
REGULATION OF THE DEAN

No. 11/2025



Fakulta tropického
zemědělství

Specification of Study and Examination Regulations for Doctoral Study Programs at Czech University of Life Sciences Prague, Faculty of Tropical AgriSciences

Article 1

Introductory Provisions

- (1) Studies in Doctoral Study Programmes (hereinafter referred to as "DSP") at the Faculty of Tropical AgriSciences (hereinafter referred to as "FTZ") of the Czech University of Life Sciences Prague (hereinafter referred to as "CZU") are carried out in accordance with Act No. 111/1998 Coll., on Higher Education Institutions and on the Amendment and Supplementation of Other Acts (the Higher Education Act), as amended (hereinafter referred to as the "Act") , the valid Study and Examination Regulations for Study in Doctoral Study Programmes of the Czech University of Life Sciences Prague (hereinafter referred to as the "DSP Study Regulations") , and internal and departmental regulations of CZU and FTZ. Some specifics of DSP study at FTZ require a closer definition of the individual provisions of the DSP Study Regulations, which are set out further in this Dean's Regulation of FTZ.
- (2) This regulation is binding for all DSP students in all forms of study, as well as for all academic staff and other persons participating in the scientific training of DSP students carried out at FTZ within the accredited DSPs.
- (3) Unless the Act and internal regulations of CZU stipulate otherwise, FTZ shall proceed in proceedings regarding the rights and obligations of the applicant/student in accordance with Act No. 500/2004 Coll., the Administrative Procedure Code, as amended. This primarily concerns the manner of conducting administrative proceedings, deadlines, appeals, review, and the language of proceedings: "Proceedings shall be conducted and documents shall be drawn up in the Czech language (...). Documents drawn up in a foreign language must be submitted by the participant in the proceedings in the original version and simultaneously in an officially certified translation into the Czech language, unless the administrative body informs the participant in the proceedings that such a translation is not required. Such a declaration may be made by the administrative body on its official notice board even for an indefinite number of future proceedings". FTZ always draws up the document in Czech within the administrative proceedings, and if it also draws it up in a language other than Czech or Slovak, this translation is only for informational purposes.

Article 2

Specification of Individual Provisions of the DSP Study Regulations

A) Ad Article 2 of the DSP Study Regulations – Doctoral Study Programme, Forms and Duration of Study

(1) The Doctoral Study Programme is focused on scientific research and independent creative activity in the area of research or development. Although it is independent work, the student is always supervised by a supervisor or consultant (specialist supervisor) and must be in regular contact with at least one of them. If the student does not proceed according to the previous sentence, the supervisor is entitled to ask the Dean of FTZ to remedy the situation. In this case, the Dean is entitled to adjust the amount of the scholarship according to the Scholarship Regulations of the Czech University of Life Sciences Prague and the Dean's Regulation on the Specification of the Scholarship Regulations of the Czech University of Life Sciences Prague for DSP students at FTZ (see Article 5 of the Dean's Regulation on the specification of the Scholarship Regulations of the Czech University of Life Sciences Prague for DSP students at FTZ). In accordance with the DSP Study Regulations, the study may be terminated in administrative proceedings.

(2) The maximum duration of study is one year longer than the standard duration of study and allows for the defence of the dissertation after the standard duration of study has elapsed. The Dean decides on the continuation of study after the standard duration of study has elapsed, based on the application of the DSP student approved by the supervisor and the head of the training workplace. This application must be delivered to the Dean no later than one month before the expiry of the standard duration of study. The condition for continuing studies after the standard duration of study has elapsed is obtaining at least 120 ECTS for four-year DSPs and 60 ECTS for three-year DSPs within the standard duration of study.

(3) The academic year begins on September 1st and ends on August 31st of the following year. The organization of the academic year for DSP studies is determined by the internal regulation of the faculty. The annual evaluation of doctoral students (attestation) must take place no later than during September of the following academic year. The organization of the academic year for DSP studies is further governed by the Academic Year Schedule for DSP students.

B) Ad Article 6 of the DSP Study Regulations – Admission to Study

(1) The admission procedure is governed by the Dean's Regulation adjusting the announcement and conditions of the admission procedure in the DSP in the relevant academic year at FTZ.

(2) In case of successful completion of the entrance examination, the applicant is obliged to immediately submit all necessary documents, including documents about previous studies, and for graduates of previous studies abroad, also the recognition of foreign studies, or nostrification (see the FTZ website, Science and Research section - Doctoral Studies - DSP Admission Procedure), but no later than the deadline set in the regulation pursuant to the previous paragraph.

C) Ad Article 7 of the DSP Study Regulations – Enrolment in Study

(1) A DSP student enrolled in full-time study according to Article 8, paragraph 2 of the Scholarship Regulations of the Czech University of Life Sciences, may submit an application for the doctoral scholarship in the sense of Article 8 of the Scholarship Regulations of the Czech University of Life Sciences Prague. The application is submitted via the contact center in the CZU electronic

information system (UIS). The Dean of the faculty issues the decision within 30 days of the start of the proceedings. Proceedings regarding the award of the doctoral scholarship in other cases are initiated ex officio by the Dean of the faculty based on the verification of the fulfillment of the conditions set out in Article 9 of the Scholarship Regulations of the Czech University of Life Sciences Prague.

D) Ad Article 8 of the DSP Study Regulations – Individual Study Plan (ISP) and its Changes

(1) DSP students draw up their ISPs according to the credit system, see the Rector's Directive on the Credit System of Doctoral Study Programmes of CZU (an excerpt is available on the faculty website in the Science and Research section – Doctoral Studies – Documents – Credit System of Doctoral Programmes). The ISP must be drawn up during the first month of study for 180 credits for three-year DSPs and 240 credits for four-year DSPs. The ISP is approved by the Subject Area Board, and in the UIS by the supervisor, head of the department, chairman of the Subject Area Board, and the Dean of FTZ. Important information for drawing up the ISP, as well as much other information for enrolled FTZ DSP students, is available on the FTZ website (in the Science and Research section - Doctoral Studies - Documents) in the document *Basic Information for Doctoral Students*.

(2) According to Article 8, paragraph 3) letter d) of the DSP Study Regulations, it is the obligation of a DSP student at FTZ to present the results of their work at an international scientific conference at least once during their studies. Furthermore, in every subsequent year, except for the first year of study, they must present a contribution at a recognized professional forum, scientific conference, symposium, or professional seminar. The fulfillment of this obligation is acknowledged by the FTZ Department of Science and Research (Odd. VaV FTZ) upon submission of an application (Confirmation of Conference Contribution) confirmed by the supervisor's signature ; the supervisor may also specify the exact form of the contribution for the student.

(3) Part of the study in the DSP is the completion of a foreign internship lasting a minimum of 28 calendar days without interruption. Completion of a foreign internship may be replaced, after approval by the Subject Area Board, by the student's active participation in solving an international research project with results published or presented abroad. The student proves the fulfillment of the foreign internship obligation with a confirmation from the foreign institution and the signature of the supervisor.

(4) During the first months of study, the student, in cooperation with the supervisor, draws up the dissertation methodology, which is called the Research Proposal (hereinafter referred to as the "Research Proposal"), considering the international environment of FTZ. The template is available on the FTZ website (in the Science and Research section – Doctoral Studies – Documents – Research Proposal). The Research Proposal must generally be submitted within four months of the start of study (i.e., usually by the end of January). This information is specified each year by email from the FTZ Department of Science and Research (Odd. VaV FTZ). The Research Proposal will be assessed by an opponent from among the members of the Subject Area Board of the relevant DSP and, if necessary, revised by the student. The Research Proposal is discussed and approved by the Subject Area Board of the relevant DSP.

(5) According to Article 8, paragraph 7 letter a) of the DSP Study Regulations, the ISP can only be changed twice. At FTZ, the relocation of obligations between semesters is not considered a change to the ISP. A change is understood as a change of topic, supervisor, or the removal/addition of an obligation. In this case, an obligation is considered anything for which the student receives credits (e.g., subject, conference, internship, etc.). The application form is available on the FTZ website in the Science and Research section – Doctoral Studies – Documents.

E) Ad Article 9, paragraphs 3 and 4 of the DSP Study Regulations – Examinations and Progression to a Higher Year

(1) As part of the attestation, both the student and the supervisor express their views on the progress in fulfilling the study objectives. The student is obliged to comment on all points required for attestation. Attestations take place at FTZ twice a year. Odd-numbered attestations usually take place before the start of the summer semester (the form of submitting the fulfillment of the DSP student's obligations takes place outside the UIS and according to the requirements of the relevant department). Even-numbered attestations take place no later than in September, usually before enrolment in higher years (the student and supervisor complete the fulfillment of obligations in the UIS in the Annual Evaluation section). In total, a DSP student at FTZ completes 5 attestations during the standard duration of study for three-year DSPs and 7 attestations for four-year DSPs. If the student continues their studies after the standard duration of study has elapsed according to Article 2, paragraph 6 of the DSP Study Regulations, their obligation is to participate in further attestations until the end of their studies.

(2) For each individual attestation, in addition to fulfilling the obligations stated in the individual study plan, the following obligations are associated according to the progress of the study:

- **1st attestation:** The drawn-up individual study plan and the submitted Research Proposal (methodology) of the dissertation for evaluation by the Subject Area Board of the relevant DSP.
- **2nd attestation:** Approved Research Proposal of the dissertation and completion of the subject *Management of Research*.
- **3rd attestation:** Prepared literature review of the dissertation (State-of-the-Art); requirements for the scope and form of the review are determined by the student's supervisor.
- **4th attestation:** Presentation of results at a recognized professional forum, scientific conference, symposium, or seminar ; fulfillment is confirmed by the supervisor, who may also specify the exact form of the presentation.
- **5th attestation:**
 - **For four-year DSPs:** Submission of a scientific article related to the dissertation topic for publication in a Web of Science database journal with an assigned non-zero IF (Impact Factor); proof must be provided by the editor's or editorial system's response of the given journal.
 - **For three-year DSPs:** Submission of a scientific article related to the dissertation topic for publication in a Web of Science database journal with an assigned non-zero IF (Impact Factor) or SCOPUS database (SCOPUS only for students enrolled before 1 March 2025) , **and** a completed internship of a minimum of 1 continuous month for three-year DSPs.

- **6th attestation:** Presentation of results at a recognized professional forum, scientific conference, symposium, or seminar ; fulfillment is confirmed by the supervisor, who may also specify the exact form of the presentation , **and** a completed internship of a minimum of 1 continuous month.
- **7th attestation:** A minimum of one accepted article related to the dissertation topic for publication in a Web of Science database journal with an assigned non-zero IF.

(3) The heads of departments will submit the results of the attestations to the DSP Subject Area Boards for discussion via the FTZ Department of Science and Research (Odd. VaV FTZ). After discussion, the Subject Area Boards propose the result of the student's evaluation and the further course of study as one of the following results:

- **To continue;**
- **To continue with a caveat** – in which case the caveat must be justified, corrective measures must be stated, and the method and deadlines for checking their fulfillment must be specified ; the amount of the doctoral scholarship may be adjusted in such a case according to the conditions set by the valid internal regulation of FTZ governing the provision of scholarships for DSP students at FTZ;
- **To terminate.**

(4) The final decision in this case is issued by the Dean of FTZ.

(5) The conditions for the award and the amount of the doctoral scholarship are set out in the Scholarship Regulations of the Czech University of Life Sciences Prague and in the Dean's Regulation that specifies the Scholarship Regulations of the Czech University of Life Sciences Prague for DSP students at FTZ CZU Prague (see the faculty website, Science and Research section – Doctoral Studies – Documents – DSP FTZ Scholarship Regulations). The conditions for granting an extraordinary scholarship (especially for publishing activity) are also set out in the Scholarship Regulations of the Czech University of Life Sciences Prague and in the Dean's Regulation that specifies the Scholarship Regulations of the Czech University of Life Sciences Prague for DSP students at FTZ.

F) Ad Article 10 of the DSP Study Regulations – State Doctoral Examination (SDZ)

(1) According to Article 2, paragraph 2 of the DSP Study Regulations, the State Doctoral Examination (hereinafter referred to as "SDZ") only applies to students whose DSP study began before 1 March 2025.

(2) The DSP student may take the SDZ after passing all prescribed examinations and fulfilling all other study obligations that the student has set in their individual study plan up to the moment of submitting the application to take the SDZ.

(3) The SDZ and the defence of the dissertation may take place on the same day, but both events are fully-fledged and separate, as if they were held separately.

(4) The SDZ consists of two parts:

- An **expert discussion about the dissertation**, which the student will introduce by presenting their dissertation in the form of a presentation (approx. 15-20 minutes). This presentation should include: an introduction to the problem being addressed, the goal (hypotheses, research questions), the methods used, and preliminary results, if available.
- An **examination from three state examination areas** that are set within the student's ISP.

(5) The DSP student submits the application to take the SDZ on the prescribed form, signed by the supervisor and the head of the training workplace, to the FTZ Department of Science and Research (Odd. VaV FTZ) at least 28 calendar days before the planned date of the SDZ.

G) Ad Article 11 of the DSP Study Regulations – Dissertation Defence

(1) With the application for permission to defend the dissertation, the student must attach at least one scientific publication (a scientific article including their own research; a Review type publication is not accepted). The publication must meet the following criteria: the student is the first author, it relates to the dissertation topic, it has been published in a scientific journal, and it is affiliated with FTZ:

- **For three-year DSPs**, it must be a publication accepted in a journal indexed in the WoS (Web of Science) database with an assigned non-zero IF (Impact Factor), or in the SCOPUS database with an assigned SJR (SCImago Journal Rank) index in the year of publication. The SCOPUS database is only accepted for students whose studies began before 1 March 2025.
- **For four-year programmes**, it must be a publication accepted in a journal indexed in the WoS database with an assigned non-zero IF in the year of publication.

(2) The accepted form of written work for the defence is:

- **A dissertation in the form of a monograph;**
- **A set of commented works**, which must contain at least 3 articles accepted for publication in a peer-reviewed journal indexed in WoS with an assigned non-zero IF. Of these, the student must be the first author of at least two articles, and for the others, they may be in any order among the authors. The publications must be thematically related to the approved dissertation topic and must be affiliated with FTZ. For dissertations by two different authors, it is required that at least two publications are different. The language of the dissertation is the same as the language of the accredited DSP study.

(3) Instructions for writing the dissertation are available on the FTZ website in the relevant documents in the Science and Research section – Doctoral Studies. The aforementioned instructions are binding for DSP students at FTZ.

(4) DSP students in both full-time and combined forms of study are obliged to continuously register their publications with FTZ affiliation in the relevant CZU information system. All evaluation of the publishing activity of DSP students will be performed exclusively according to this registration. Only publications with the correct FTZ affiliation will be accepted:

- **In Czech:** - Fakulta tropického zemědělství, Česká zemědělská univerzita v Praze, Kamýcká 129, 165 00 Praha – Suchbát
- **In English:** - Faculty of Tropical AgriSciences, Czech University of Life Sciences Prague, Kamýcká 129, 165 00 Praha - Suchbát, Czech Republic

- Fac Trop AgriSci, Czech Univ Life Sci Prague, Kamýcká 129, 16500 Praha - Suchbát, Czech Republic

(5) The name of the relevant FTZ department may be placed before the name of the faculty. The order in which the name of the university, faculty, and department is listed in the affiliation may change, but the name of the faculty and university must always remain in the affiliation, and the name of the state should remain in the English version – Czech Republic.

(6) The DSP student initiates the dissertation defence by submitting an application for permission to defend (form *Application for the dissertation defence* on the FTZ website in the Science and Research section – Doctoral Studies – Documents) to the FTZ Department of Science and Research (Odd. VaV FTZ). The student attaches the documents specified in the DSP Study Regulations to the application. The DSP student must submit this application no later than 4 months before the planned date of the dissertation defence.

(7) Two external opponents prepare a review of the dissertation according to the parameters listed in the DSP Study Regulations (opponents are determined by the supervisor in the UIS). After receiving the reviews from the opponents, the student revises the dissertation if recommended by one of the opponents. The student submits the revised, or final, version of the dissertation to the FTZ Department of Science and Research (Odd. VaV FTZ) in 3 copies no later than 28 days before the approved date of the dissertation defence. At the same time, the student sends the final version of the dissertation and, as an attachment, a response to the opponents' reviews in the UIS. The DSP student approaches the final defence with a dissertation in which they have either addressed all the opponents' comments or are preparing to defend them during the final defence. The original dissertation before revision according to the opponents' reviews is then inserted into the attachments in the UIS.

H) Ad Article 15 of the DSP Study Regulations – Transfer between Study Programmes

(1) In accordance with Article 15 of the Study Regulations, a transfer is possible only between doctoral study programmes within one faculty, if the capacity and organizational possibilities and the admission conditions of both study programmes allow it. For DSPs implemented at FTZ, transfers across all DSPs are possible.

(2) An application for a transfer between individual DSPs can be requested no later than before the start of the new academic year, provided the condition of progression to a higher year of the initial study programme is met, and this applies to DSP students studying in the first or second year. A transfer between individual DSPs is no longer possible after enrolment in the third year. The application is submitted via the FTZ Department of Science and Research (Odd. VaV FTZ) no later than 90 days before enrolment in the higher year.

Article 3

Final Provisions

The progress throughout the entire study is recorded in the UIS. Each student is obliged to continuously check the correctness of the data in the UIS, including current contact details.

This regulation repeals Dean's Regulation No. 1/2024 "Specification of the Study and Examination Regulations for Study in Doctoral Study Programmes of CZU in Prague at the Faculty of Tropical AgriSciences".

This regulation shall enter into force and effect on the day of its announcement.

In Prague on 10 November 2025.

doc. Ing. Hynek Roubík, Ph.D.

Dean of FTZ