

General information for PhD students at Faculty of Tropical AgriSciences

Glossary & abbreviations:

| | |
|------|--|
| CULS | Czech University of Life Sciences Prague |
| DisP | Dissertation Thesis |
| DSP | Doctoral Study Programme |
| FTA | Faculty of Tropical AgriSciences |
| ISP | Individual study plan |
| SIC | Study and Information Centre |
| UIS | University Information System |
| VaV | Office of Research and Doctoral Studies |

Doctoral Degree Board – DDB – Checks and assesses the ongoing study in the DSP.

Individual Study Plan – ISP – compilation of study obligations that students need to follow during the study. Contains most - but not all – of the obligations during the study. Needs to be compiled within 30 days from the beginning of studies. Changes in the ISP may only be made twice during the entire study period, in justified cases an additional change can be authorised by the Dean.

Methodology – could be called Research Proposal, because it contains the information that is usually included in the research proposal. This document is processed during the first semester of the study (until mid-January); the template is on the website of the faculty. Methodology needs to be approved by DDB, it is uploaded to UIS after the DDB approval.

Assignment – a short document summarizing information about the DisP – department, supervisor, language of the DisP, objectives, very brief methodology, proposed length of the DisP, keywords, proposed literature sources and advisor (consultant, supervisor specialist) of the DisP. To be filled in the UIS during the first semester of the study.

Attestation – regular assessment of the progress in study. It take place twice a year (February and September) during the meeting of department. Each student and supervisor will comment on the progress in the study before the meeting. The specific requirement connected with each attestation are available on the faculty website (FTA – Science and Research – [Doctoral Study – Documents](#) – Methodology, Guidelines, Manuals - [Attestation – evaluation of the DSP students / in UIS - Annual assessment](#)).

Contacts:

Office of Research and Doctoral Studies:

Mgr. Martina Klímová

PhDandResearch@ftz.czu.cz

Tel. +420224382021

Office hours: Monday, Wednesday and Friday 9:00 – 11:00 a.m.

Vice-Dean for Research and Doctoral Studies: Ing. Olga Leuner, Ph.D., +420 22438 2501, Leuner@ftz.czu.cz

Department of Crop Sciences and Agroforestry:

Head doc. Ing. Bohdan Lojka, Ph.D.

Secretary Ing. Ingrid Melnikovová, Ph.D.

Department of Sustainable Technologies

Head doc. Ing. Jan Banout, Ph.D.

Secretary Ing. Michel Kolaříková, Ph.D.

Department of Animal Science and Food Processing

Head doc. Ing. Karolína Brandlová, Ph.D.

Secretary Ing. Alena Divišová

Assistant manager for PhD studies Ing. Tamara Fedorova, Ph.D.

Department of Economics and Development

Head Ing. Vladimír Verner, Ph.D.

Secretary Ing. Barbora Kulíková

General information:

1. Study starts with the new academic year: October 1 every year (or nearest Monday after)
2. Please be aware that the most important documents regulating PhD studies are available online: <https://www.ftz.czu.cz/en/> - Science & Research – Doctoral Study – Documents (<https://www.ftz.czu.cz/en/r-9421-science-research/r-9543-doctoral-study#widget-4139>)

Above all, you need to read STUDY AND EXAM RULES FOR STUDY IN DSP OF THE CZECH UNIVERSITY OF LIFE SCIENCES PRAGUE DATED 11 JULY 2018. Available online: <https://www.ftz.czu.cz/en/> - Science & Research – Doctoral Study – Documents – Rules and Regulations - [Study and Examination Rules for Studies in DSP](#)).

3. **University systems (UIS and others) and Communication:**

You will receive the login and password to your e-mail/cell phone. This will be the last e-mail (SMS) that you receive to your private mailbox. As soon as you are enrolled, the university and its employees will only communicate with you via university mailbox. Please be aware that you are obliged to check this mailbox regularly.

Login to UIS – <http://uis.czu.cz> - **Log in to the Personal administration of UIS**

After the first login to the UIS:

- Information system set-up – Password change
 - My studies – Student's portal – **Study financing and scholarships – Enter the number of your account**
 - Personal data check
- Visit and start to use the university e-mail address

University systems (using the same login):

- University mailbox – to enter this mailbox, you can either use Outlook on the computer, or online access: <https://email.czu.cz/owa/>
(If you prefer to continue using your private mailbox, please do not forget to redirect your university e-mail address)
- University Information System (UIS) – for controlling of your study plan and studies (<https://is.czu.cz>)
- Intranet – internal information and documents of CZU (<http://intranet.czu.cz>)
- Info sources – access to scientific database of CZU - (<http://infozdroje.sic.czu.cz/>)
- CV – for uploading information about your publications (<http://cv.czu.cz>)
- personal webpages (<http://home.czu.cz/>)

Website of CULS and FTA are standard communication channels where much important information can be found such as documents related to PhD studies placed on the website: [FTA](#) – Science & Research → [Doctoral Study](#) → Documents →

- [Study and Examination Rules for Studies in DSP](#)
- [Scholarship Rules for Students in DSP at the FTA](#)
- [Attestation – evaluation of the DSP students / in UIS - Annual assessment](#)

and many others

4. **Student card:** the card is issued by the [Card Centre](https://www.sic.czu.cz/en/r-11116-card-centre) (<https://www.sic.czu.cz/en/r-11116-card-centre>) situated in the building of the Study and [Information Centre](#). Room n. 236b, the price is 250 CZK; the payment is to be proceed in the cash desk at the ground floor of the same building (SIC), no credit cards accepted. Please note that your card can be used as University Electronic Wallet, find more info here: <https://oikt.v2.czu.cz/en/r-13373-our-services/r-13409-university-electronic-wallet-uew>
(Department of Information and Communication Technologies – Our services - University Electronic Wallet - UEW).

5. **Individual study plan:**

Citation from the “STUDY AND EXAM RULES FOR STUDY IN DOCTORAL STUDY PROGRAMMES OF THE CZECH UNIVERSITY OF LIFE SCIENCES PRAGUE”:

“(1) Studies in the DSP (doctoral study programme) take place according to the individual study plan under the guidance of a supervisor (promotor), or with participation by a consultant.

(2) DSP students compile their individual study plans in cooperation with the supervisor in accordance with the general structure of study of the accredited DSP within 30 days from the beginning of studies.

(3) The main content of the study in the DSP is systematic creative scientific work on the topic of the thesis." Then the list of study obligations is provided (see (FTA – Science & Research – [Doctoral Study – Documents](#) – Rules and Regulations - Study and Examination Rules for Studies in DSP).

All study obligations are regularly assessed during attestations (students evaluation in every semester), please refer the Attestation guidelines available online (FTA – Science & Research – [Doctoral Study – Documents](#) – Methodology, Guidelines, Manuals - Attestation – evaluation of the DSP students / in UIS - Annual assessment, <https://www.ftz.czu.cz/en/r-9421-science-research/r-9543-doctoral-study#widget-4139>); most of them are directly included in the ISP.

The ISP must be compiled taking into account the credit system as described in the rector's decree 2/2018 - the definition of study obligations and their respective credits is available online on the website of the faculty (FTA – Science & Research – [Doctoral Study – Documents](#) - Credit system for PhD Students at CULS, <file:///C:/Users/leuner/Downloads/credits-for-phd.pdf>). Each student must include into the ISP following study obligations:

Methodology of dissertation thesis – must be planned for the 1st study year summer semester.

10 ECTS

Management of Research (soft skills seminar / workshop provided by FTA, taught by prof. Pavla Hejzmanová) – must be planned for the 1st study year summer semester.

5 ECTS

Compulsory course – one course (usually organized as consultations and self-study, completed by exam); it can be selected from the PhD courses offered by FTA and CULS and any other university worldwide. This course can be planned for any semester of the study (but must be passed in the semester for which it has been planned, as latest in penultimate semester).

10 ECTS

English language - can be planned for any semester of the study (but must be passed in the semester for which it has been planned, as latest in penultimate semester).

10 ECTS

Foreign internship – at least 4 weeks (cumulatively).

10 ECTS

Scientific paper - Original findings which were published or accepted for publication in the journal indexed at Web of Knowledge database with an allocated Impact Factor ("IF"; IF > 0), or SCOPUS with an allocated Scientific Journal Ranking index ("SJR"; SJR > 0). The DSP student must be the first author.

40 ECTS

State Doctoral Exam – it is recommendable to plan this exam to the penultimate semester for 3-year programmes and penultimate academic year for 4-year programmes. The ISP must include three subject areas of the exam. These subject areas, selected under the guidance of supervisor (promotor), must be closely related to the topic of the dissertation and can be equal to any PhD course or either broader (more general) or more specific. The topic of the DisP cannot be changed after state doctoral exam (with exception of minor adjustments).

20 ECTS

Doctoral Thesis Defence – should be planned for the last semester of the study

80 ECTS

These minimal study obligations would earn 185 credits. For successful completion of the DSP is obligatory to collect 60 ECTS per year:

- 180 ECTS per 3 years (ATS)
- 240 ECTS per 4 years (SRD, TABM)

Remaining credits must be collected through other study activities such as publications, participation at conferences, courses, internship longer than 4 weeks, summer schools, soft skills seminars / workshops.

Please note that the ISP does not include obligations prescribed by the Study and Exam Rules for DSP, which must be delivered despite the fact that the student has already got enough credits; these are:

teaching activities

presentation of the results of your work at least once a year at a recognized professional forum, scientific conference, symposium or seminar.

Note: To collect credits is an important, but not the only (single) requirement. Obviously, students will very often collect more credits than they need, because -besides all obligations covered by credits- they are obliged to attend at least one conference per year, which would bring them more credits and most of the students will published more papers than just one (again, bringing them credits). Credit system covers the minimal requirement.

6. **Management of Research** – 2-day soft skills seminar organized by FTA taught/supervised by prof. RNDr. Pavla Hejcmanová, Ph.D. This seminar is organized once a year in the period between November and February. You will receive an e-mail with the exact dates. You are obliged to participate in the first year of your study.
7. **Methodology of the dissertation thesis:** you will find the guidelines among the Documents for Doctoral Study under Methodology, Guidelines and Manuals - **Methodology of Dissertation** The methodology need to be sent to VaV (PhDandResearch@ftz.czu.cz) within two months after enrolment, you will receive an e-mail from VaV with exact date. Each methodology must be reviewed by a reviewer, amended based on reviewer's comments and approved by the Field of Study Board.
8. You will receive an invitation to the **meetings of the department**. The presence of full time PhD students is obligatory.
9. A **change in ISP** must be requested to Office of Science and Research (FTA – Science & Research – **Doctoral Study – Documents – Request Form**). You can change your study plan only twice during your studies. Every request must be signed by student, approved by supervisor and the head of department. Please note that a shift of a study obligation from one semester to another is not a change that require an official Request approved by DDB, only removal and addition of a study obligation is a change that can be done only twice. If you want to move a course or a scientific paper from one semester to another, fill in the Request form and it will only require approval by your supervisor, head of your department and the Vice-Dean for Research and Doctoral Studies.
10. You can **interrupt your studies** at any time you want, but the studies can only be interrupted twice, and the total period of interruption cannot exceed two. The first interruption can only be 1 year long. DSP students are always entitled to interrupt studies in relation to pregnancy, childbirth, maternity leave or taking a child into parental care that replaces family care.
11. **Attestations:** Students in DSP are evaluated twice a year (February and September) for their progress. These regular assessments are called attestations. Each student must fill-in the form for annual assessment (in February to a WORD form, in September to the UIS). The actual attestation takes place during the meeting of the department. Presence of all PhD students is obligatory. Based on the attestation, the scholarship can be in/de-creased. Please see the document **Attestation – evaluation of the DSP students / in UIS - Annual assessment** (FTA – Science & Research – **Doctoral Study – Documents – Methodology. Guidelines and Manuals**) for precise requirement to each attestation.
12. **Internship** (stay abroad) – each student must complete at least 4 weeks of foreign internship. Please always inform VaV the you are leaving the country (send an e-mail to PhDandResearch@ftz.czu.cz).
13. All PhD students must participate on **teaching activities** (seminars, excursions).
14. Use the **correct affiliation** for your publications – it is stated in the **FTA Deans' Decision No 2/2017** ([file:///C:/Users/leuner/Downloads/decision-of-the-dean-2-2017-forms-and-affiliations%20\(3\).pdf](file:///C:/Users/leuner/Downloads/decision-of-the-dean-2-2017-forms-and-affiliations%20(3).pdf), FTA – Science & Research – Doctoral Study – Documents – Rules and Regulations).
15. Keep the **citation Rules of FTA** for all documents that you publish with the affiliation to FTA (unless other citation rules shall be applied like in the case of publications in scientific journals, conference atc).

16. **The thesis**

The scope of the thesis

The scope of a DisP should be such that it can be completed within the framework of the PhD programme, nominally 3-4 years net time for research training. The DisP can consist of one continuous work or several smaller works.

- A monograph will normally consist of 100-200 pages.
- A DisP based on several smaller works or articles must normally consist of at least 3 works – for more details see Dean's decision (**FTA Deans' Decision No 2/2017**) and the **Guidelines for the Journal Article Format of Doctoral Dissertation Theses**

Language

The DisP must be written in English language; usually with abstracts in English and native language(s) of the student.

Referencing

Use the Citation norm of the faculty: Science & Research → Doctoral Study → Documents → Methodology, Guidelines and Manuals (**Citation Rules**)

17. Affiliation

All publications must specify an affiliation to the Faculty of Tropical AgriSciences, Czech University of Life Sciences Prague. Always use the correct affiliation as stated in the Dean's decision 2/2017 (FTA – Science & Research → Doctoral Study → Documents → Methodology, Guidelines and Manuals, ([file:///C:/Users/leuner/Downloads/decision-of-the-dean-2-2017-forms-and-affiliations%20\(3\).pdf](file:///C:/Users/leuner/Downloads/decision-of-the-dean-2-2017-forms-and-affiliations%20(3).pdf)):

Faculty of Tropical AgriSciences, Czech University of Life Sciences Prague, Kamýčká 129, 16500 Praha - Suchdol, Czech Republic

Fac Trop AgriSci, Czech Univ Life Sci Prague, Kamýčká 129, 16500 Praha - Suchdol, Czech Republic

Examples of correct affiliations in both normal and shortened versions:

- Department of Sustainable Technologies, Faculty of Tropical AgriSciences, Czech University of Life Sciences Prague, Kamycka 129, Prague - Suchdol 16500, Czech Republic
- Czech University of Life Sciences Prague, Faculty of Tropical AgriSciences, Prague - Suchdol 16500, Czech Republic
- Czech Univ Life Sci Prague, Fac Trop AgriSci, Dept Crop Sci & Agroforestry, Kamycka 129, 16500 Praha - Suchdol, Czech Republic
- Dept Anim Sci Food Proc, Czech Univ Life Sci, Fac Trop AgriSci, Prague - Suchdol, Czech Republic
- Czech Univ Life Sci Prague, Fac Trop AgriSci, Prague, Czech Republic
- Fac Trop Agrisci, Czech Univ Life Sci, Kamycka 129, Prague - Suchdol, Czech Republic

18. Many **useful manuals / guidelines** can be found on the website of the CULS Department of Information and Communication Technologies: (<https://www.oikt.czu.cz/en/>) – Instructions and Documents.

19. **Keep the office hours** of the Office of Science and Research (<https://www.ftz.czu.cz/en/r-9421-science-research/r-13954-s-r-office>, (FTA – Science & Research – S&R office).

20. PhD students are entitled to 6 weeks of **holidays** in a calendar year. Please note that it is obligatory for each student to announce their absence at the FTA longer than 2 weeks (send an e-mail to PhDandResearch@ftz.czu.cz).

21. Every important **change** in personal details shall be announced to VaV – number of bank account, address, phone number, citizenship...), please send an e-mail to PhDandResearch@ftz.czu.cz.

22. Students must re-**enrol** into next academic year every September.

23. **PR of the faculty** – if there is anything that could be used as for good name of the faculty, inform the Vice-dean for Development (<https://www.ftz.czu.cz/en/r-9418-about-faculty/r-9450-faculty-management> - FTA - About Faculty – Faculty management). This covers for example: popularization of science, important activities (organization of lectures, seminars...), important visitors from abroad, especially interesting stays abroad, reminders of important anniversaries, any offcurriculum activities of students that have anything to do with tropical agrisciences; the list cannot be complete, as it covers everything you may consider worth to be published on the faculty websites and Facebook and Instagram.