



Internal Regulation of the Faculty of Electrical Engineering of the Czech Technical University in Prague has been approved by the Academic Senate of the Czech Technical University in Prague on February 23, 2022.

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Chair of the Academic Senate of the Czech Technical University in Prague

DOCTORAL STUDY CODE FOR THE FACULTY OF ELECTRICAL ENGINEERING OF THE CZECH TECHNICAL UNIVERSITY IN PRAGUE

This internal regulation of the Faculty of Electrical Engineering (hereinafter referred to as "FEE" or "CTU FEE") establishes, pursuant to Article 20 of the Study and Examination Regulations for Students of the Czech Technical University in Prague (hereinafter referred to as "CTU"), the rules of study in doctoral study programmes accredited at the FEE.

Article 1 Definitions

The following terms and abbreviations are used in this regulation:

Doctoral/PhD student	– a student enrolled in a doctoral study programme
DS	– Doctoral Study
DSP	– Doctoral Study Programme
ISP	– Individual Study Plan
BB	– Branch Board for a Doctoral Study Programme
OSR	– Office for Science and Research
SDE	– State Doctoral Examination
BC	– Bursary Code of the CTU
SEC	– Study and Examination Code for CTU students
SC	– Scientific Council of the CTU FEE

Lead author – the author who has the greatest contribution to the publication. There is only one lead author for each publication. In the fields of study at the FEE, except for mathematics, it is almost always the first author. If more than one author has an equal share in the work, only the first author is considered the lead author. In cases where the declared lead author is not the first author, the BB decides, considering the Authorship Statement/Contribution of each co-author.

Scientific article – a peer-reviewed scientific article in a journal excerpted by WoS, SCOPUS, or MathSciNet, or in the proceedings of a conference excerpted by WoS, SCOPUS, or MathSciNet or classified in the CORE ranking.

**Article 2
Organization of Study in the Doctoral Study Programme**

1. The organization of studies in the DSP is laid down by Article 19 of the SEC.
2. Unless otherwise specified by the head of the supervising department, full-time doctoral students are present at their workplace to the extent customary for academic staff.
3. The doctoral student, as instructed by the supervisor, meets the duties of the ISP, learns to work scientifically, presents and publishes his/her original scientific results in the professional community, and prepares the dissertation thesis.
4. The head of the supervising department, in agreement with the doctoral student and the supervisor, determines the scope and manner of optional teaching practice.
5. The doctoral student is obliged to report to the OSR if demonstrably invited by the Vice-Dean for Doctoral Study and Research. If a doctoral student fails to appear without a sufficient written excuse and thereby causes the discussion of study matters not to take place within 30 days, the Dean may terminate the student's studies for failure to meet his/her study obligations.
6. Interruption of studies for a recognized period of parenthood for parent students is not counted as a period of study pursuant to Article 3, Para 7 of the SEC.

**Article 3
Supervisor, semester evaluation**

1. The role of supervisors, their rights, and duties are laid down by Article 23 of the SEC.
2. Part of the doctoral student's professional education may be provided by a co-supervisor pursuant to Article 24 of the SEC.
3. The requirements for the expertise of supervisors pursuant to Article 23, Para 2 and 4 of the SEC may be laid down by the Dean in a directive.
4. The supervisor shall submit a semester evaluation of the doctoral student based on the documents prepared by the doctoral student. The supervisor shall clearly state in the report one of the following recommendations: continue the studies, continue with reservations, or terminate the studies, in which case the recommendation must be duly justified.
5. The chairman of BB and the head of the supervising department shall express their opinions on the evaluation. In doing so, each of them may, with reasons, propose termination of the studies or continuation with reservations.
6. If the supervisor, the head of the supervising department, or the BB chairman proposes termination of the studies during the semester evaluation, the BB shall discuss the doctoral student's progress within one month. The BB may propose the termination of the studies to the Dean.

**Article 4
Branch Boards**

1. The role, rights, and obligations of the BB are laid down by Article 21 of the SEC.
2. Requirements for the expertise of the BB members according to Government Regulation No. 274/2016 Coll. on Standards for Accreditation in Higher Education and Article 21 of the SEC may be laid down by the Dean in a directive.

3. The members of BB shall include academic members from at least two departments of the FEE.
4. The chair of the BB is the DSP guarantor. The BB members elect a vice-chair from among themselves, who represents the chair in a case of absence, or conflict of interest.
5. In case the study programme covers more than one scientific discipline, the BB may be divided into expert sections, each governed by an elected vice-chair, to whom the chair may delegate a part of the chair's powers.
6. If a doctoral student or supervisor disagrees with the decision of the BB, the SC will decide on the matter.

Article 5 Study Unit

1. The study unit consists of:
 - a) completion of the doctoral courses pursuant to Para 2 and 3,
 - b) language training completed pursuant to Para 4,
 - c) the completion of a dissertation progress report and a successful debate on the report pursuant to Article 6,
 - d) scientific activity evidenced by at least one accepted scientific article of which the doctoral student is the lead author and which relates to the topic of the dissertation pursuant to Article 7.
2. The doctoral student shall enrol in the ISP at least two doctoral courses or courses corresponding to a total time load of at least 100 hours. The selection of courses must be approved by the supervisor. For credit-bearing courses, one credit corresponds to 25 hours (according to the ECTS). In other cases, the BB will decide. The ISP courses may include courses organized outside the FEE. Upon approval by the ISP, the registered doctoral courses or courses become compulsory. The doctoral student may enrol in additional optional courses.
3. In the first year of study, the doctoral student must pass at least one course registered in the ISP.
4. Language training shall be completed by an examination in English or by a certificate recognized by the Department of Languages. The examination normally takes the form of a debate on the dissertation progress report written in English. If the progress report is not written in English, the examination in language training cannot be conducted in the form of a debate. The grading of the English language examination in the form of the debate does not depend on agreement or disagreement with the conclusions of the progress report.
5. The study of doctoral courses, the preparation of a dissertation progress report, and debate are scheduled in the ISP for a maximum of four semesters in the full-time form of study and a maximum of six semesters in the distance or combined form of study pursuant to Article 27, Para 11 of the SEC. By the end of the 25th month of full-time study, or by the end of the 31st month of study in the Mathematical Engineering programme, or by the end of the 37th month of study in the distance or combined form, the doctoral student shall have met the obligations of the study unit pursuant to Para 1.
6. Failure to meet the conditions of Para 5 shall be considered a failure to meet the study obligations triggering termination of studies. If a doctoral student completes the study unit partly in full-time and partly in combined form, the deadline for the completion of the study unit is determined by the Dean when approving the change in the form of study. In doing so, the Dean shall consider the ratio of the periods of full-time and combined study and the next earliest date of the debates.

Article 6
Dissertation Progress Report

1. The content of the dissertation progress report and the form of the debate thereof are laid down by Article 27, Para 9 of the SEC.
2. A doctoral student who has met the conditions of Article 5 Para 5 shall take part in the debate, provided that the language training can be completed subsequently as part of the debate.
3. Based on the debate, a board consisting of the head of the supervising department, the supervisor, a member of the BB, and the opponents (assessors) appointed pursuant to Article 27, Para 10 of the SEC, shall:
 - a) accept the conclusions of the progress report, thus recommending to continue the study, or
 - b) request to revise the progress report; the doctoral student shall revise the report and submit it for reconsideration within three months at the latest, within a time limit proposed by the BB and approved by the Dean; or
 - c) reject the conclusions of the progress report if the flaws of the latter are such that the doctoral student is unlikely to complete the study; in the event of failure at the re-debate under Para 3b, the committee shall propose that the Dean terminates the study.
4. Requirements on the dissertation progress report and the debate are laid down by the Dean in a directive.

Article 7
Research and Scientific Publication Activity

1. The doctoral student carries out scientific and research activities according to the instructions of the supervisor. The results of these activities are demonstrated by the doctoral student in the form of authorship or co-authorship of scientific publications with an affiliation to the FEE. If the doctoral student has a workplace outside the FEE, the affiliation to the said workplace may also be indicated.
2. By the submission of the dissertation thesis, the doctoral student has at least three scientific articles related to the dissertation either published or accepted for publication. The doctoral student is the lead author of at least two of them.
3. At least one article where the doctoral student is the lead author has been published or accepted for publication:
 - a) in a WoS SCI-Expanded database journal in quartile Q1, Q2, or Q3 according to IF or AIS in at least one of the fields in which the journal has been included at least once in the last two years before the submission of the article, or
 - b) in a journal of the MathSciNet¹ database; or
 - c) at a CORE²-ranked category A* or A conference.
4. Each scientific article is accompanied by a statement of the contribution of the individual co-authors (Authorship Statement/Contribution), unless this statement is already part of the article.

¹ <http://www.ams.org/mathscinet>

² CORE, The Computing Research and Education Association of Australasia, <http://www.core.edu.au>

Article 8 Internationalization

1. The doctoral student proves his/her internationalization³ following the accreditation standards according to the government regulation⁴. The doctoral student meets this obligation by completing at least a one-month internship at a foreign institution during the studies. The location of the internship must be approved in advance by the BB.
2. If the doctoral student already has professional experience abroad, or for exceptional reasons such as health or social-related, the BB may propose and the Dean may approve the replacement of the obligation under Para 1 by participation in an international creative project with results published or presented abroad or other forms of direct participation of the student in international cooperation.
3. The obligations defined in the previous two paragraphs are to be completed by the time of submission of the application for the dissertation defence. Failure to meet this obligation is considered a failure to meet the study obligations and triggers termination of studies.

Article 9 State Doctoral Examination

1. The objectives and course of the SDE are laid down in Article 29 of the SEC.
2. If a doctoral student pursues the full-time form of a doctoral study programme, the student shall take the SDE by the end of the 3rd year of study. In the event of failure, the student shall retake the SDE by the end of the 4th year of study at the latest. Failure to meet this condition is considered as a failure to meet study obligations and triggers termination of studies.
3. Other conditions for the implementation of the SDE are laid down by the Dean in a directive.

Article 10 Dissertation thesis

1. The doctoral student submits the dissertation thesis only if he/she has met:
 - a) the study obligations pursuant to Articles 5 and 9,
 - b) the publication obligations pursuant to Article 7,
 - c) internationalization pursuant to Article 8.
2. If the doctoral student submits the dissertation thesis as a set of publications and accepted manuscripts accompanied by a linking text, at least three of them shall meet the condition of Article 7, Para 3 a), 3 b) or 3 c) and the doctoral student shall be their lead author.
3. If a doctoral student does not defend the dissertation thesis within the standard study period, the study is suspended from the last day of the said period to the date of a successful defence of the dissertation, provided that the maximum period laid down in Article 3, Para 8 of the SEC is not exceeded and the doctoral student does not transfer to a combined form of study.

³ In which English or another world language is preferably used.

⁴ Government decree Nr.274/2016 Col., Chapter II., let. H, Para I., 3.

4. The conditions and requirements for the defence of dissertations are laid down pursuant to Article 30 of the SEC by the Dean in a directive.

Article 11
Provisions to Eliminate Severities

1. Should the application of this regulation result in excessive severity, the Dean may act to eliminate it and grant an exception. The Dean shall inform the supervisor and BB that such an exception has been granted.
2. An exception may not violate the limitation on the maximum duration of study laid down in Article 3, Para 8, 9 and Article 19, Para 7 of the SEC.

Article 12
Transitional and Final Provisions

1. Student ISPs approved before the effective date of this Code shall remain in effect.
2. Students who started their studies before the commencement of this Code may apply to the Dean for transfer to studies under these regulations.
3. A student may appeal against a decision to terminate study pursuant to Article 2, Para 5 (non-communication), Article 3, Para 4, 5 (negative evaluation), Article 5, Para 6 (failure to meet the obligations of the study unit), Article 6, Para 3c) (repeated failure to defend the thesis), Article 8, Para 3 (failure to network internationally), Article 9, Para 2 (repeated failure to pass the SDE) and other reasons pursuant to the SEC within 30 days from the date of its notification. The rector is the administrative body responsible for the appeal.
4. This Code has been approved by the Academic Senate of FEE on January 21, 2022.
5. This Code comes into force and effect on the date of approval by the Academic Senate of the CTU.

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