

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 16 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 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:
- Curriculum Vitae (chronological CV),
  - Dissertation Thesis Statement of Purpose in 5 pages (for the study programme System Engineering and Informatics, specialization: Managerial Informatics about up to 15 pages),
  - list of own publications.
  - scan of officially certified copy of the master's degree (or submitting the document at the entrance examination)

All supporting documentation 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, within at least 5 working days before the entire exam date.



- (5) The entrance exam consists of:
  - a) expert oral exam in the form of discussion on compulsory subjects within selected study programme and on Dissertation Thesis Statement of Purpose,
  - b) oral English language examination (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 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 supervisor, in cooperation with the student, 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 following the approval 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 forming the basis of 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 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 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. 15 Section 8 of the SZŘ TUL, 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 student must obtain the number of credits specified in Art. 7 of the SZŘ TUL.
- (7) 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.

- (8) 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.
- (9) 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.
- (10) 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.
- (11) 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) the minutes of colloquium,
  - c) written propositions processed according to the binding structure listed on the website of the Faculty of Economics, Technical University of Liberec (at the website of the faculty, section on doctoral studies).
- (12) 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 announced at the website of the faculty, section on doctoral studies.
- (13) The State Doctoral Examination is in accordance with the SZŘ TUL.
- (14) Along with an application for the Dissertation Thesis defence, the student shall submit:
  - a) the number of 3 printed copies of Dissertation Thesis, as specified by binding structure at the website of the Faculty of Economics, Technical University of Liberec, and the Rector's Directive No. 5/2018 (see section of doctoral studies – forms). A postgraduate student submits the Doctoral Thesis in electronic version as well,
  - b) the number of 10 copies of Dissertation Thesis presentation, as specified by binding structure at the website of the Faculty of Economics, Technical University of Liberec (see section of doctoral studies – forms),
  - c) electronic version of Dissertation Thesis presentation,
  - d) the minutes of Preliminary Dissertation Thesis defence within a particular department,
  - e) a structured CV and a list of scientific papers including the shares of the student's contribution and the papers' citations,
  - f) supervisor's statement indicating whether a student is or is not approved and recommended to take the Dissertation Thesis defence,
  - g) the supervisor's report.

- (15) The Dissertation Thesis defence is in accordance to the SZŘ TUL. The SZŘ TUL specifies and stipulates application deadline for the Dissertation Thesis defence.
- (16) 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 20 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 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 final Ph.D. thesis defence application. 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 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.
- (3) The doctoral 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, 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, 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 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**

#### **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 (4). Of these, at least one publication, with the postgraduate'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 directive revokes the Dean's Directive No. 8/2014 on Doctoral Study Programme valid and effective until 30 April 2021.
- (2) Discussed and approved at the Faculty of Economics of TUL by the Subject-Area Board for the doctoral study programmes Economics and Management and Business Administration and Management on 22 April 2021, and the Subject-Area Board for the doctoral study programme System Engineering and Informatics on 22 April 2021.