



**Directive of the Dean of the Faculty of Economics, the Technical University of Liberec
No. 8/2014**

| Title | Organization of Study in Doctoral Study Programmes | | | |
|-----------------|--|------------------|--------------|-----------|
| | Name | Position | Date | Signature |
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| Review: | 09 | Effective from: | 1. 11. 2024 | |
| File character: | A I 2 2 | Shredding char.: | A 5 | |

For information purposes only. The Czech version of the Dean's Directive is legally binding.

**Article 1
Legislative Framework**

- (1) In accordance with § 47 Act No. 111/1998 Coll. on [Higher Education Institutions](#) including amendments to some other acts (hereinafter also referred to as „the Act“) and Article 19 Section (1) of the [Study and Examination Regulations](#) of the Technical University of Liberec, the following directive on organization, the course of studies, study evaluation, the course of State Doctoral Examination and Dissertation Defence is to be implemented.
- (2) This Directive uses the generic masculine as a basic, non-symbolic term which does not indicate any preference in terms of biological sex or gender.

**Article 2
Admission Proceedings**

- (1) A prerequisite for admission to doctoral study programmes is the successful completion of studies in the master's degree programme by the date of the entrance examination.
- (2) The application for doctoral study shall be submitted in electronic form via the [IS STAG](#). The application fee shall only be accepted as a cashless payment (detailed information available at the Study Office).
- (3) Applicants are required to enclose all supporting documentation via e-mail ef@tul.cz. The following supporting documentation is mandatory in **electronic** form:
 - a) brief structured professional Curriculum Vitæ (no personal data, i.e. without date and place of birth, private address, private telephone number, private e-mail and photograph of the applicant),
 - b) Dissertation Statement of Purpose in the extent of 5–10 pages (for the study programme System Engineering and Informatics, specialization: Managerial Informatics in the extent of up to 15 pages),
 - c) list of one's publications (if available),
 - d) scan of the master's degree (an officially certified copy of the master's degree shall be submitted no later than at the entrance examination).
- (4) Applicants shall receive all relevant and up-to-date information on the exact time and date of the entrance examination by e-mail, at least 5 working days before the date of the entrance examination.



- (5) The entrance examination consists of:
 - a) a professional oral examination in the form of a discussion on compulsory subjects within the selected study programme and on the Dissertation Statement of Purpose,
 - b) an oral examination in English. For the study programme System Engineering and Informatics it consists of a written and oral examination in English (B2 proficiency required according to CEFR).
- (6) A discussion on compulsory subjects of the study programme is held before at least a three-member committee approved by the Branch Board in accordance with the [Study and Examination Regulations](#) of the TUL and appointed by the Dean of the Faculty (or by the dean of a hosting faculty in case of a doctoral study programme joint for more faculties).
- (7) Applicants shall be informed of the entrance examination results in a written form within 14 days after the entrance examination date.

Article 3 Study Obligations

- (1) Doctoral student is obligated to fulfill study obligations in close cooperation with a Supervisor. The Dean of the Faculty appoints the Supervisor after the statement of the Branch Board within 14 days after receiving the minutes of the Branch Board meeting.
- (2) No later than within one month from enrolment into the doctoral study, the Supervisor in cooperation with the doctoral student processes an Individual Study Plan (hereinafter also referred to as "ISP"), which shall be submitted to the Dean's Office. In particular, the ISP contains:
 - a) a research topic in accordance with the profile of the doctoral student's field of study, which will form the basis of the Dissertation Thesis,
 - b) a list of compulsory, compulsory optional and elective subjects including the dates and order of the examinations and the assessment methods of study outcomes,
 - c) teaching activities assigned by the head of the training department,
 - d) expected date of the foreign professional internship,
 - e) subjects and date of the State Doctoral Examination,
 - f) date of the Dissertation Defence.
- (3) The ISP is approved by the Branch Board.
- (4) While processing the ISP, it is necessary to comply with the standard period of study, which is four years for both full-time and a combined form of study.
- (5) The ISP is subject to a regular annual review and update process.
- (6) The Examination Report and the Credit Report in the doctoral programme shall be made in one copy for each examination or credit attempt. It is the duty of the examiner to record the result of the examination or the credit into IS STAG according to Article 10 Section (17) of the [Study and Examination Regulations](#) of the TUL and at the same time to forward the Examination Report or the Credit Report to the Study Office.
- (7) In accordance with Article 7 of the [Study and Examination Regulations](#), a doctoral student must obtain at least 35 credits to progress to the next academic year. If the doctoral student has less than 35 credits to complete the studies, progressing to the next academic year may be possible without fulfilling the condition of 35 credits.



- (8) According to Article 18 Section (8) of the [Study and Examination Regulations](#) of the TUL, doctoral students (except students in the first year of study) are obligated to submit to the Dean's Office the form of Annual Evaluation of Ph.D. Student processed in cooperation with the student's Supervisor no later than on 15th September of each calendar year. The Annual Evaluation of Ph.D. Student is approved by the Branch Board within 3 months from the submission and forwarded by the Branch Board to the Dean of the Faculty.

Article 4

Obligations of Full-Time Doctoral Students

- (1) The full-time doctoral student is obligated to attend events held by the faculty or by the training department including meetings, Colloquium, non-scheduled seminars and lectures, State Examinations and Entrance Examinations.
- (2) Long-term absence of the full-time doctoral student from the faculty due to personal reasons shall be announced to the Supervisor, the head of the training department and to the Vice-Dean for Science and Research.
- (3) Failure to fulfill study obligations without providing serious reasons shall result in reduction of the scholarship of the full-time doctoral student in accordance with the Dean's Directive No. 2/2021 Scholarship amount for students of doctoral study programmes at the FE TUL.

Article 5

Research Activities and Publications

- (1) The Dissertation Thesis must contain original research outcomes and be the result of a specific scientific task.
- (2) The specific scientific task is understood as a participation of the doctoral student in external research projects within the training department related to the topic of the Dissertation Thesis or a solution for the internal research project within the Student Grant Competition at the TUL.
- (3) Published original results of the doctoral student's research activities, especially in peer-reviewed scientific journals, are also part of the Dissertation Thesis in accordance with Article 23 Section (3) d) of the [Study and Examination Regulations](#) of the TUL. Publications shall be consulted with the doctoral student's Supervisor.
- (4) As a minimum of publication activity (regarding original research outcomes) when submitting an application for Dissertation Defence is considered at least one fully authored publication relevant to the topic of Dissertation Thesis in a journal with a non-zero impact factor and non-zero Article Influence Score in Core Collection Journals of Web of Science (including Emerging Sources Citation Index; ESCI), or two fully authored publications relevant to the topic of Dissertation Thesis in journals in the Scopus database with a non-zero SCImago Journal Rank (SJR) value. In case of co-authorship, the shares are cumulative. A publication co-authored by the student and the Supervisor is considered as a fully authored publication.
- (5) The scientific research activity is concluded with a credit awarded by the Vice-Dean for Science and Research on the basis of the submitted documents on the doctoral student's publication outcomes. The credit evaluation of each type of publication outcome is specified in the relevant study plan. The number of credits in case of co-authorship is divided in accordance with the proportion of contributions of each author. The Supervisor is excluded from the determination of the proportion of contributions of the doctoral student and the Supervisor's share is divided among the remaining co-authors in proportion to the size of their contributions. The doctoral student receives credits after achieving the required total credit score for the corresponding course V?-D.



- (6) In terms of the doctoral student's publication activity, the conditions listed in paragraphs (4) and (5) must be met in order to attend the Dissertation Defence. The minimum number of credits for scientific research activity is specified in the relevant study plan.
- (7) The doctoral student is obligated to register all publication outcomes in the information system publications.tul.cz.

Article 6

Teaching Activities

- (1) Teaching and educational activities, considered as part of the doctoral student's obligations, are scheduled by the head of the training department.
- (2) Teaching and educational activities are as follows: full-time doctoral student is obligated to be present at the training department in compliance with the head of the department, to participate in teaching in seminars and lectures usually in the extent of 4 hours a week and to schedule office hours in the extent of at least 2 hours a week. Doctoral student in combined form of study fulfills teaching and educational activities upon agreement of the Supervisor with the head of the training department considering the student's time limits.
- (3) An employment agreement is concluded with the doctoral student for the purpose of teaching and educational activity.

Article 7

Doctoral Foreign Mobility

- (1) Part of the study obligations is to complete at least one foreign professional internship during the standard period of study focused on the Dissertation Thesis topic. For full-time students usually for a period of one semester (e.g., as part of the Erasmus+ programme or through bilateral agreements between the faculty and other foreign institutions), at a university with a corresponding doctoral programme. For students in the combined form of study, part of the study obligations includes the completion of at least one month of their study at a foreign institution or participation in an international creative project with results published or presented abroad or another form of direct participation of the student in international cooperation.
- (2) The subject field of a particular foreign professional internship shall be discussed and approved by the student's Supervisor and the International Office of the Faculty of Economics at the TUL.
- (3) Students in doctoral study programmes will be allowed to go on a foreign professional internship after fulfilling study obligations of the first year of their doctoral studies (i.e. minimum of 60 credits), because a higher level of Dissertation Thesis development is necessary for consultation with foreign experts.

Article 8

Colloquium

- (1) Participating in a Colloquium is considered as part of the student's obligations. Colloquium shall be held at the beginning of the second year of study within relevant training department. Colloquium consists in a professional and scientific debate on the topic of the Dissertation Thesis.
- (2) A Colloquium shall be organised by the Dean's Office in the presence of supervisors, the guarantor of a particular field of study or an authorised representative, doctoral students, academics, consultants and other experts and professionals in a certain field.



- (3) The doctoral student shall present to participating members the Dissertation Thesis in progress, generally in the extent of about 20 pages (bibliographic research, objectives, defined hypothesis, methodological basis, further elaboration plan).
- (4) The Colloquium is held as a debate including the current stage and focus of the Dissertation Thesis. The student obtains relevant and factual comments in order to carry on working and completing the Dissertation Thesis successfully. Subsequently, the main comments shall become an integral part of a student's Proposition for the State Doctoral Examination. The student's Supervisor shall lead the academic discussion.
- (5) The student shall provide all supporting documentation to the Supervisor in a written form at least two months before the date of the Colloquium. Failure to submit all the supporting documentation in a written form without valid reasons shall be considered as a failure to fulfill study obligations.
- (6) Record of the Course of Colloquium shall be taken and appropriately entered and saved in the study documents within the Dean's Office of the Faculty and is part of the application for the State Doctoral Examination.

Article 9 **State Doctoral Examination**

- (1) The State Doctoral Examination in the doctoral study programme Economics and Management and Business Administration and Management generally takes place at the end of the second year of study. A student is obligated to pass the State Doctoral Examination no later than at the end of the third year of study, otherwise the student's studies shall be terminated with reference to § 56 Section (1) b) of [the Act](#).
- (2) The State Doctoral Examination in the doctoral study programme System Engineering and Informatics generally takes place during the third year of study. A student is obligated to pass the State Doctoral Examination no later than at the end of the fourth year of study, otherwise the student's studies shall be terminated with reference to § 56 Section (1) b) of [the Act](#).
- (3) The date for submitting applications for the State Doctoral Examination as well as the date and venue for the State Doctoral Examination and Dissertation Defence is proposed and specified by the Dean of the Faculty. The dates shall be announced and appropriately publicized on the official electronic notice board. A student applies for the dates via the Student Registry Office of the Faculty by the deadline specified on the [official board](#) of the Faculty.
- (4) Along with an application for the State Doctoral Examination, the student shall submit:
 - a) the Proposition of the Dissertation Thesis in electronic form and **five printed copies** processed according to the [Dean's Directive No. 4/2022](#), including a structured professional Curriculum Vitæ (no personal data, i.e. without date and place of birth, private address, private telephone number, private e-mail and photograph of the student);
 - b) a statement of the Supervisor recommending or not recommending the State Doctoral Examination and the proposal of the reviewer of the Proposition of the Dissertation Thesis, who tentatively agrees to oppose the Thesis. The reviewer is proposed by the Supervisor and approved by the Branch Board;
 - c) Record of the Course of Colloquium held at the department – see article 8 par. (6);
 - d) a printed and signed Course of Studies form (the form for printing the Course of Studies can be found in IS STAG under My Study → Course of Study).



- (5) The defence of the Proposition of the Dissertation Thesis is part of the State Doctoral Examination. The extent and structure of the Proposition of the Dissertation Thesis shall be specified by the Branch Board and the requirements are regulated by the [Dean's Directive No. 4/2022](#). The Proposition of the Dissertation Thesis is evaluated by one external reviewer, who is selected by the Supervisor.
- (6) The State Doctoral Examination consists of a professional debate of the doctoral student with members of the committee over the topics of the courses listed in the accreditation file, considering the topic of the student's Dissertation Thesis.
- (7) The composition of the committee for the State Doctoral Examination and the organisation of the State Doctoral Examination are governed by Article 22 of the [Study and Examination Regulations](#) of the TUL.

Article 10 Preliminary Defence

- (1) The Preliminary Defence takes place at the training department of the faculty before the date of the Dissertation Defence in the presence of the student's Supervisor, the head of the training department, academics of the training department, Vice-Dean for Science and Research and other academic staff from the faculty's departments.
- (2) The purpose of the Preliminary Defence is to assess and consult the scientific, formal and professional level of the Dissertation Thesis. The conclusions emerging from the Preliminary Defence have a recommendatory character for the doctoral student.
- (3) The date and venue of the Preliminary Defence is proposed and announced by the head of the training department to the Dean's Office, which forwards the information to other departments within the faculty.
- (4) The doctoral student submits the version of the Dissertation for the Preliminary Defence to the Supervisor at least four weeks prior to the expected date of the Preliminary Defence. The Supervisor shall provide distribution of the material to the members of the training department and the Vice-Dean for Science and Research. The head of the training department may invite other experts to the Preliminary Defence and shall assign at least one expert with at least a doctoral academic degree to prepare an expert opinion to be presented at the Preliminary Defence.
- (5) The version of the Dissertation for the Preliminary Defence is understood as a completed Thesis in accordance with the required structure with all appendices, assembled according to the [Dean's Directive No. 4/2022](#) and in accordance with the applicable literature citation norms.
- (6) The Preliminary Defence consists of a twenty-minute presentation followed by a professional discussion. In the presentation, the doctoral student introduces objectives of the Dissertation, its basis, approach to the solution of stated problem, used methods and results and conclusions of the research. In the following discussion, the doctoral student reacts to the reviewer's expert opinion, comments and recommendations that emerged from the discussion on the content and form of the submitted Thesis.
- (7) The recommendation or non-recommendation of the Dissertation for defence is decided by a five-member evaluation committee, which consists of the Vice-Dean for Science and Research, the head of the training department, the reviewer and two other members of the training department. The composition of the evaluation committee is proposed to the Dean by the head of the training department. Each member of the evaluation committee shall have one vote. The result of the voting is valid if at least two thirds of the members of the committee participate. The opinion of the evaluation committee is accepted if an absolute majority of the committee members vote in favour of the opinion.



- (8) The evaluation committee discusses the result of the Preliminary Defence in a non-public sitting. Its deliberations shall result in one of the following conclusions:
 - 1) The evaluation committee recommends the Dissertation for defence as submitted, with no requirement for further modifications;
 - 2) The evaluation committee recommends the Dissertation for defence, with the condition that comments are incorporated, and the committee shall clearly specify the requirements for such modifications;
 - 3) The evaluation committee does not recommend the Dissertation for defence and requires reworking of the Dissertation, in which case the committee shall state the main reasons for reworking the Dissertation and may also suggest or recommend possible methods of reworking.
- (9) Record of the Course of Preliminary Defence shall be attached to the application for the Dissertation Defence. Record of the Course of Preliminary Defence contains the opinion of the evaluation committee and summarises comments and recommendations on the content and form of the submitted Dissertation. The Record of the Course of Preliminary Defence is forwarded to the Study Office immediately after the completion of the Preliminary Defence.
- (10) The head of the relevant training department is responsible for the organisation of the Preliminary Defence, for inviting the Vice-Dean for Science and Research or another external expert and for completing the Record of the Course of Preliminary Defence.

Article 11 **Dissertation Defence**

- (1) Along with an application for the Dissertation Defence, the student shall submit:
 - a) the Dissertation in electronic form and **three printed copies** of the Dissertation in the final version processed according to both the [Rector's Directive No. 5/2018](#) and the [Dean's Directive 4/2022](#),
 - b) an electronic version of the Abstract of the Dissertation (to be published on the website of the faculty) and **ten printed copies** of the Abstract of the Dissertation processed according to the [Dean's Directive No. 4/2022](#),
 - c) Record of the Course of Preliminary Defence and its proceedings at the relevant training department (see Article 10),
 - d) a structured professional Curriculum Vitæ (no personal data, i.e. without date and place of birth, private address, private telephone number, private e-mail and photograph of the student), including a foreign professional internship overview,
 - e) a list of publications indicating the student's contributions and references (citations) to publications, which shows that the minimum criteria under [Article 5 par. \(4\)](#) have been met,
 - f) statement of the Supervisor recommending or not recommending the doctoral student for the Dissertation Defence and the Supervisor's proposal of a list of experts in the field of the topic of the Dissertation (details are regulated by Article 25 of the [Study and Examination Regulations](#) of the TUL),
 - g) a printed and signed Course of Studies form (the form for printing the Course of Studies can be found in IS STAG under My Study → Course of Study).
- (2) The Supervisor's report containing an evaluation of the doctoral student's cooperation with the Supervisor, the Supervisor's opinion on the professional level of the Dissertation, the doctoral student's publication activity and an assessment of the result of the plagiarism check in IS STAG is submitted to the application for the Dissertation Defence usually within one month of the submission of the application.



- (3) The composition of the committee for the Dissertation Defence and the organisation of the Dissertation Defence are governed by Article 24 of the [Study and Examination Regulations](#) of the TUL. The deadline for submission of an application for the Dissertation Defence is regulated by Article 19 par. (5) of the [Study and Examination Regulations](#) of the TUL.
- (4) In accordance with Article 25 par. (1) of the [Study and Examination Regulations](#) of the TUL, the reviewers of the Dissertation are appointed by the Dean on the proposal of the Branch Board. The reviewers can only be eminent experts in the relevant field, at least one of whom must be a professor or associate professor. Article 25 par. (3) of the [Study and Examination Regulations](#) of the TUL regulates requirements of the reviewer's opinion and the relevant dates are specified in Article 25 par. (2) of the [Study and Examination Regulations](#) of the TUL.

Article 12

Temporary Provisions

- (1) For students who have started their studies up to and including the academic year 2018/2019, the minimum publication activity in accordance with [Article 5 par. \(4\)](#) shall be three results meeting the conditions for inclusion in the Research, Development and Innovation Information System (RIV) when submitting an application for the Dissertation Defence. Of these, at least one publication, with the main authorial contribution of the student, must be in an impacted journal or in a journal indexed in the Scopus database. The publication may be in collaboration with the Supervisor.

Article 13

Final Provisions

- (1) This Directive revokes and supersedes the Directive of the Dean No. 8/2014 Organisation of Study in Doctoral Study Programmes at the FE TUL as amended by revisions 01 to 08.
- (2) Discussed and approved by the Branch Board at the Faculty of Economics of the Technical University of Liberec for the doctoral study programmes Economics and Management and Business Administration and Management on 17th October 2024, and the Branch Board for the doctoral study programme System Engineering and Informatics on 17th October 2024.
- (3) This Directive of the Dean enters into force on 17th October 2024 and effect on 1st November 2024.