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## **STUDY AND EXAMINATION RULES FOR DOCTORAL STUDY PROGRAMMES AT THE FACULTY OF FISHERIES AND PROTECTION OF WATERS OF THE UNIVERSITY OF SOUTH BOHEMIA IN ČESKÉ BUDĚJOVICE**

### **GENERAL PROVISIONS**

#### **Article 1**

- (1) These Study and Examination Rules for Doctoral Study Programmes (hereinafter referred to as “DSPs” at the Faculty of Fisheries and Protection of Waters of the University of South Bohemia in České Budějovice (hereinafter referred to as “FFPW USB”) regulate the study in DSPs implemented in compliance with Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to some other Acts (the Higher Education Act, hereinafter referred to as “Act”), as amended, in relation to the valid Study and Examination Rules of the University of South Bohemia in České Budějovice (hereinafter referred to as “SER USB”).
- (2) DSPs at the FFPW USB are implemented in accredited fields of study in a full-time or combined form.
- (3) The Faculty may implement DSPs in cooperation with other faculties or higher education institutions and other scientific workplaces on the basis of a cooperation agreement.
- (4) All administration of the study and organization of defences, state examinations, departmental boards, etc., are provided for by the Study Office of the FFPW USB unless otherwise stated.

### **ORGANIZATION OF THE STUDY**

#### **Article 2**

##### **Departmental Board**

- (1) A Departmental Board (hereinafter referred to as “DB”) is established for accredited DSPs fields of study and it monitors and evaluates the study in DSPs.
- (2) The DB has at least seven members. Members of the DB can be Professors and Associate Professors or important experts of a given area with a scientific or academic degree of Ph.D., Th.D., Dr., CSc. or DSc. or other equivalent degree who have performed a creative activity in the past five years which corresponds to an area or areas of education within which a Doctoral study programme is to be



implemented. At the same time, at least two of the members must not be employed by the Faculty or other legal person contributing to implementation of a given Doctoral study programme.

- (3) Members of the DB are appointed and dismissed by the Dean of the FFPW USB (hereinafter referred to as "Dean") after the Scientific Board of the FFPW USB (hereinafter referred to as "SB") expresses its opinion on the given matter.
- (4) The period for which the DB is established is consistent with the period of validity of the study programme accreditation. Members of the DB can be re-elected.
- (5) The DB performs, in particular, the following activities:
  - a) prepares departmental study programmes and submits them to the Scientific Board for approval,
  - b) submits proposals for the appointment and dismissal of trainers in DSPs to the Dean. In case of experts without habilitation or without the doctor of science academic degree the DB is required to give written reasons for its proposal for an appointment of a trainer. The Dean is not obliged to accept the proposal,
  - c) submits proposals for the composition of Admission Committees for the study in DSPs to the Dean and determines content of admission interviews,
  - d) approves topics of dissertation theses,
  - e) approves students' individual study plans,
  - f) evaluates the course of the study in DSPs and the fulfillment of individual study plans on the part of students,
  - g) submits proposals for the Chairman and members of the State Doctoral Examination Committee to the Dean,
  - h) submits proposals for the Chairman and members of the Committee for the Defence of Dissertation Theses to the Dean,
  - i) submits proposals to the Dean for termination of the study in DSPs for non-fulfillment of study obligations,
  - j) evaluates a trainer's work at the request of a student,
  - k) the DB is entitled to propose a change of a trainer to the Dean at the suggestion of a trainer, on the basis of a one-year evaluation of a student, on the basis of a student's request or on the basis of other compelling reasons,
  - l) considers whether publication activities relate to the issue dealt with by students within the study in DSPs,
  - m) initiates and coordinates the programme of lectures, seminars and other forms of the study,
  - n) approves lecturers and examiners in the compulsory part of the individual study plan if such part is defined, approves Faculty regulations of relevant DSPs based on the SER USB.
- (5) The DB is headed by a Chairman. The Chairman of the DB is also a guarantor of a particular study programme. The Chairman of the DB performs, in particular, the



following activities:

- a) convenes and manages meetings of the DB,
  - b) submits decisions, proposals and recommendations of the DB to the Dean,
  - c) prepares opinions for meetings of the State Doctoral Examination Committee and the Committee for the Defence of Dissertation Theses, in which the Chairman evaluates fulfillment of conditions on the part of DSP students,
  - d) prepares a summary report on the course of the study in DSPs in a study field at the Dean's request,
  - e) responds to DSP students' applications handed over in a written form to a person responsible for DSPs at the Study Office of the FFPW USB and, if necessary, submits them for consideration to the DB.
- (6) Meetings of the DB are convened by the Chairman when needed, but at least twice a year. Minutes on results of the meetings are drawn up. The minutes serve as written resource materials for the Dean to be able to perform other acts. If needed, the Dean is entitled to ask for more specific information. Meetings of the DB can also be convened by the Dean.
- (7) The DB has the quorum if the absolute majority of all its members is present. For a resolution to be valid, the absolute majority of present members is needed. In urgent matters, the Chairman can also hold a meeting in a form of an electronic correspondence.
- (8) The DB's activity can be evaluated by the Scientific Board on the initiative of the Dean.
- (9) For taking a decision, the DB can ask for an opinion of a training workplace, a student's trainer or other employees responsible for a given area.

### **Article 3**

#### **Professional Guidance of Students**

- (1) The professional course of the study in DSPs is provided for by trainers being it Professors, Associate Professors and Doctors of Science from the USB and other higher education institutions and significant experts from a particular area with a scientific or academic degree (Ph.D., Th.D., CSc., DSc., Dr. or any other equivalent degree). Professional qualifications with respect to professionals without habilitation or a doctor of science degree are evaluated also by the Scientific Board.
- (2) DSP students' trainers are appointed and dismissed by the Dean at the suggestion of the DB. A trainer is entitled to surrender his/her function for serious reasons. If such situation occurs, a new trainer is appointed to a DSP student by the DB.
- (3) The DB can also propose professionals with necessary qualification prerequisites from other workplaces than the FFPW USB to be the trainers. At the trainer's suggestion, the DB can assign a consultant to a DSP student. A person employed by a different employer or a self-employed person can also become a consultant.



- (4) The trainer manages student's professional and scientific preparation during his/her study in a DSP. The trainer performs, in particular, the following activities:
- a) he/she participates in an admission procedure during a student's admission and if he/she is not a member of the Admission Committee, the Committee can use his/her opinion for evaluating an applicant,
  - b) proposes consultants and topics of dissertation theses,
  - c) prepares students' individual study plans with them,
  - d) carries out regular inspections of students' compliance with individual study plans,
  - e) inspects and certifies by his/her signature accuracy and completeness of information in DSP students' annual evaluations on the basis of which he/she creates resource materials for the evaluation of a student by the DB,
  - f) submits proposals to the Dean for a student to study in different domestic or foreign scientific and educational institutions,
  - g) provides consultations with other experts if needed,
  - h) submits his/her written opinion on dissertation theses submitted by students for the purpose of their defence,
  - i) responds to students' applications for terminating the study or other applications,
  - j) submits a proposal to the DB for terminating a student's study in compliance with Section 56, par. 1 of the Act.

#### **Article 4 DSP students**

- (1) A DSP student is entitled to:
- a) study according to his/her individual study plan,
  - b) use the equipment and information technologies of training workplaces required for the study in DSP in compliance with the rules set by the FFPW USB,
  - c) express his/her opinion on the course of study and ask the DB and the Dean to discuss any remarks related to it.
- (2) A DSP student is obliged to:
- a) comply with the generally binding laws and internal regulations of the USB and the FFPW USB,
  - b) appear to discuss issues relating to the course or termination of his/her study at the request of the Rector, Dean or an employee of the FFPW USB authorized by them,
  - c) comply with his/her individual study plan, instructions of the DB and the trainer,
  - d) notify the Study Office of any changes in his/her personal data and delivery address without delay,



- e) pay fees associated with the study.

## **Article 5**

### **Admission to Study**

- (1) Admission conditions for studying in DSPs are approved by the Faculty's Academic Senate ("AS FFPW USB") at the suggestion of the Dean.
- (2) The admission procedure for the study in DSPs is commenced by the Dean by a public announcement containing, in particular:
  - a) study programmes (or fields of study) and forms of study in DSPs for which new applicants will be admitted in a respective admission procedure,
  - b) conditions for admission to study for individual study programmes (fields of study),
  - c) documents required for the admission to study,
  - d) a deadline for submitting study applications,
  - e) other important information including a reference to announced topics of dissertation theses.
- (3) The following persons can apply for admission to DSPs:
  - a) citizens of the Czech Republic, another member state of the European Union, a contracting state of the Agreement on the European Economic Area or the Swiss Confederation who meet the admission conditions,
  - b) citizens of another state must, besides meeting conditions defined in Art. 5, par. 3a) comply also with conditions set by special regulations for the study of foreign citizens at higher education institutions in the Czech Republic
- (4) Applicants for the study in DSPs apply for the study by submitting applications according to defined conditions, all necessary attachments and by payment of a defined fee for acts related to the admission procedure (if any) to the Study Office of the FFPW USB.
- (5) More detailed conditions regarding the way of submitting applications, mandatory annexes, the course of the admission procedure and other requirements are regulated for a given admission period by a Dean's Decision for the admission procedure and admission conditions which are announced 4 months before the final deadline for submitting applications on the FFPW USB website at the latest.

## **Article 6**

### **Admission Procedure**

- (1) The admission procedure takes place according to conditions defined in the Dean's Decision for the admission procedure and admission conditions.
- (2) The admission procedure consists of an admission interview between an applicant and the Admission Committee. In well-founded cases, the interview can also take place via audiovisual means of communication (e.g. via the application Skype).



- (3) Members of the Committee for the DSP headed by a Chairman are appointed by the Dean at the suggestion of a relevant DB. The Admission Committee has at least five members. The content of the admission interview is determined by the DB. During the interview, an applicant should prove his/her professional skills and prerequisites for a creative scientific work.
- (4) Minutes of the course of the admission procedure are taken.
- (5) The minutes of the result of the admission procedure are handed over by a Chairman of the Admission Committee within 3 days after its holding to the Study Office of the FFPW USB.
- (6) The Dean considers the result of the Admission Committee meeting after a DB of a particular study expresses its opinion on the subject matter and he decides on the admission to the study in the DSP.
- (7) Results of the admission procedure are sent to applicants in writing by the Dean within 14 days from the completion of the admission procedure. If an applicant is admitted to the study in the DSP, the Dean also states the anticipated date of its commencement.
- (8) Applicants are entitled to ask the Dean in accordance with Section 50, par. 7 of the Act. to review his decision. The application must be submitted in writing within 30 days from the day of the decision delivery.

#### **Article 7**

##### **Enrolment for Study**

- (1) Admitted applicants are invited to enrol for the study.
- (2) Applicants receive other information on materials that must be submitted to the Study Office on the enrolment date in the letter of admission, or the information are provided subsequently.
- (3) If an applicant fails to enrol at the enrolment date and in a prescribed manner and he/she does not apologize or ask for an alternative enrolment date, his/her behaviour will be considered as non-fulfilment of requirements resulting from the study programme according to Section 56, par. 1, letter b) of the Act.
- (4) On the enrolment date, a student receives other information about the course of the study in a given DSP.

#### **Article 8**

##### **Full-time study in the Fishery DSP**

- (1) During the studies, students must meet the following obligations:
  - a) systematically work on the topic of their dissertation theses under the supervision of their trainer(s) or a consultant,
  - b) pass exams in subjects determined by the DB or any other exams determined by the student's trainer,



- c) prepare a literature review on the issue of the dissertation thesis in English,
  - d) present their progress and results achieved while dealing with the topic of the dissertation thesis at seminars of doctoral candidates on an annual basis before they defend the dissertation thesis;
  - e) participate in a foreign internship;
  - f) participate in the Faculty's pedagogical and educational activity;
  - g) participate in the cycle of professional practices;
  - h) publish and present results or a part of results of their dissertation thesis.
- (2) Students schedule fulfillment of their obligations in their individual study plans (ISP) that are prepared under the supervision of their trainers. Individual study plans are prepared on a prescribed printed form that is available on the FFPW USB website and contains, besides basic information, an analysis of the topic of students' dissertation theses, a time schedule of students' work on the dissertation thesis, schedule of individual subjects, a plan of their individual performances at seminars of doctoral candidates, at conferences, etc., a plan of fulfillment of other obligations (foreign internships, professional practical trainings, pedagogical activities etc.) and information on funding the experimental work. Students must submit the individual study plans through the Study Office to the DB for approval within 2 months from the enrolment date.
  - (3) Students work on the topic of their dissertation thesis (par. 1, letter a) throughout their entire study. They must record this activity in their record books before the beginning of each semester under a name of "Doctoral Practical Training 1 – 12" from the beginning of their study until its completion. At the end of every semester on the dates set by the time schedule for the respective academic year, the fulfillment of obligations within this activity is confirmed by the trainer authorized by the DB in a form of awarding a subject pass. If a subject pass is not awarded to a student by the trainer, the Chairman of the DB investigates the reasons for which the subject pass has not been awarded and, in case of his consent to this procedure, the student's study is terminated. In well-founded cases, a subject pass may be awarded by the Dean who can substitute a trainer at the initiation of the DB.
  - (4) The Departmental Board can order a student to pass up to 6 subjects (Art. 8, par. 1b) based on his/her previous qualification. In general, it includes subjects which are a part of the state doctoral examination as well as subjects a student might need when dealing with the topic of his/her dissertation thesis or subjects a student did not pass in his/her previous study and which are important for his/her respective programme (field of study) and focus. All students must pass an English exam (see Art. 10, par. 6). The trainer can order a student to pass one more subject offered in the respective study program. Other details on examinations are stated in Art. 11.



- (5) Literature reviews on the issue of a dissertation thesis (Art. 8, par. 1c) must be prepared in English during the first semester of the study. Students enter the subject "Preparation of a Literature Review" in their record books. Students submit their written reviews confirmed by their signature and signature of their trainer to the Study Office of the FFPW USB. The trainer subsequently awards a subject pass to a student. Trainer does not confirm the review with his/her signature if he/she considers it to be of poor quality and he/she does not award a subject pass to a student. If a student is not awarded a subject pass, he/she can rework his/her review and submit it during the second semester in which he/she re-enters the subject in his/her record book. If a subject pass is not awarded for the second time, the literature review is evaluated by two members of the DB selected by the Dean of the Faculty and based on their opinion, a subject pass can be awarded by the Dean of the Faculty. If the Dean does not award the subject pass, the student's study is terminated.
- (6) Students present the progress and results of their work (Art. 8, par. 1d) at seminars of doctoral candidates (the date of the presentation is agreed with the Vice-Dean for Science and Research). In the first year of the study, students present an analysis of the issue of the dissertation thesis. All students are obliged to participate in all seminars. Students' seminars take place in English. Every winter semester students enter the subject "Doctoral Candidates' Seminars 1-6" in their record books. A subject pass is awarded by the Vice-Dean for Science and Research. The participation in seminars and a student's presentation are the basis for a subject pass to be awarded. Failure to participate in doctoral candidates' seminars must be justified in writing by the student and confirmed by his/her trainer. The information necessary for granting a subject pass are handed over by the Study Office of the FFPW USB to the Vice-Dean for Science and Research within 14 days from the end of the cycle of seminars in a respective academic year. Study Office gathers information on participation of doctoral candidates in seminars and possible substantiations of non participation confirmed by trainers. The Vice-Dean for Science and Research can ask for more detailed information before awarding a subject pass. If the subject pass is not awarded it can be awarded by the Dean of the Faculty upon consulting the issue with members of the DB. Otherwise, the student's study is terminated due to non-fulfillment of the obligations.
- (7) Within the study period, a DSP student must participate in a professional internship at a foreign workplace (Art. 8, par. 1e) for at least 3 months. Slovak workplaces and countries students come from are not considered as foreign workplaces and cannot be selected for a student's professional internship. The obligation can be divided into several trips in the same or different laboratories; individual trips should not be shorter than 4 weeks. Students enter the "Foreign Internship 1-X" in their record books. A subject pass is awarded by the Vice-Dean for Foreign Affairs based on





students' lists of completed internships delivered to him by the Study Office of the FFPW USB one month before the deadline of the semester ending according to the academic year schedule. The Vice-Dean for Foreign Affairs can ask for more detailed information before awarding the subject pass. If the obligation to participate in a foreign internship is not fulfilled, the student's further study is decided on by the Departmental Board.

- (8) Student's pedagogical and educational activity lies in:
- a) the pedagogical activity in the student's field of study to the extent of at least 90 lessons throughout the study. This activity means giving lectures, exercises or excursions within subjects in Bachelor's or Master's degree programmes or any other educational courses held on higher education institutions, events held by the FFPW USB intended for persons interested in the study, students or wide public (e.g. the Open Day, presentation of the Faculty at exhibitions, press conferences, etc.), trainings of other students within events held by the FFPW USB or research laboratories, etc. Students enter the subject "Schooling 1-3" in their record books after performing 30 hours per each subject. Students fill in the type and scope in the annual evaluation and have them confirmed by a person responsible for guaranteeing the relevant pedagogical activity.
  - b) announcement of two topics of projects at the Faculty's Summer Schools if these are held during the student's study period. This obligation applies to students of the third and fourth grades. If no one registers for the topic announced by a student, it is assumed as a fulfillment of the obligation but the student does not receive credits for an unoccupied project. A student who managed a project, enters the subject "Summer School 1-2" in his/her record book. The workplace responsible for managing summer schools sends a list of doctoral candidates who have announced their topics and have supervised students at summer schools to the Study Office of the FFPW USB by the end of August of each year in which summer schools take place at the latest. The Study Office sends off the list to the Vice-Dean for Study Affairs.
  - c) consulting or supervising Bachelor's theses, consulting Master's theses or consulting Dissertation theses. A student enters the subject "Supervision of a Final Thesis" in his/her record book after he/she submits the final thesis or is an active consultant of qualification theses not-handed over or unsuccessfully completed for at least one year.

A subject pass for the activities under Art. 8, par. 8a) – c) is awarded to a student by the Vice-Dean for Study Affairs based on a confirmation in the annual evaluation (Art. 8, par. 8a) or information obtained from the Study Office of the FFPW USB (Art. 8, par. 8b, c). Before the Vice-Dean for Study Affairs awards a subject pass, he can ask for more detailed information. If the obligation to perform pedagogical and educational activities is not fulfilled, the continuation of the student's study is



decided by the DB.

- (9) Professional practical training (Art. 8, par. 1g) lies in:
- a) active participation in operational work in experimental premises (service workplaces) in Vodňany and České Budějovice. Students must participate in a professional practical training in the total extent of at least 15 working days upon agreement with Heads of the Experimental Fish Culture Facility and the Genetic Fisheries Center in Vodňany by the end of the second grade in summer semester at the latest. For another 5 days, students must perform a practical training at fish culture facilities, in a fish processing facility or a fish shop in České Budějovice which must be agreed on by an authorized worker in České Budějovice. A student will enter the subject "Professional Practical Training 1" in his/her record book before the beginning of the semester in which he/she is to finish the last part of the practical training according to the ISP. If a student fails to fulfil this obligation, he/she may re-register for the subject once more but the days worked may not be acknowledged.
  - b) participate twice in a pond harvest which exceeds the size of 1 ha and is managed by the FFPW USB or which is participated by the FFPW USB by the end of the second grade of the DSP.
- At the beginning of the semester in which the fulfillment of the last part of the practical training pursuant to Art. 8, par. 9a) and b) scheduled according to the ISP, a student enters the subject "Professional Practical Training". The subject pass is awarded by an authorized Head of a service workplace. Students supply evidence of fulfillment of their obligations for being awarded a subject pass to an authorized Head who is to confirm the number of days spent at individual workplaces (Art. 8, par. 9a) and information on participated pond harvests (Art. 8, par. 9b) that must be confirmed with signatures of Heads of individual workplaces. The name of a person authorized to award subject passes is available on the FFPW USB websites. If the subject pass is not awarded in a given semester, a student may re-enter the subject once more. If the obligation is not fulfilled, further study of the student is decided by the DB.
- (10) The publishing and presenting results (Art. 8, par. 1h) of a dissertation thesis lie in:
- a) the publishing (or provable confirmation of the acceptance of a manuscript by an editorial board of a scientific journal for printing) of at least two articles on the dissertation thesis topic based on results achieved during its handling in a scientific journal which has achieved, at least once in the last three years before the acceptance of an article for publishing, the impact factor equalling or higher than 0.4 (according to the Web of Science database). A student must be the first author of the articles. It is necessary that students are led and make their maximum efforts so as to achieve the publishing of a comprehensive part of their own results in the third grade of the study,



- b) presentation of own work results at an international conference. Students must exert their maximum effort so that the presentation is performed verbally.

Students enter the subject pursuant to Art. 8, par. 10 a) "Publication 1 – X" in their record books with a credit value and abbreviation according to the nature of the publication and a current study plan in the IS STAG system only after they receive a confirmation of an editorial board that their work has been acknowledged for printing. Pursuant to Art. 8, par. 10b) students enter the subject "Presentation of Results" in their record books. The subjects pass for the activities under Art. 8, par. 10 a) and b) is awarded by the Vice-Dean for Science and Research based on a confirmation provided by a person responsible for entering data in the database of the Register of Results (Art. 8, par. 10a) or based on information obtained from the Study Office of the FFPW USB (Art. 8, par. 10b). Before the Vice-Dean for Study Affairs awards a subject pass, he can ask for more detailed information. If the obligation to publish results is not fulfilled, the continuation of the student's study is decided by the DB.

#### **Article 8a**

##### **Course of the study in the Combined form of the DSP Fishery**

- (1) The study in the combined form takes place under conditions similar to the conditions described in Article 8, except for:
  - a) the obligation to participate in a foreign internship,
  - b) the obligation to regularly participate in seminars of doctoral candidates; however, students are obliged to present results at a seminar once a year;
  - c) the obligation to take part in the pedagogical and other educational activity described in Art. 8, paragraph 8 a) and b),
  - d) the obligation to complete the cycle of professional practical trainings;
  - e) the obligation to present their work results at an international conference.
- (2) Release from conditions of the study described in the par. 1 of this Article does not affect conditions of students to receive the number of 240 credits specified by the Act during the course of the study.

#### **Article 9**

##### **Inspection of the Course of the Study**

- (1) The documentation of the Doctoral study consists of:
  - a) individual study plan,
  - b) annual evaluation of compliance with the individual study plan,
  - c) student's registration card,
  - d) record book,
  - e) information in the IS STAG.
- (1) The form of an individual study plan is available at the Study Office, on the server



and the FFPW USB website. A student completes his/her individual study plan and the annual evaluation under the supervision of the trainer. Registration cards are administered by the Study Office of the FFPW USB according to the data in record books and in annual evaluations. All information is recorded electronically in the IS STAG to the extent allowed by the respective system. A student's record book can only be replaced by data administration in the IS STAG system. All pieces of information are inserted in the IS STAG system by persons responsible pursuant to the SER USB or other USB and FFPW USB regulations. The Study Office of the FFPW USB is responsible for inspecting completeness of the data in the IS STAG.

- (2) The student's record book is a student's main document on the course of his/her study and results. On the date set according to the time schedule for the respective academic year, students must submit their record books to the Study Office of the FFPW USB for inspection and closing the previous semester.
- (3) Students prepare an annual evaluation of the course of study at the end of each academic year and submit it to the Study Office of the FFPW USB. The form of the annual evaluation is available on the FFPW USB website.
- (4) The annual evaluation summarizes the fulfillment of study obligations for the respective academic year and specifies mainly completed subjects, performance of pedagogical obligations, presentation of results at conferences, performance at seminars, publishing of partial results of the dissertation thesis, participation in internships abroad, fulfillment of other obligations and other significant circumstances.
- (5) In the annual evaluation, a student also focuses in detail on the specification of obligations not fulfilled by him/her according to his/her individual study plan or these rules, he/she states the reason for a failure to fulfil the obligations and adjust the prospect of the performance of the study plan in the following period. The DB expresses its opinion on accepting or rejecting an adapted prospect with taking a trainer's point of view into account.
- (6) The annual evaluation of a student is approved by the trainer and the head of a laboratory by their signatures.
- (7) The obligation to submit the annual evaluation in the respective academic year applies to all students studying by 30 September of the respective year for more than 3 months (including students who continue in the study after its interruption provided the interruption of the study ended before 1 July of the respective year). The obligation to submit the annual evaluation in the respective academic year also applies to students who have registered for defending their dissertation thesis. In such case, they submit the annual evaluation together with the application for the defence.
- (8) At its meetings, the DB inspects the fulfillment of obligations by students according to their individual study plans and approves the course of the study and proposed



changes in study plans.

## Article 10

### Partial Exams and Courses

- (1) During the study, students attend subjects determined by the DB, the trainer or other subjects selected by students themselves. A plan of examinations must be a part of the individual study plan.
- (2) The specification of subjects for the respective study programme (field of study) and examiners of individual subjects is available on the FFPW website. In most cases, two examiners are available for each subject. A student can choose any of the specified examiners for passing the exam.
- (3) A student enters planned exams according to his/her individual study plan at the beginning of each semester. Before the beginning of lectures in the respective semester, he/she contacts the respective examiner and agrees with him/her on the procedure and conditions for obtaining a subject pass and an exam.
- (4) In most cases, the subject takes place in the form of individual consultations between students and examiners with maximum emphasis put on their self-study. An examiner may require that a student prepares a seminar paper on a specific topic related to the respective subject and order him/her to fulfil other obligations for obtaining the subject pass.
- (5) With respect to the English language or other subjects or courses determined by the DB, group lectures can be organized for students. Students are provided with information on participation in these courses through the Study Office of the FFPW USB.
- (6) Before passing the English exam, students must successfully pass the FCE, TOEFL or IELTS language exams, unless they have already passed them, and submit the certificate to the Study Office of the FFPW USB. The FFPW USB pays for two attempts to pass the FCE language exam for each student. If a student chooses the TOEFL or IELTS exam, the FFPW USB pays, in case of a higher price, no more than the price to be paid for passing the FCE exam.
- (7) Students have one regular and two resit dates to pass exams in their subjects. Before the second resit takes place, a student may ask the Dean to be examined before a committee. Thereafter, the Dean appoints at least two other members who are the associates during the exam and who participate in deciding on the result of the exam.
- (8) If a student fails to pass an exam in a registered subject even after the second resit, his/her study is terminated.
- (9) If a student enters an exam in his/her record book and has not participated in any attempt at its passing yet, he/she can ask for transferring the exam to the following semester. Each subject can be postponed only once during the study.



- (10) The result achieved in exams is evaluated as “passed” or “failed”. After the study at the FFPW USB is completed, it is possible to recognize a successfully passed exam from the previous study at the FFPW USB and the credits associated with it on the basis of an application for the purpose of further study in a DSP at the FFPW USB within 4 years from the date of its passing.
- (11) A student may pass any of the subjects stated in his/her individual study plan at a foreign university. Passing exams in such subjects must be approved by the DB and the Dean of the FFPW USB beforehand. After the successful passing of an exam at a foreign university, the student will ask the Dean of the FFPW USB for its acknowledgement. For an exam to be acknowledged, the student must submit a syllabus of a given subject and a confirmation of passing the exam together with the application. Both these documents must be confirmed by the foreign university in English.

#### Article 11

##### Proceeding to the Following Year of the Study, Credit System

- (1) For a student to proceed to the following grade of the study, he/she must meet the following criteria:
- To proceed to the second year of the study, a student must obtain at least **40 credits** in the first year,
  - To proceed to the third year of the study, a student must obtain at least **100 credits** in four consecutive semesters; the four semesters are considered consecutive even if the student has interrupted the study,
- (2) To proceed to the fourth grade, a student must obtain at least **160 credits** in six consecutive semesters; the six semesters are considered consecutive even if the student interrupted the study.
- (3) On the basis of the DB’s recommendation, students of a combined form of study may be tolerated a lower number of credits by up to 20% that are required for proceeding to the next grade pursuant to Art. 11, par. 1.
- (4) Credits are awarded for passed exams, publication activity and other obligations (see Art. 8 and 8a of these rules). Credit values for fulfilling individual obligations are available in the IS STAG system. All activities for which credits are awarded are entered in the IS STAG system and they can also be recorded in the student’s record book of doctoral study. The awarding of credits is confirmed by a subject pass or an examination.
- (5) During the study period, a student must obtain at least **240 credits**. A student is not allowed to defend his/her dissertation thesis without having obtained the required number of credits.



## Article 12

### **Length of the Study, Interruption of the Study, Changes in Study Programmes and ISP**

- (1) The standard length of study in DSPs at the FFPW USB is 4 years.
- (2) A student may duly terminate the study after three years of the study at the earliest unless if he/she studied a similar study programme (field of study) before and if he/she was acknowledged a part of the previous study by the Dean.
- (3) The maximum length of the study is 6 years.
- (4) For serious reasons, such as maternity leave, family, health or other personal reasons, a student may ask the Dean of the Faculty for the interruption of the study, even repeatedly. The request must always specify the reason for the interruption and the date of interruption of the study.
- (5) The Dean may modify the length of the interruption of the study for the student. The maximum possible length of interruption of the study is 24 months cumulatively. During the period of interruption of the study, the person is not considered a student and the interruption of the study is not included in the study period length.
- (6) At his/her own request approved by the DB and the Dean of the FFPW USB, a student can change the full-time study to the combined form and vice versa. For the change in the form of study, conditions for the form of study in which the student studies are decisive within the proper completion of study.
- (7) Based on filing an application and its approval by the DB and the Dean, a student can change the DSP within the FFPW USB. The study changes among Faculties within the USB are governed by the Study and Examination Rules of the USB. Changes in DSPs among other universities are not possible; nevertheless, the Dean can decide on acknowledgement of a part of the study or subjects and any other obligations related to the study programmes (fields of study) completed at a different higher education institution after a student is admitted to a DSP at the FFPW USB.
- (8) Changes in the ISP are possible on the basis of a student's applicant (application forms for DSPs are available on the Faculty website) if they are agreed by the Chairman of the DB or the whole DB in those cases where required by this regulation or higher regulations and by the Dean. All changes and modifications in the ISP must be stated and commented on in the annual evaluation on the course of the study for an academic year in which the change in the ISP occurred.
- (9) A student may also ask for a change in the topic of his/her dissertation thesis. If a change does not radically alter original research focus of a student, the application approval is decided by the Chairman of the DB and the Dean. If the change alters the original research focus of a student, or if it is required by the Chairman of the DB, the application approval is decided by the DB and the Dean. The DB can also order a student to work out a new literary review concerning the issue of the work on the basis of the extent of the topic change.



### **Article 13**

#### **Scholarships and Other Financial Support for Students during Their Study**

- (1) DSP students studying at the FFPW USB on a full-time basis receive regular basic and sometimes bonus scholarships on a monthly basis. Full-time students working in laboratories and at the FFPW USB workplaces receive also a part-time job at the FFPW USB.
- (2) The amount and rules for receiving regular scholarships of the FFPW USB students are regulated by the relevant Decision of the Dean.
- (3) Students of all types of study are entitled to receive other types of scholarships. Their awarding is regulated by internal rules of the USB and the FFPW USB.
- (4) If a standard length of study is exceeded, students' scholarship is cut back or fully suspended in compliance with the rules (see Art. 13, par. 2).

### **Article 14**

#### **Termination of Study**

- (1) The study in the Doctoral study program is duly completed by the state doctoral examination and the defence of the dissertation thesis. The day on which the last part of the defence or examination are passed is considered the day of due completion of the study.
- (2) Graduates from the study in a Doctoral study programme are awarded the academic degree "Ph.D." and are issued documents on due completion of the study in compliance with Sections 47, 47a, 55 and 57 of the Act.
- (3) The study in a doctoral study program is further terminated in the ways stated in Section 56, par.1 of the Act.
- (4) The day on which a decision on terminating the study due to a failure to fulfil requirements of the student's individual study plan, SER USB or this regulation comes into legal force is the day of termination of the study pursuant to Section 56, par. 1, letter b) of the Act. The day of termination of the study with respect to other ways of termination defined in Section 56 of the Act is set by this Act.

### **Article 15**

#### **State Doctoral Examination**

- (1) A student must register for the state doctoral examination (SDE) after he/she passes exams in all subjects stated in the individual study plan, but within 1 year from the expiration of the standard study period at the latest.
- (2) The SDE usually takes place in the third year of the study within the extent determined by the study plan of a particular study programme according to the approved accreditation. More detailed requirements for the SDE can be defined by





the DB of a particular study.

- (3) A student registers for the SDE via an application form which is available on the Faculty website and which is to be submitted to the Study Office of the FFPW USB after conditions determined in par. 1 of this article are fulfilled.
- (4) The SDE in the respective study programme takes place usually once to three times in a particular academic year. Dates of SDEs are announced on the basis of applications for SDE in such a way that the SDE takes place, if possible, within six months after submitting the application to the Study Office of the FFPW USB.
- (5) The Chairman and members of the SDE Committee, apart from persons mentioned in section 53, par. 3 of the Act, are appointed by the Dean on the basis of the DB's suggestion. The same criteria and professional qualifications apply for their appointment as apply for trainers (Art. 3).
- (6) The committee has five to nine members, including the Chairman, out of which at least two members cannot be employees of the Faculty contributing to implementation of the doctoral study programme. It is also advisable that at least two members belong to the DB. The suggestion for appointment of the SDE committee members is submitted by the DB in such a way that the SDE can take place within the deadline defined in par. 4 of this article. The proposal contains also the date of holding the SDE.
- (7) The Dean appoints members and the Chairman of the SDE Committee and he/she announces the date and place of the SDE under the agreement with the Chairman of the relevant DB, which must be performed at least 2 months before the SDE.
- (8) The Dean also appoints a (female) recorder who is not a member of the Committee, but who is present during the entire process of the SDE, including private meetings. The (female) recorder is responsible for administrative provision of the SDE process and for taking minutes from its course.
- (9) The Study Office of the FFPW USB, or a guarantee workplace of the relevant DSP, informs the members of the Committee about their appointment and students about the SDE Committee structure and the date and place of the examination.
- (10) Students are entitled to deregister from the SDE without giving any reason 4 weeks before the SDE at the very latest. If they want to deregister later than that, only serious or clearly provable reasons are accepted. Unexcused absence at the SDE is considered as failing the SDE.
- (11) The SDE is administratively, organizationally and technically organized by the Study Office of the FFPW USB in cooperation with the institute or the workplace under which a student belongs to. Methodical supervision over the SDE is ensured by the Vice-Dean for Study Affairs and the Chairman of the DB.
- (12) The SDE is managed by the Chairman of the Examination Committee. During the SDE, the Chairman of the Committee invites a student to briefly introduce features of his/her dissertation thesis. After that, main examiners ask their questions



according to the rules of the relevant study programme that can be accompanied by questions of other Committee members. The SDE takes usually place in a form of a discussion between the SDE Committee and a student. The SDE is a comprehensive verification of a DSP student's knowledge and his/her ability to acquire a deep knowledge of the issue he/she has dealt with, seeing the whole picture and the ability to assess and use information in a creative manner.

- (13) The course of the SDE and announcement of results are public. The result of the SDE is discussed in private. The SDE is evaluated either "passed" or "failed". The result of the SDE is decided by secret voting by members of the Committee. The participation of at least 5 members of the Committee is necessary and the simple majority of positive votes (marked as "passed") is required for passing the SDE. In case of equality of votes, the voting is repeated and the Chairman of the Committee has two votes. Minutes of the SDE course are taken that are verified by present SDE Committee members by attaching their signatures. A (female) recorder is responsible for accuracy of the formal aspect of the minutes and the SDE Chairman is responsible for the content of the minutes. The entire documentation, mainly the Protocol of the SDE which must be fully filled in and signed by all present members of the Committee is handed over by the (female) recorder to the Study Office of the FFPW USB.
- (14) In case of failing the SDE, it is possible to repeat once the examination in two months at the earliest and within one year since the unsuccessful attempt at the latest, however, the maximum length of the study stipulated according to Art. 7, par. 2 of the SER USB must be met. A student must register for a repeated SDE again within the defined period and afterwards, he/she follows the same steps that were taken during the first examination.

## **Article 16**

### **Defence of the Doctoral Dissertation Thesis**

- (1) A dissertation thesis must include the original and published results or results accepted for publication in a scientific or technical journal with IF (see Art. 8, par. 10). A dissertation thesis must include at least two published results where a student is always the first author.
- (2) A dissertation thesis consists of:
- Introductory page,
  - Student's declaration,
  - Pages with general information (e.g. on the trainer, laboratory where the student worked, the Faculty, reviewers, composition of the Committee, etc.),
  - Content of the dissertation thesis,
  - Chapter 1 – General Introduction,



- f) Chapters 2 to X – published or accepted articles, e.g. articles sent for publication to an editorial board, prepared manuscripts before sending off or English translations of applied results (e.g. patents, methodologies, technologies etc.),
  - g) Chapters X+1 – General Discussion, English Summary, Czech Summary, Acknowledgement, List of Publications, Training and Supervision Plan during the Study, Curriculum Vitae.
- (3) All chapters of a thesis (except for the Czech summary) must be written in English. The total extent of a thesis should be 60 – 120 pages. Theses are prepared in the Microsoft Office Word programme, including tables, graphs and images. Graphs and images (except for those which are part of already published papers) must be also submitted in an image format (e.g. \*.jpg, \*.tiff, \*.bmp, \*.pdf) in a sufficient resolution.
  - (4) Consistent appearance of the dissertation thesis is binding. Detailed information about the appearance and the extent of the dissertation thesis, fonts, margins, pages, paragraphs, individual headings, quotations etc. are presented in the relevant Decision of the Vice-Dean for Study Affairs. Final editing and print of dissertation theses is implemented by the FFPW USB.
  - (5) The doctoral dissertation thesis is submitted electronically and in two hard copies with the ring binder (two-sided printing).
  - (6) A student submits his/her dissertation thesis immediately after its completion to the Study Office of the FFPW USB together with:
    - a) an application for the defence of a dissertation thesis (it is available on the FFPW USB websites),
    - b) confirmation of individual publishing houses of permission for inclusion of published or accepted articles to the dissertation thesis,
    - c) confirmation of individual publishing houses of accepting articles for printing which have not been physically published yet,
    - d) student's trainers' opinion on the doctoral dissertation thesis,
    - e) declaration of co-authors of individual works (published, accepted, sent and unpublished) of a student's extent of contribution.
  - (7) The defence of a dissertation thesis takes place in the last year of the standard study period; however, a student can be admitted for the defence even earlier if he/she fulfils all conditions of the study and in compliance with the ISP.
  - (8) The Study Office of the FFPW USB does not take further steps with respect to the defence of a thesis until it is submitted with all mandatory materials in the required form and until the DB grants its consent to the defence.
  - (9) The DB considers the fulfillment of student's basic obligations based on documents obtained from the Study Office of the FFPW USB as stipulated in the Act, Study and Examination Rules of the USB and FFPW USB. If all requirements are fulfilled, the DB grants its consent to taking further steps necessary to defend the dissertation



thesis. The defence must take place within 6 months from submission of the dissertation thesis. Students are informed via the Study Office of the FFPW USB about suitable dates for submitting a dissertation thesis with regard to planned Committee meetings for defences of dissertation theses, which must be at least 2 months before a suitable date for submission.

- (10) The defence of a dissertation thesis takes place in front of the Committee for the defence of dissertation theses. The Chairman and members of the Committee for the defence of dissertation theses are appointed by the Dean at the suggestion of a DB of the relevant study programme. These persons are usually identical to the state doctoral examination Committee or these Committees are identical, if possible, in positions of the Chairman and some committee members. Members of the Committee are at least two members of the DB. At least three members of the Committee cannot be employees of the USB. A trainer and a consultant can neither be members of the Committee for the defence of the dissertation thesis nor a reviewer of the dissertation thesis. The same applies to possible co-authors of publications included in the dissertation thesis. Reviewers of the dissertation thesis can be members of the Committee.
- (11) The Dean also appoints a (female) recorder who is not a member of the Committee but who is present during the whole process of the defence of the dissertation thesis, including private discussions. The (female) recorder is responsible for securing the defences from an administrative point of view and for taking minutes from the defences.
- (12) At the suggestion of the Committee, the Dean appoints 2 reviewers of the dissertation thesis who are not employees of the USB. One of the reviewers can come from the Czech or Slovak Republic and one must come from abroad (except for Slovakia). In case of individuals working in the Czech Republic, the reviewers must either be Associate Professors or Professors and all reviewers must be scientifically publishing employees or employees with a corresponding scientific and publication history.
- (13) The defence of dissertation theses is administratively, organizationally and technically secured by the Study Office of the FFPW USB in cooperation with the Institute or a workplace under which a student belongs to. The process of the defence includes:
  - a) registration of applications, all required documents and their verification,
  - b) preparation and sending out letters of appointment signed by the Dean intended for the members of the Defence Committee and reviewers of dissertation theses,
  - c) sending out information concerning the date of the defence to selected higher institution workplaces and the Czech Academy of Sciences 14 days before the defence takes place at the latest,



- d) sending out information about the defence to registered students 2 months before the defence itself at the latest and implementation of other required communication with the students,
  - e) ensuring and preparing rooms for the defence of the dissertation thesis according to the requirements
  - f) preparation of all required materials for the Defence Committee, ensuring all required communication with the members of the Defence Committee, reviewers and trainers of students,
  - g) ensuring required administrative support during the defences, including the minutes taking,
  - h) other administrative acts according to instructions of the Dean, the Chairman of the DB or the Director of the Institute.
- (14) Procedure in the process of reviewing and printing the dissertation thesis:
- a) within 2 weeks from submission of the dissertation thesis to the Study Office of the FFPW USB, the Study Office, the Chairman of the DB and the Vice-Dean for the Study Affairs review accuracy of all materials submitted with the dissertation thesis application from a formal and material point of view,
  - b) if required, a student is invited to complete the materials according to requirements of this and successive regulations,
  - c) within 2 weeks from submission of the formally accurate application and all materials, the Dean appoints, at the suggestion of the DB of a particular study, a Chairman and members of the Committee of the dissertation thesis defence,
  - d) within other 2 weeks, the Dean appoints, at the suggestion of the DB, reviewers of dissertation theses who are sent the theses in paper and electronic form according to their requirements,
  - e) within other 6 weeks, opinions of reviewers and a trainer are handed over to a student who is invited to adapt the dissertation thesis according to their comments (if required),
  - f) within other 2 weeks, adapted theses or only answers of students to the opinions are sent off and subsequent reactions of reviewers (if any) are handed over to the Study Office of the FFPW USB,
  - g) within other 2 weeks, final versions of dissertation theses are submitted for formatting and adjustments before printing,
  - h) within other 4 weeks a printed version of a dissertation thesis is sent off for final review and error correction,
  - i) within other 2 weeks after receiving the final printed version from a student, dissertation theses in the number of 50 pieces are printed out and distributed (library, Study Office, student, workplaces selected by a student and a trainer etc.).
- (15) The defence of a dissertation thesis takes place in English. The defence is managed



by the Chairman of the Defence Committee. The defence is public. The trainer or a person authorized by him/her introduces a candidate who subsequently summarizes the results of his/her dissertation thesis in 30 minutes at maximum. A trainer and all present reviewers express their opinion on the dissertation thesis and a candidate can answer their comments individually or in summary. If reviewers are not present or if there are written statements from other persons available, these statements are read by the Chairman of the Committee or by an authorized member of the Committee. Afterwards, a student, reviewers, Committee and other participants discuss the thesis. The discussion is followed by a private negotiation of the Committee that can also be participated (without a voting right) by a trainer and a reviewer, unless he/she is a member of the Committee. The defence of the dissertation thesis is evaluated as "Passed" or "Failed". Successful passing of the defence is decided on the basis of a secret vote where participation of at least five members with a voting right is required and successful defence requires absolute majority of positive votes. In case of equality of votes, voting is repeated and the Chairman of the Committee has two votes.

- (16) Participation of reviewers, trainers or other persons at the defence can also take place by means of distant communication devices. The defences can also be transmitted by these means.
- (17) A (female) recorder is responsible for the formal aspect of the minutes, the Chairman of the defence is responsible for the content of the minutes. The Vice-Dean for Study Affairs and the Chairman of the DB supervise the process of dissertation theses defence from a methodical point of view. A (female) recorder hands over all documentation, mainly the Protocol on the defence of dissertation thesis dully filled in and signed by all present Committee members to the Study Office of the FFPW USB.
- (18) In case of failing the defence, it can be repeated only once in 6 months at the earliest. The Committee for the defence of the dissertation thesis defines the points in which the thesis must be rewritten or completed. When the defence is repeated, the process takes place from the very beginning (from the paragraph 4 of this article). During the defence resit, two to four members of the Defence Committee and one reviewer must be replaced. The rest of the defence is identical to the first attempt.
- (19) Students may excuse themselves from the defence only for serious and clearly provable reasons. Unexcused absence at the defence of the dissertation thesis is considered to be a failed defence.

## OTHER PROVISIONS



### **Article 17**

#### **Validity and Effect**

- (1) These Study and Examination Rules were discussed at the Dean's Collegium on 14 June 2017.
- (2) These Study and Examination Rules were discussed at the DB of Fishery on 21 July 2017.
- (3) These Study and Examination Rules were discussed at the Academic Senate of the FFPW USB on 6 October 2017.
- (4) These Study and Examination Rules enter into force on 6 October 2017.

### **Article 18**

#### **Final Provisions**

Eventual changes in these Study and Examination Rules are discussed by the Dean's Collegium, Academic Senate of the FFPW USB and DB and the changes are immediately notified to students by the Study Office of the FFPW USB.

RNDr. Bořek Drozd, Ph.D.  
Chairman of the AS of the FFPW USB

Prof. Dipl.-Ing. Otomar Linhart, DSc.  
Dean of the FFPW USB