summer semester 2015/2016 or later.

Article 28

Final provisions

1. The Dean's Directive no. 2/2013 for doctoral studies in the programme Informatics at FIT CTU in Prague is revoked.
2. These regulations apply from

Ing. Tomáš Kalvoda, Ph.D.
Chairman of the Academic Senate of FIT

prof. Ing. Pavel Tvrdík, CSc.
dean of FIT