

## **English translation of Dean's Directive no. 8/2014 Organization of Study in Doctoral Study Fields**

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

### **Article 1 Legislative Framework**

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 17 Section 1 of the Code of Study and Examination of the Technical University of Liberec (hereinafter as „SZŘ TUL“) the Dean issues the present directive on organization, the course of studies, study evaluation, the course of State Doctoral Examination and Dissertation Thesis defence to be implemented.

### **Article 2 Admission Proceedings**

1. To be admitted to study in doctoral study programmes the applicant shall duly complete the respective years of study within Masters study programme in the fields of study such as economic, economic and informatics, or technical and economic (in exceptional cases in equal field of study, such as pedagogical, maths, etc.).
2. The application form for the study shall be submitted in electronic form, see <https://stag-new.tul.cz>. The application fee shall only be obtained in cash (detailed information also available at the Student Registry Office).
3. The applicant shall indicate two foreign languages, from which the entrance examination will consist of. The applicant for the Business Economics and Management field of study may select English or German as the first language (Language I), the applicants for the Economics and Informatics field of study shall have no alternative but English as the first language (Language I). English, German, Russian, Spanish, Italian as well as French may be selected as the second language (Language II).

Applicants are required to enclose all supporting documentation. The following supporting documentation is obliged to be provided in ELECTRONIC form:

- a) alternative of Language I (English and German) and Language II (English, German, French, Italian, Russian and Spanish),
- b) Curriculum Vitae,
- c) Dissertation Thesis Statement of Purpose,
- e) list of own publications.

All supporting documentation shall be submitted and emailed at: [ef@tul.cz](mailto: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, within at least 5 working days before the entire exam date.
5. The entrance exam consists of:
  - a) specialist oral exam in the form of discussion on compulsory subjects within selected field of study,
  - b) foreign language examination. The examination in Language I consists of two parts – oral and written (required competence according to CEFR C1). The examination in Language II consists of oral part only (required competence according to CEFR B1).
6. Discussion on compulsory subjects is held before at least the three-member Board nominated by the Subject Area Board in accordance to the SZŘ TUL and appointed by the Dean of the Faculty (or by the Dean of hosting faculty provided that the doctoral study is common for more faculties).
7. Applicants shall be reported on the entrance exam results in a written form within 14 days after the entrance exam date.

### **Article 3** **Study Duties and Obligations**

1. The annual fee is 1200 \$ per academic year. In case of exceptional study results the Dean of the faculty can grant the studying scholarship.
2. No later than one month from enrolment to doctoral study, the student, in cooperation with the supervisor, works out an individual course of study (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 on proposal of the Subject Area Board within 14 days after receiving the minutes of the Board meeting. In particular, the ISP contains:
  - a) assigned research topic for the Doctoral Thesis (topic shall be in accordance with the profile of the PhD 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 approximate dates of examinations.
3. The ISP is to be approved by the Subject Area 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 Art. 16 Section 7 of the SZŘ, no later than 30 September of a calendar year, a PhD 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 Annual Evaluation of Study form shall be approved by the Subject Area Board within 3 months after the date of submitting. The Subject Area Board forwards the Annual Evaluation form to the Dean of the Faculty.
7. The State Doctoral Examination 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.





8. 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 Registry Office of the Faculty by the deadline specified on the electronic official notice board.
9. Along with an application for the State Doctoral Examination, the student shall submit:
  - a) a supervisor's statement whether a student is or is not recommended to sit for the State Doctoral Examination,
  - b) written propositions processed according to the binding structure listed on the website of the Faculty of Economics, Technical University of Liberec (see section of doctoral studies – documents to download),
  - c) study credit book including performed examinations and credits,
  - d) the minutes of colloquium (not obligatory).
10. Dissertation Thesis defence is the part of the State Doctoral Examination as well. The scope and structure of the Dissertation Thesis defence shall be proposed and stipulated by the Subject Area Board. Requirements for the Dissertation Thesis defence shall be announced and appropriately publicized on the website of the faculty, section of doctoral studies.
11. The State Doctoral Examination is in accordance to the SZŘ TUL.
12. Along with an application for the Dissertation Thesis defence, the student shall submit:
  - a) the number of 4 printed copies of Dissertation Thesis, as specified by binding structure at the website of the Faculty of Economics, Technical University of Liberec (see section doctoral study – documents to download). A student submits the Doctoral Thesis in electronic form as well,
  - b) the number of 15 copies of Dissertation Thesis presentation, as specified by binding structure at the website of the Faculty of Economics, Technical University of Liberec (see section doctoral study – documents to download),
  - c) electronic form of Dissertation Thesis presentation,
  - d) the minutes of Preliminary Dissertation Thesis defence within a particular department (not obligatory),
  - e) a short CV containing basic personal information, a list of scientific papers and works and works accepted for publication along with a list of their citations, if any (not obligatory),
  - f) supervisor's statement indicating whether a student is or is not approved and recommended to take the Dissertation Thesis defence,
  - g) study credit book including performed examinations and credits, as well as teaching activities and Science and Research activities.
13. The Dissertation Thesis defence is in accordance to the SZŘ TUL. The SZŘ TUL specifies and stipulates application deadline for the Dissertation Thesis defence.
14. On the basis of the SZŘ TUL, examinations within doctoral study shall be held before the Board of examiners. The Board of examiners for both State Doctoral Examination and Dissertation Thesis defence is appointed in accordance with the SZŘ TUL. The Board of examiners shall be of at least two members for other examinations. A triplicate written report shall be recorded after the examination. A copy of the written report is provided to the student, one to the Student Registry office and one to the examiner. In accordance with the SZŘ TUL, the



examiner is obliged to announce and appropriately enter the evaluation and result of the examination within the electronic study record system IS STAG.

#### **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 particular scientific task.
2. Specific scientific task means participation of the student on external research projects within training centre that are related to the topic of the Dissertation Thesis or solution to the internal research project within the Student Grant competition at the Technical University of Liberec.
3. Published original results of research activities of the student shall be also a part of the Dissertation Thesis in accordance with the Article 21 Section 3 d) of the SZŘ TUL, in the peer-reviewed scientific journals in particular. Publications shall be consulted with the student's supervisor.
4. At least three research results meeting the binding conditions to be classified into the research, development and innovation system (RIV) shall be considered as the minimum original publications attached to the application for the Dissertation Thesis defence. At least one publication shall be published in a peer-reviewed scientific journal magazine. The student shall be the main author of this publication. Students of a four-year study programme shall submit at least one publication in a scientific journal with an impact factor, respectively, in the magazine within the Scopus database. Publications may be developed in collaboration with the student's supervisor.

#### **Article 5**

### **Teaching Activities**

1. Teaching and educational activities shall be considered as a part of PhD student's duties and obligations. Teaching activities shall be stipulated and announced by the Head of training department.
2. Teaching and educational activities are as follows: a student of a full-time study is required to be present at the training department of the Faculty in compliance with the Head of training department, in order to participate in training seminars and lectures in the extent of 4 hours a week, stipulate and appropriately announce office hours in the extent of at least 2 hours a week. A student of a distant 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.

#### **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. Scholarship for students of a distant study may be divided into several shorter periods.



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 training department with the attendance of supervisors, guarantor of a particular field of study or authorised representative, doctoral 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 may 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 PhD 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 PhD 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.
4. The Dean may cut down on the PhD student's scholarship unless the PhD student fulfils his or her study duties and obligations.

### **Article 10**

#### **Final Provisions**

1. The present Directive comes into force on the date it is issued and becomes effective upon its publishing.
2. The Dean's Directive No. 16/2011 on Doctoral Study Programme is hereby revoked.
3. The Dean's Directive was debated by the Subject Area Board for the Doctoral Study Programmes at the Faculty of Economics, the Technical University of Liberec on 6 November 2014.

