



Dean's Directive for Defence of Dissertation Theses at CTU FEE

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Overview of changes

Provision	Further identification of the change and justification of the change compared to the previous version
Art. 2	Submission of the dissertation and appendices in electronic form. Printed version optional.
Art. 3, par. 4.3	Reducing the number of opponents from three to two.

List of annexes

None.

List of related documents

Doctoral Study Code for FEE CTU in Prague

Study and Examination Code for Students at CTU

Art. 1 Introductory Provisions

- 1.1 This directive regulates the requirements for a dissertation thesis, the form of its submission, other mandatory materials that must be submitted, the appointment and conduct of the dissertation thesis defence committee in accordance with the Doctoral Study Code for CTU FEE (hereinafter referred to as "DSC").
- 1.2 The dissertation thesis is the result of solving a scientific problem specified in the dissertation aims and objectives (Art. 3, par. 3.1, letter c) ii); it substantiates the doctoral student's ability to work independently in a creative way, and it needs to incorporate original results of scientific work published by the author of the dissertation thesis, or results accepted for publication.
- 1.3 A collection of publications or accepted manuscripts, accompanied by a commentary text, may also be recognized as a dissertation thesis if the requirements of the DSC, Art. 10, par. 2 are met.

Art. 2 Submission of the Dissertation

- 2.1 The dissertation may be submitted within a) six¹ years from the commencement of studies for students who began their studies after 1 November 2021 inclusive or b) seven² years from the commencement of studies for students who began their studies before 1 November 2021. This time does not include the recognised period of parenthood according to the Study and Examination Code for Students of the CTU (hereinafter referred to as "SEC"), Art. 19, par. 8.
- 2.2 Dissertation theses shall be accepted in the English, Czech, or Slovak languages. By prior approval of the chairperson of the Branch Board (hereinafter referred to as "BB")³, the dissertation can also be submitted in another world language.
- 2.3 In order to commence the proceedings for dissertation thesis defence, the student shall submit:
 - a) an application for the defence,
 - b) dissertation thesis submitted in a searchable electronic file in PDF format, delivered electronically to the Office for Science and Research (hereinafter referred to as "OSR") against confirmed receipt, the requirement of submitting an optional printed copy is within the competence of the guarantors of the study programmes.
 - c) Curriculum Vitae,
 - d) if the dissertation is not published in electronic form before the defence, the thesis shall be submitted in 20 copies and in an electronic PDF file delivered in the manner specified in par 2.3 b). The thesis shall include a one-page annotation of the dissertation in English, or in Czech if the dissertation is written in a foreign language, and a structured list of the student's publications.

¹ SEC effective from 23.4.2022, Art. 19, par. 7

² SEC effective from 23.4.2022, Art. 36, par. 6

³ In study programmes divided into branches accredited before the effect of the Amendment of the Higher Education Act No. 137/2016 Coll.; the duties of BB shall be executed by the branch of study Board.

2.4 After the submission of the dissertation, the OSR will request an opinion on the dissertation from the supervisor, in which the supervisor will explicitly comment on the originality of the submitted dissertation thesis, the new scientific knowledge it contains, the fulfilment of the requirements of the dissertation according to Art. 3, par. 3.1 and the publication conditions according to DSC Art. 7, par 2, and indicate whether they recommend the dissertation for defence.

Art. 3 Dissertation Thesis and Its Requirements

3.1 The dissertation thesis shall include:

- a) On the title page or the first page
 - i) the identification of the university, faculty and supervising department,
 - ii) title of the dissertation,
 - iii) the "Dissertation thesis" indication,
 - iv) name of the doctoral student,
 - v) year of submission of the dissertation thesis,
 - vi) name of the supervisor,
 - vii) the study programme,
 - viii) the study branch⁴,
- b) a one-page summary in the language of the dissertation as well as in the Czech and English languages,
- c) in the introductory part
 - i) an overview of the current state-of-the-art in the given field of science (with references to literature) and
 - ii) the aims and objectives of the dissertation,
- d) in the body of the dissertation, the doctoral student's own results and references to their publications incorporated as per letter f),
- e) in the concluding section,
 - i) an overview of the results of the dissertation thesis including the doctoral student's own original contributions (i.e., a brief summary of the original results of the dissertation thesis, in what way they improve the current state-of-the-art),
 - ii) the conclusions for further scientific development or for practical implementation,
- f) a list of the doctoral student's publications (projects) including the respective responses and feedback (e.g.: citations); the list shall be divided into publications

⁴ Applies to study branches accredited before the effect of the Amendment of the Higher Education Act No. 137/2016 Coll.

related to the dissertation thesis topics and other publications; in both sections, the publications shall be subdivided as follows: publications in impacted journals, peer reviewed journals, patents, further publications excerpted by WoS⁵, and others (an authorship statements for each article should be attached, unless this statement is already part of the article according to the DSC Art. 7, par. 3);

- 3.2 If the dissertation thesis takes the form of a set of publications as per Art. 1, par. 1.3 then par. 3.1 letter c) and par. 3.1 letter d) shall be replaced by a commentary text in the extent of no less than 10 pages.

Art. 4 Opponents and Conduct of Proceedings

- 4.1 The opponents and the committee shall be appointed by the Dean of the Faculty.
- 4.2 The date of the dissertation thesis defence shall be set by the chairperson of the dissertation thesis defence committee no later than 30 days after receiving the last thesis review, unless the process has been discontinued. The chairperson of the committee shall agree on the date of defence with the Vice-Dean for Doctoral Study via the OSR no less than 6 weeks in advance. The doctoral student, the supervisor, the opponents and committee members shall be notified of the agreed upon date.
- 4.3 The dissertation as per Art. 3 and materials as per Art. 2, par. 2.3 shall be evaluated by the Vice-Dean for Doctoral Study in collaboration with the respective BB, and if these materials meet the given requirements, the acceptance of the dissertation thesis shall be confirmed. The BB shall then nominate two opponents and a committee for dissertation thesis defence within no more than 30 days.
- 4.4 If the dissertation thesis and materials do not meet the requirements, they shall not be accepted for further proceedings by the Vice-Dean or the chairperson of BB and they shall be returned to the doctoral student within 25 days with specific comments for revision (completion). On the first day of the month following the delivery of returned materials, a one-month period for removing the deficiencies starts. If the deficiencies are not removed within this period, materials submitted later shall be regarded as a new submission of the dissertation thesis. The doctoral student shall submit their revised (completed) dissertation thesis together with a new/updated evaluation by the supervisor.
- 4.5 The opponents shall be prominent specialists in the relevant science branch. They must hold a scientific degree or the degree of a doctoral study graduate (most often Ph.D.). Nomination of an opponent without a scientific degree or a Ph.D. degree is only possible exceptionally, with prior approval of the FEE Scientific Council. No less than one opponent must be a professor, associate professor, or a doctor of sciences (DrSc., DSc.), and no more than one opponent may be an employee of CTU. It is not permissible that two opponents are employees of the same organization; a person with a conflict of interest in relation to the doctoral student may not be appointed as an opponent.
- 4.6 The text of the dissertation thesis shall be sent to the opponents and, at the same time, shall be made available in a PDF format in the DSpace system of the CTU Library.

⁵ Web of Science

- 4.7 The opponents shall write their reviews within 30 days after being sent the dissertation. If an opponent is not able to write the review, they will report this fact within 15 days. If an opponent refuses to write the review, or if the OSR does not receive the review within 45 days, the Dean shall designate a new opponent based on the proposal of the chairperson of BB, and as previously discussed by BB.
- 4.8 The completed opponent reviews shall be provided to the doctoral student and the supervisor via OSR.
- 4.9 If one of the opponents does not recommend the dissertation thesis for defence, the doctoral student may request their dissertation thesis be returned; the chairperson of BB shall set a deadline for removing deficiencies. The revised dissertation shall be reviewed by the same opponents, if possible.
- 4.10 If two or more opponents do not recommend the dissertation thesis for defence, the doctoral candidate must rewrite their dissertation thesis within a time period set by the chairperson of BB. The rewritten dissertation thesis shall be reviewed by the same opponents, if possible.
- 4.11 The dissertation can be rewritten as per provisions given in par. 4.9 or par. 4.10 only once; in the case of extended proceedings the maximum time of study may not be exceeded, as per SEC, Art. 30 par. 14.
- 4.12 The dissertation defence shall be announced on the official notice board of the faculty no less than 3 weeks in advance. Anyone can address their comments in written form to the dissertation thesis defence committee chairperson via OSR or deliver them orally during the defence of the dissertation thesis. The doctoral student is obliged to adopt a stance on them.

Art. 5 Dissertation Thesis Defence Committee

- 5.1 The dissertation thesis defence committee, including the chairperson, is appointed by the Dean of FEE on the proposal of the chairperson of BB with the approval of BB.
- 5.2 The Ministry of Education, Youth and Sports (MŠMT, abbrev. in Czech) may appoint additional board members who are prominent experts/professionals in the given field.
- 5.3 Committee members may be professors, associate professors and prominent experts/professionals. Experts/professionals who are not professors or associate professors need to be approved for the role of a committee member by the FEE Scientific Council.
- 5.4 The committee excluding the opponents has no less than four members, and at the same time, at least two of them are not CTU employees. The opponents have the right to vote and participate in the non-public part of the meeting as per SEC, Art. 30, par. 3.
- 5.5 The supervisor of the doctoral student participates in the dissertation defence including its non-public part, unless they have a serious reason not to⁶; they are not a member of the committee and do not have the right to vote.

⁶ E.g.: health or family issues.

- 5.6 The absence of no more than one opponent is permissible; this applies only if their review is positive and if the chairperson of the committee accepts their absence. If the opponent's review is negative, their presence during the defence is necessary.
- 5.7 No more than two persons with the right to vote, with an exception of the chairperson and the deputy chairperson of the committee, may participate remotely⁷ by means of telepresence technologies. The conditions for remote participation are prior agreement of the committee chairperson and of the Vice-Dean for Doctoral Study, as well as informing the committee members.

Art. 6 Course of the Defence

- 6.1 The dissertation thesis defence, regulated by Art. 30 of SEC and Art. 10 par. 3 of DSC, is public, including the announcement of results; the assessment of the dissertation thesis defence is non-public.
- 6.2 The dissertation thesis defence shall be held in the language in which the dissertation thesis has been submitted. The chairperson can decide to hold the dissertation thesis defence in another language, provided that the candidate, the committee members and the opponents agree.
- 6.3 The result of the defence shall be announced by the committee chairperson immediately after the decision has been made.
- 6.4 The committee decides the dissertation thesis defence results by means of a secret vote provided that no less than two thirds of all persons with the right to vote are present. The final assessment shall be "pass" or "fail".
- 6.5 For the "pass" grade, the overall majority of votes of all persons with the right to vote present is necessary; otherwise, the result shall be "fail".
- 6.6 If the result is "fail", the committee shall adopt a statement justifying the respective decision.
- 6.7 If remote participants are voting, it is necessary to use electronic means that guarantee a secret vote.
- 6.8 The course of the dissertation thesis defence and its results or resolutions shall be recorded in the minutes, which shall be signed by the chairperson of the defence committee; a record of the vote signed by the chairperson and all members present shall be made. If remotely participating persons participate in the vote, all members of the board and opponents shall confirm in a statement that sufficient mutual visual contact and intelligible voice contact has been ensured for decision-making. Remote participants shall subsequently add their signatures or certified electronic signatures to a copy of the record, which shall form an integral part of the original. The minutes shall be kept at OSR.

⁷ The directive distinguishes between the terms "remote participation" and "physical presence" of a person during the defence. The term "presence" represents both these terms in this document.

Art. 7 Repeating the Defence

- 7.1 A failed dissertation thesis defence can be repeated only once, no earlier than 6 months after the failed defence date and after having rewritten the dissertation thesis; the maximum study time may not be exceeded.
- 7.2 The process of repeating a defence is provided for by Art. 4 par. 4.9 to 4.11 of this directive.
- 7.3 If the doctoral student fails a retaken defence, their study is terminated as per § 56 par. 1 letter b) of the Higher Education Institutions and on Amendments and Supplements to some other Acts No. 111/1998 Coll. (amended and consolidated), hereinafter referred to as the Higher Education Act (failing to meet the requirements specified by the study programme according to the SEC). § 68 of the Higher Education Act applies to the practice of decision in this matter.

Art. 8 Temporary Provisions

- 8.1 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.
- 8.2 This directive replaces the regulation of the same name which was in force on 31 January 2018.
- 8.3 This directive takes effect as of February 1, 2024. For dissertations submitted before this date, the regulations in effect at the time of their submissions are valid, unless otherwise specified in the above