



Dean's Directive for State Doctoral Examinations at CTU FEE

Code:	FEL_SD_2024_04_V01
Type:	Dean's Directive
Ref. No.:	
Regulated area:	ST study
Organisational application:	FEE CTU
Guarantor of standard:	Prof. Mgr. Petr Páta, Ph.D., Dean
Issuer:	Prof. Mgr. Petr Páta, Ph.D., Dean
No. of pages:	5
No. of annexes:	0
Distribution list:	B13000-DEKAN-SEKRETARKA
Affected persons:	B-13000-SUMA-ZAMESTNANEC- AKADEMICKY B-13000-SUMA-STUDENT-DOKTORAND
Form of publication:	Inforek, faculty www pages
Replaces:	Dean's Directive for State Doctoral Examinations at CTU FEE dated January 31, 2018
Issued on:	01.02.2024
Force:	01.02.2024
Effect:	01.02.2024
Other information:	
Signature of issuer:	

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Overview of changes

Provision	Further identification of the change and justification of the change compared to the previous version
Art.4	Submission of documents for the debate in electronic form only.

List of annexes

None

List of related documents

Doctoral Study Code for FEE CTU in Prague

Study and Examination Code for Students at CTU in Prague

Art. 1 Introductory Provisions

- 1.1 This directive sets out, in accordance with the Government Regulation No. 274/2016 Coll., on standards for accreditation in Higher Education, Study and the Examination Code for students at CTU (hereinafter referred to as "SEC") and the Doctoral Study Code for FEE (hereinafter referred to as "DSC"), details concerning the state doctoral examination, namely: it regulates the state doctoral exam topics, conditions of applying for the examination, composition of the examination committee, the course of the examination and the possibility of re-sitting the examination.
- 1.2 The state doctoral exam (hereinafter referred to as "SDE") may only be taken by a doctoral student when they have completed their study block and taken an exam in the English language.
- 1.3 The aim of the SDE is to verify the scope and quality of the doctoral student's knowledge, their competence to acquire new knowledge, assess it and use it creatively with respect to the chosen branch in the doctoral study programme and the topic of their dissertation thesis. A scholarly debate on the topics of the drafted dissertation thesis is also a part of the SDE.

Art. 2 State Doctoral Examination Topics

- 2.1 The Study Programme Branch Board (BB) announce and publish the topics in which students may be examined at the latest at the beginning of the semester in which the SDE is to take place.
- 2.2 The supervisor, together with the student applying for the SDE, will select and specify the topics which correspond to the studied branch in the doctoral study programme, are linked to the topic of the intended dissertation thesis and are also linked to the courses studied within the study block. Selected topics will be listed in the application for the SDE.
- 2.3 The chairperson of the BB approves this list of topics, and thus they become a subject of the respective SDE.
- 2.4 Members of the SDE committee are familiarised with the topics.

Art. 3 Examination Committee

- 3.1 The examination committee including its chairperson are appointed by the Dean at the proposal of the BB chairperson and as discussed by the BB.
- 3.2 Ministry of Education, Youth and Sports (MŠMT, abbrev. in Czech) can appoint other members of the committee who are prominent experts/professionals in the given field.
- 3.3 Members of the committee may only include professors, associate professors and prominent external experts/professionals who have had significant scientific and publishing activity in the last five years or notable scientific achievements with international recognition or impact of their results. The publishing activity does not concern external experts/professionals. Experts/professionals who are not professors or associate professors must be approved by the FEE Scientific Council.

- 3.4 The committee consists of at least five members, where at least two members are not employees of CTU.
- 3.5 The committee for the given study branch may be either permanent or appointed ad hoc.
- 3.6 The supervisor of the doctoral student who is taking the SDE is obliged to be present at the exam, including its non-public part, however, may not be a member of the committee, and thus is not eligible to vote.

Art. 4 Application for and Procedure of the SDE

- 4.1 A student shall apply to take the SDE at least 6 weeks before the scheduled SDE examination period. The application is submitted electronically¹ in the required form to the Office for Science and Research (hereinafter referred to as "OSR"). Part of the application² is:
 - a) a list of all publications (including potential responses and feedback) and a copy of a maximum of two of the most important publications; in the case of book publications, only a copy of the title page should be attached,
 - b) a written list of the selected SDE topics signed by the BB chairperson.
- 4.2 The supervisor, the head of the supervising department, the BB chairperson and the Dean all give their statement concerning the application. The exact date of the SDE is proposed by the BB chairperson in the period specified by the faculty.
- 4.3 The supervising department arranges the following documents for the SDE:
 - a) the professional debate, its review and a record of defence,
 - b) a list of student's publications with potential responses and feedback,
 - c) significant publications or their copies.
- 4.4 The SDE date must be announced at least 2 weeks in advance.

Art. 5 Course of the Examination

- 5.1 The course of the SDE and the announcement of its results are public. The assessment of the course of the examination is non-public.
- 5.2 During the SDE, the student is asked about the topics listed in their application for the SDE. Subsequently, a debate of the drafted dissertation thesis and student's publications is held.
- 5.3 The committee decides the result of the SDE in a non-public vote.
- 5.4 The committee for the SDE may adopt a resolution when at least two thirds of the members are present. The grading scale of the SDE is "pass with distinction", "pass", "fail".

¹ In PDF format.

² Attachments are inserted into the application pdf file or hyperlinked. In the case of an article only accepted for publication, the acknowledgement of acceptance or a hyperlink to it is inserted.

- 5.5 First, the examination committee votes between the grades "pass" or "fail". The result "pass" must be approved by an absolute majority of all members present. Otherwise, the result is "fail".
- 5.6 If the result is "fail", the committee adopts a statement which justifies its decision.
- 5.7 If the result is "pass", the committee then votes between the grades "pass with distinction" and "pass". The grade "pass with distinction" must be voted for by an absolute majority of all members present. Otherwise, the result is "pass".
- 5.8 A record of the conduct of the SDE and its conclusions (SDE protocol, "Protokol o SDZ" in Czech) shall be signed by the chairperson of the SDE examination committee and a record of the vote shall be made and signed by the chairperson of the examination committee and all members present.
- 5.9 Upon passing the SDE, the doctoral student is issued a document of successful completion of the SDE. This document is a copy of the SDE protocol signed by the chairperson of the examination committee.

Art. 6 Repeating the Examination

- 6.1 If the result of the examination committee's assessment is "fail", the doctoral student may only re-sit the SDE once and no sooner than three months after the date of the failed examination.
- 6.2 In the case of a re-sit of the SDE, the resulting grade may never be "pass" with distinction".
- 6.3 If the student does not pass the SDE re-sit, their study is terminated in accordance with § 56 par. 1 Letter b) of the Act on Higher Education Institutions (failure to meet the requirements assigned within the study programme in accordance with the SEC).

Art. 7 Temporary Provisions

- 7.1 The role of the Branch Board of the doctoral study programme P2612 Electrical Engineering and Information Technology, divided into individual branches of study accredited before the amendment of the Higher Education Act No. 137/2016 Coll., is carried out by the study programme Branch Board along with the branch of study Boards. Their activity and mutual competence are laid down in the SEC.
- 7.2 This directive replaces the regulation of the same name which was in force on 31 January 2018.
- 7.3 This directive comes into effect on February 1, 2024.