



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

Title	Organization of Study in Doctoral Study Programmes			
	Name	Position	Date	Signature
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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 Higher Education Act“) and article 18 section 1 of the [Study and Examination Regulations](#) of the Technical University in Liberec, the following directive on organization, the course of studies, study evaluation, the course of State Doctoral Examination and Dissertation Thesis defence is to be implemented.

Article 2

Admission Proceedings

- (1) Condition for admission to study in doctoral study programmes is the successful completion of studies in the master degree study programme by the date of the entrance examination.
- (2) The application form for the study shall be submitted in electronic version via the STAG information system (see for more: <https://stag.tul.cz/portal/studium/uchazec>). The application fee shall only be obtained as a cashless payment (detailed information also available at the Student Registry Office).
- (3) Applicants are required to enclose all supporting documentation. The following supporting documentation is obliged to be provided in **electronic** version:
- Structured professional Curriculum Vitæ (no personal data).
 - Dissertation Thesis 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).
 - List of own publications (if available).
 - Scan of officially certified copy of the master's degree (or submitting the document at the entrance examination).
- All supporting documents shall be submitted and emailed at: ef@tul.cz.
- (4) Applicants shall receive all relevant and up-to-date information on the exact time and date of the entrance examination by email, at least 5 working days before the date of entrance examination.



- (5) The entrance examination consists of:
 - a) professional oral examination in the form of discussion on compulsory subjects within selected study programme and on Dissertation Thesis Statement of Purpose,
 - b) oral examination in English. For the study programme System Engineering and Informatics, it consists of written and oral examination in English (required competence according to CEFR B2).
- (6) Discussion on compulsory subjects in the study programme is held before at least the three-member board approved by the Branch Board (hereinafter "BB") in accordance to the [Study and Examination Regulations](#) of the Technical University in Liberec and appointed by the Dean of the Faculty (or by the Dean of hosting faculty provided that the doctoral study programme is common for more faculties).
- (7) Applicants shall be reported on the entrance examination results in a written form within 14 days after the entrance examination date.

Article 3 Study Duties and Obligations

- (1) The annual tuition fee is 1,200.00 USD per academic year. In case of exceptional study results, the dean of the faculty can waive or reduce to tuition fee.
- (2) No later than one month from enrolment to doctoral study, the supervisor, in cooperation with the student, works out an Individual Study Plan (hereinafter also referred to as "ISP"), which shall be submitted to the dean's office. The supervisor shall be appointed by the Dean of the Faculty following the approval of the Branch Board within 14 days after receiving the minutes of the Board meeting. In particular, the ISP contains:
 - a) assigned research topic forming the basis of the Doctoral Thesis (topic shall be in accordance with the profile of the Ph.D. student's field of study, including the framework of the approximate dates of both State Doctoral Examination and Dissertation Thesis defence),
 - b) a list of compulsory subjects, compulsory-elective subjects and optional subjects including the dates and order of examinations and the assessment method of study outcomes,
 - c) teaching activities assigned by the head of the department,
 - d) the dates of the internship abroad,
 - e) the subjects and dates of State Doctoral Examination,
 - f) the dates of Dissertation Thesis defence.
- (3) The ISP is to be approved by the Branch Board.
- (4) While drawing up the ISP, standard period of study, which shall be four years for both full-time and distant form of study, shall be taken into consideration.
- (5) The ISP is a subject to regular annual check and update process. According to article 18 section 8 [Study and Examination Regulations](#) of the Technical University in Liberec, no later than 30 September of a calendar year, a Ph.D. student (except first year students) is obliged to submit the Annual Evaluation of Study form to the dean's office of the Faculty, which is processed in a close cooperation with the student's supervisor.
- (6) The Examination Report and the Credit Report in doctoral studies shall be made in one copy. It is the duty of the examiner to record result of the examination or of the credit into the IS STAG according to article 10 section 17 [Study and Examination Regulations](#) of the Technical University in Liberec and at the same time to forward the Examination Report or the Credit Report to the Study Office.



- (7) The Ph.D. student must obtain the number of ECTS credits specified in article 7 [Study and Examination Regulations](#) of the Technical University in Liberec.
- (8) The Annual Evaluation of Study form shall be approved by the Branch Board within 3 months after the date of submitting. The Branch Board forwards the Annual Evaluation form to the dean of the faculty.
- (9) The State Doctoral Examination in doctoral study programme Economics and Management and Business Administration and Management takes place at the end of the second year of study as a rule. A student is obliged to pass the State Doctoral Examination no later than at the end of the third year of study, otherwise a student's study shall be terminated with reference to § 56 Section 1. b) of the Act.
- (10) The State Doctoral Examination in doctoral study programme System Engineering and Informatics takes place at the end of the third year of study as a rule. A student is obliged to pass the State Doctoral Examination no later than at the end of the fourth year of study, otherwise a student's study shall be terminated with reference to § 56 Section 1. b) of the Act.
- (11) The date for submitting applications for the State Doctoral Examination as well as the date and venue for the State Doctoral Examination and Dissertation Thesis defence is proposed and specified by the dean of the faculty. The dates shall be announced and appropriately publicized on the electronic official notice board. A student applies for the dates via Student Office of the faculty by the deadline specified on the electronic official notice board.
- (12) Along with an application for the State Doctoral Examination, the student shall submit:
 - a) Proposition of the Dissertation Thesis in electronic version and **five printed copies** processed according to the [Dean's Directive 4/2022](#), including structured professional Curriculum Vitæ (no personal data).
 - b) Statement of a supervisor in terms of 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.
 - c) Record of the Course of the Colloquium held at the department.
 - d) Course of Study, i.e. the 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 → Study Results).
- (13) The defence of the Proposition of the Dissertation Thesis is the part of the State Doctoral Examination. The scope and structure of the Proposition of the Dissertation Thesis shall be proposed and stipulated by the Branch Board. The requirements for the Proposition of Dissertation Thesis specified by the [Dean's Directive 4/2022](#). The Proposition of Dissertation Thesis is assessed by one external reviewer, who is selected by the supervisor.
- (14) The State Doctoral Examination shall be governed by article 22 [Study and Examination Regulations](#) of the Technical University in Liberec.
- (15) Along with an application for the Dissertation Thesis defence, the student shall submit:
 - a) the dissertation thesis in electronic version and **three printed copies** of the dissertation thesis in the final version processed according to both the [Rector's Directive No. 5/2018](#) and the [Dean's Directive 4/2022](#),
 - b) electronic version of the presentation of the dissertation thesis (to be published at the website of the faculty) and **ten printed copies** of presentation of the dissertation thesis processed according to the [Dean's Directive 4/2022](#),
 - c) record of the Course of Preliminary Defence at the relevant department (see article 8),



- d) structured professional Curriculum Vitæ, including the educational stay overview (no personal data),
 - e) a list of publications of the Ph.D. student, including the author's share and citations (responses) on Ph.D. student's publications, which implies meeting the minimum criteria according to article 4 section (4),
 - f) statement of the supervisor in terms of recommending or not recommending the Ph.D. student for the dissertation thesis defence and the supervisor's proposal of potential reviewers of the dissertation thesis, who tentatively agreed to oppose the thesis (details are regulated by the article 24 [Study and Examination Regulations](#) of the Technical University in Liberec); the reviewers are proposed by the supervisor to the Branch Board; the reviewers are appointed by the dean on the proposal of the Branch Board;
 - g) the supervisor's report containing an evaluation of the Ph.D. student's cooperation with the supervisor, the supervisor's opinion on the professional level of the dissertation and on the Ph.D. student's publication activity and an assessment of the result of the plagiarism check,
 - h) course of study, i.e. the 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 → Study Results).
- (16) The Dissertation Thesis defence follows the provisions of the article 25 [Study and Examination Regulations](#) of the Technical University in Liberec. The article 19 [Study and Examination Regulations](#) of the Technical University in Liberec specifies and stipulates application deadline for the Dissertation Thesis defence.

Article 4 Research Activities and Publications

- (1) Dissertation Thesis shall contain original research. Submitted papers must be directly related to the topic of the Dissertation Thesis and specific scientific task.
- (2) The specific scientific task means participation of the student on external research projects within the department that are related to the topic of the Dissertation Thesis or solution of the internal research project within the Student Grant Competition at the Technical University of Liberec.
- (3) Published original results of research activities of the Ph.D. student shall be also a part of the Dissertation Thesis in accordance with the article 23 section 3d [Study and Examination Regulations](#) of the Technical University in Liberec, in the peer-reviewed scientific journals in particular. Publications shall be consulted with the student's supervisor.
- (4) At least one full-text authorial publication in a non-zero impact factor journal or two full-text authorial publications in the Scopus database with a non-zero impact factor are considered to be the minimum publication activity (in terms of original research findings) when submitting the application for the Dissertation Thesis defence. In case of co-authorship, the shares are added together. An authorial publication is also considered to be a publication created by a student together with his / her supervisor.

Article 5 Teaching Activities

- (1) Teaching and educational activities shall be considered as a part of Ph.D. student's duties and obligations. Teaching activities shall be stipulated and announced by the head of department.



- (2) Teaching and educational activities are as follows: a student of a full-time study is required to be present at the department of the faculty in compliance with the head of the department, in order to participate in training seminars and lectures in the extent of 4 hours a week, to stipulate and to announce office hours in the extent of at least 2 hours a week. A student of a part-time study is obliged to fulfil and perform duties and obligations upon mutual agreement with the student's supervisor considering student's time limits within his or her job.
- (3) The Ph.D. student is for the purpose of teaching at an agreement on work activities.

Article 6 Doctoral Foreign Mobility

- (1) At least one doctoral foreign educational scholarship within a regular study period shall be considered as a part of study duties and obligations of a student. The scholarship takes generally one semester for students of a full-time study form e. g., within Erasmus study programme, bilateral agreements between faculty and other research institutions abroad, at the university providing corresponding doctoral study programme or research internship abroad corresponding with the topic of the student's dissertation thesis. Part-time students shall complete at least one month of their study at an institution abroad or take part in an international project whose outcomes are published or presented abroad or get involved directly in any other international cooperation.
- (2) Subject field of a particular scholarship shall be discussed and approved by student's supervisor and the International Office of the Faculty of Economics at the Technical University of Liberec.

Article 7 Colloquium

- (1) Participating in colloquium shall be considered as a part of student's duties and obligations. Colloquium shall be held at the beginning of the second year within particular training department. Colloquium means a professional and scientific debate on the doctoral Dissertation Thesis.
- (2) Colloquium shall be organised by the Dean's Office with the attendance of supervisors, guarantor of a particular field of study or authorised representative, Ph.D. students, academics, consultants and other experts and professionals in a certain field.
- (3) The student shall present participating members to his or her Dissertation Thesis in progress, generally in the range of about 20 pages (bibliographic research, objectives, defined hypotheses, methodological foundations, following plans of action).
- (4) 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 Thesis successfully. Subsequently, the main comments shall become an integral part of a student's propositions for the State Doctoral Examination. The student's supervisor shall be in charge of academic discussion.
- (5) Student shall provide all supporting documentation in a written form at least two months before the date of colloquium. Failure to submit all supporting documentation in a written form without any serious reason shall be considered as a serious default on study obligations.
- (6) The colloquium minutes shall be taken and appropriately entered and saved in the study documents within dean's office of the Faculty and may be a part of the application for the State Doctoral Examination.



Article 8 Preliminary Defence

- (1) Preliminary Defence may generally take place at the training department of the Faculty before the date of the Dissertation Thesis defence. Student's supervisor, the Head of training department, academics of the training department and other collegiate departments may participate in the Preliminary Defence.
- (2) The date and venue of the Preliminary Defence is proposed and appropriately announced by the head of training department to dean's office. Afterwards, the dean's office announces and publicizes all the departments within the Faculty.
- (3) The objective of the Preliminary Defence is to assess and tutor formal, scientific and professional level of the Dissertation Thesis.
- (4) The Preliminary Defence minutes, if held, shall be attached to the application for the Dissertation Thesis defence. The Preliminary Defence minutes state whether the Dissertation Thesis is a subject to prior approval or disapproval by the training department for the defence before the Board.

Article 9 Full-time Student's Obligations and Duties Regarding the Organization of Study

- (1) Once a student enrolls, he or she is obliged to fulfil and perform his or her study duties in a close cooperation with his or her supervisor.
- (2) Full-time Ph.D. student is obliged to attend any events held by the Faculty or the training department, meetings, colloquium, non-scheduled seminars and lectures, both state and entrance examinations in particular.
- (3) Provided the Ph.D. student is absent over a long period, he or she shall be obliged to inform the student's supervisor, the Head of the training department as well as the vice-dean for Science and Research Activities.

Article 10 Temporary Provisions

- (1) For students commencing their studies up to and including the academic year 2018/19, three publishing results (in the sense of the original findings) included in the Research, Development and Innovation Information System (RIV) are subject to the minimum requirements to apply for the final Ph.D. thesis defence following the article 4 section (4). Of these, at least one publication, with the Ph.D. student's major share, must be published in a journal with a non-zero impact factor or in a scientific journal indexed in Scopus database respectively. The publication may be created in cooperation with the supervisor as well.

Article 11 Final Provisions

- (1) This review no. 05 revokes review no. 04 of the Dean's Directive No. 8/2014 on Doctoral Study Programme valid and effective until July 1, 2021.
- (2) Discussed and approved at the Faculty of Economics of TUL by the Branch Board for the doctoral study programmes Economics and Management and Business Administration and Management on October 31, 2022 and the Branch Board for the doctoral study programme System Engineering and Informatics on October 31, 2022.
- (3) This Dean's Directive is effective and in force on November 1, 2022.