
CLARIFICATIONS OF STUDY AND EXAMINATION RULES FOR DOCTORAL STUDY PROGRAMMES OF THE CZU AT THE FACULTY OF TROPICAL AGRISCIENCES

Article 1

Introductory Provisions

- 1) Study in doctoral study programmes at the Czech University of Life Sciences Prague (CZU) will be carried out in accordance with Act No. 111/1998 Coll., On Higher Education Institutions and in accordance with any amendments and supplementations within other acts (dealing with Higher Education), as amended from time to time (hereinafter referred to as "the Act"), and in accordance with the Study and Examination Rules for Study in Doctoral Study Programs (DSP) of the Czech University of Life Sciences dated 11 July 2018 (hereinafter the "DSP Study Rules") and the internal regulations of the Czech University of Life Sciences Prague and the Faculty of Tropical AgriSciences.
- 2) Certain specificities of study at the Faculty of Tropical AgriSciences (FTA) require further clarification of the individual provisions of DSP Study Regulations, as set forth in this Regulation of the Dean of the FTA.
- 3) This regulation is binding for all DSP students in all forms of study and for all academic staff and other persons participating in the scientific education of DSP students carried out at FTZ within the framework of accredited DSP..
- 4) In accordance with the relevant text of the law, the procedure for the rights and obligations of the applicant / student shall proceed based on Act No. 500/2004 Coll. This mainly concerns the method for conducting administrative procedures, the methods for delivery of information, timings, appeals, examinations and language: "*Proceedings are to be conducted and documents prepared in the Czech language (...). Documents produced in a foreign language must be submitted by the party to the proceedings in the original version and at the same time in an officially authenticated translation into the Czech language unless the administrative authority informs the participant that he does not require such translation. Such a statement may also be made by the administrative body on its official notice board for an indefinite number of proceedings in the future.*" The FTA shall always prepare a written document in the Czech language within the administrative procedures. Documents prepared in languages other than Czech or Slovak are considered as informative only.

Article 2

Clarifications of Individual Provisions of the Study and Examination Regulations for Study in Doctoral Study Programmes of the Czech University of Life Sciences Prague as of 11 July 2018 (hereinafter referred to as "DSP Study Rules ")

A) Addendum to Article 2 of the DSP Study Rules, the Doctoral Study Programme, the Form and Duration of Studies

- 1) A doctoral program aims at scientific research and independent creative activity in a field of research or development. Although it is a stand-alone work, the student is always guided by their supervisor and consultant (co-supervisor) and one of these must be in regular contact with the student. If at any time a student fails to act in accordance with this rule, the supervisor may submit a proposal for corrective measures to the Dean. The Dean may select one of these options:
 - Engage in a modification of scholarships under FTA Scholarship Rules and in accordance with Study Regulations in Administrative Proceedings
 - Propose interruption of Studies
 - Propose a termination of Studies
- 2) Part of the DSP is a foreign internship of at least one month; upon approval by the Doctoral Degree Board (DDB), completing an internship may be replaced by active student participation in an international research project with its results published or presented abroad.

B) Addendum to Article 6 of the DSP Study Rules - Admission to Study

- 1) All information about the Admission procedure is available on the website of the faculty: Science & Research – Doctoral Study - Admission Procedures. The admission procedure takes the form of an entrance interview (examination). If the candidate cannot attend the admission procedure in person for a serious reason (e.g. due to a prolonged stay abroad), the Dean of the FTA may allow participation in the admission process via video conference based on a written request. This type of admission must be requested no later than 30 days before the date of the admission procedure by sending the request and the justification to the PhD and Research Office of the FTA (PhDandResearch@ftz.czu.cz). The applicant is required to attach an official document with a photograph to the application so that the identity can be verified. In the case of an admission procedure in the form of a video conference, the applicant is obliged to ensure a good quality internet connection and used equipment for a good quality video interview. The FTA is not responsible for not having the interview due to the impossibility of taking the entrance exam in the form of a video interview.

- 2) After the successful completion of the entrance examination, the applicant is obliged to submit all necessary documents without delay, especially recognition of the previous studies. A list of the required documents is available on the website of the faculty: Science & Research – Doctoral Study - Admission Procedures.

C) Addendum to Article 8 Individual Study Plan and Amendments Thereto

- 1) Students of FTA are obliged to compile their Individual Study Plans (ISP) according to the Credit system (see faculty website: Science & Research – Doctoral Study – Documents – Credit system for PhD students at CZU). For successful completion of the DSP it is obligatory to collect 60 ECTS per year: 180 ECTS for 3 years and 240 ECTS for 4 years DSPs. The ISP is approved by the DDB and in the university information system (UIS) by the supervisor, the head of the department, the chair of the DDB and the dean of FTA. Important information on the compilation of the ISP and other important information for students enrolled in the FTA DSP is available on the faculty's website: Science & Research – Doctoral Study – Documents – Information for PhD Students. ISP must be approved by the DDB
- 2) Changes may only be made twice during the entire study period; in justified cases, an additional change can be authorised by the Dean (see DSP Study Rules Art. 8 (7) a). At FTA, a shift of a study obligation from one semester to another is not considered as the change of ISP that requires an official Request approved by DDB; only major changes such as removal and addition of a study obligation, change of topic, or supervisor is a change that can be done only twice during whole PhD study. The request form is available on the website of the faculty: Science & Research – Doctoral Study – Documents – Requests and Forms – Request form.
- 3) During the first months of study, the student develops a dissertation methodology, which is called a Research Proposal (the Research proposal is called the methodology of the dissertation thesis in the DSP Study Rules). The Research proposal shall be developed in close cooperation with the supervisor. The research proposal template is available online (Science & Research – Doctoral Study – Documents – Methodology, Guidelines and Manuals). The research proposal must be submitted to the Ph.D. and Research Office of the FTA by e-mail (PhDandResearch@ftz.czu.cz) within four months after enrolment. The information about the deadline will be circulated by e-mail. The research proposal is reviewed by a member of the DDB and amended by the student if necessary. The research proposal is evaluated and approved by DDB.

D) Addendum to Article 9 (3) and (4) of the DSP Study Rules - Exams and Enrolment in a Subsequent Year of Studies

- 1) The enrolment of students to higher years may be made only on the basis of the results of the attestation of the doctoral students. As part of the attestation, both the student and their supervisor express their views on the progress of the study objectives. The student is required

to comment on all the points required for the attestation. Attestations take place at the FTA twice a year, usually prior to enrolling in the next academic year in September and during the exam period between the winter semester and the summer semester. Attestations are carried out via the University Information System (UIS) of the CZU. In total, DSP students at the FTA must undergo five attestations during three years DSP and seven attestations during four years DSP.

- 2) For each individual attestation, in addition to the completion of the examinations listed in the ISP, the following requirements shall apply:

1st attestation: compiled ISP and submitted Research Proposal.

2nd attestation: presentation of the PhD student results at a recognised professional forum, scientific conference, symposium or seminar; compliance with this regulation is assessed by the supervisor, who may also determine a specific form of presentation **and** Research Proposal approved by the Doctoral Degree Board.

3rd attestation: completion of a literature review of the dissertation thesis (State-of-the-Art), the form and contents are set by the provisions of the Doctoral Degree Board.

4th attestation: presentation of the PhD student results at a recognised professional forum, scientific conference, symposium or seminar; compliance with this regulation is assessed by the supervisor, who may also determine a specific form of presentation

5th attestation: submission of a scientific paper for publication in a journal indexed on the Web of Science (WoS) with an IF (Impact Factor), to be documented by a response from the editor or editorial system of the journal.

DSP Agriculture in Tropics and Subtropics: determination of the expected date of the State Doctoral Examination (SDE), or determination of the date of the departmental round of defence and the final defence of the dissertation thesis.

6th attestation: presentation of the PhD student results at a recognised professional forum, scientific conference, symposium or seminar; compliance with this regulation is assessed by the supervisor, who may also determine a specific form of presentation **and** completing at least four weeks of foreign internship.

7th attestation: at least one accepted paper in a journal indexed on WoS with an IF, to be documented by a response from the editor or editorial system of the journal, and set the date of the DSE - if

it has not been already passed before the attestation, set of the date of the defence in front of the department and the final defence of the dissertation thesis.

- 3) The Head of the Department, the Chairperson of the DDB and the Dean of the FTA together approve reports from the UIS attestations and recommend a further study as follows:

Continuation of studies
Continuation of studies with objection
Interruption of Studies
Termination of Studies

In this case, the Dean of the FTA makes the final decision. Each of these options is accompanied by the adjustment of PhD scholarship based on the scholarship regulations of the FTA.

- 4) The scholarships for doctoral students at FTA are granted according to the Scholarship rules for students in doctoral study programmes at the FTA, CZU (see faculty website – Science & Research – Doctoral Study – Documents – Rules and Regulations). The Scholarship rules for students in DSPs at the FTA also provide the conditions for extraordinary scholarships (particularly for publications).

E) Addendum to Article 10 of DSP Study Rules - State Doctoral Exam (SDE)

- 1) DSP students may take the SDE after passing the prescribed exams and fulfilling all other study obligations set out by their ISPs until the date of the SDE. SDE is usually passed between the 4th and 6th attestation.
- 2) If student takes the SDE and dissertation thesis defence (DTD) on the same day, both events shall be fully competent and independent.
- 3) The SDE is a comprehensive assessment of the extent and quality of knowledge of a studied field, the capacity to acquire new knowledge, evaluate, and creatively use it in relation to the DSP and dissertation thesis topic. The SDE has two parts:
- scientific debate initiated by the student's presentation on the topics of their dissertation thesis (15-20 minutes) containing an introduction, aim (objectives, hypotheses, research questions), methods and (preliminary) results,
 - examination in three subject areas based on the ISP of the candidate.
- 4) Members of the SDE are professors, associate professors or recognised experts from the relevant scientific field approved by the FTA Scientific Board. The exam committee has at least five members. At least one member of the committee must not be a CZU employee. The date of the SDE shall be determined by the Dean of the FTA after consultation with the Chairperson of the SDE Board. During each attestation, the Head of Departments should determine the recommended dates for the SDEs.

F) Addendum to Article 11 of the DSP Study Rules – Dissertation Thesis Defence (DTD)

- 1) The dissertation thesis shall include original findings which were published in at least one paper published (or accepted for publication):
 - in the WoS (Web of Science) database with an IF (Impact Factor) in the year of publication, or in the SCOPUS journal database with Scientific Journal Ranking index (SJR) in the year of publication – for 3-year DSP.
 - in the WoS database with an IF in the year of publication – for 4-year DSP.
- 2) The doctoral student (candidate) must be the first author of at least one such paper, and the publication must be affiliated with FTA.
- 3) The recognised forms of Dissertation Thesis for the DTD are:
 - A monograph-style thesis;
 - A publication-based - journal article format of the dissertation thesis that must include at least three papers published or accepted for publication in a peer-reviewed scientific journal indexed on WoS with an IF. Of these three papers, the doctoral student (candidate) must be the first author of at least two papers, while in the case of the others, s/he may be in any position among the authors. Whole papers must be thematically related to the approved topic for the dissertation thesis and must be affiliated with the FTA.
- 4) Instructions for writing a dissertation thesis are available on the FTA website in the document " Guidelines for Writing a Dissertation Thesis" in the section Science and Research - Doctoral Studies. The instructions in "Guidelines for Writing a Dissertation Thesis" are mandatory for students in the DSPs at FTA.
- 5) Full-time and combined (part-time) students in DSP are obliged to keep a record of their publications with affiliation to the FTA in the relevant information (software) system of the CZU. All evaluations of the publication activity of doctoral students will be carried out exclusively according to this record. Only publications with the correct affiliation will be accepted.
- 6) Correct affiliation (diacritics plays no role):

In Czech: Fakulta tropického zemědělství, Česká zemědělská univerzita v Praze, Kamýcká 129, 16500 Praha – Suchdol

in English: Faculty of Tropical AgriSciences, Czech University of Life Sciences Prague, Kamýcká 129, 16500 Praha - Suchdol, Czech Republic

 - i. Fac Trop AgriSci, Czech Univ Life Sci Prague, Kamýcká 129, 16500 Praha - Suchdol, Czech Republic
- 7) The name of the relevant FTA department can be placed before the faculty name. The order in which the university, faculty and department are listed in the affiliation can be changed. Still, the

name of the faculty and university must always remain in the affiliation, and the name of the country – Czech Republic - should remain in the English version.

- 8) The doctoral candidate initiates the defence process by submitting the Application for the DTD(faculty website: Science & Research – Doctoral Study – Documents – Requests and Forms) with all its necessary attachments. The application must be submitted at least four months before the proposed date of the DTD. If the students fail to do so (less than 4 months of standard period of study is remaining and the student is unable to apply for the defence) s/he must interrupt or terminate the studies. The dissertation thesis is evaluated by three opponents, at least two of whom are not CZU employees, while at least one must be an associate professor or professor, and all of them must have PhD degree. The doctoral candidate receives the opinions of the reviewers in no more than six weeks and shall amend the dissertation thesis according to the comments and suggestions of the reviewers. The revised / final version of the dissertation thesis must be submitted by the student to the PhD and Research Office of FTA in 3 copies within 14 days before the approved date of the DTD. The thesis is defended in its final form with settled comments/suggestions from the reviewers unless the doctoral candidate decides to defend her/his position on the remaining comments.

Article 3

Final Provisions

- 1) A record of the entire course of study shall be kept in the UIS, and every student is obliged to verify the correctness of the data in the UIS.
- 2) This Regulation repeals the Dean's Regulation4/2019 "*Clarifications of the Study and Examination Rules for Study in Doctoral Study Programmes of the Czech University of Life Sciences Prague at the Faculty of Tropical AgriSciences*", and, in part, the Dean's Regulation 2/2017 "*Specification of the forms of thesis required for qualification, the requirements for the defence of a Doctoral thesis and the valid forms of affiliation of publications at the Faculty of Tropical AgriSciences*".
- 3) This Regulation become effective as from the of date its signing by the Dean of FTA.

In Prague, 10.1.2024

prof. dr. ir. Patrick Van Damme m.p.

Dean of FTA