

General information for PhD students at Faculty of Tropical AgriSciences

Glossary & abbreviations:

CZU	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 – an expert team; it regulates, monitors and evaluates 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 exceptional justified cases an additional change can be authorised by the Dean.

Methodology = Research Proposal – present and justify the need to study a research problem and to present the practical ways in which the proposed study should be conducted. This document is processed during the first semester of the study (until mid-January); the template is on the website of the faculty. Research proposal 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, 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 takes 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:

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Department of Sustainable Technologies

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Head: [doc. Ing. Karolína Brandlová, Ph.D.](#)

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Head: [doc. Ing., Dr. sc. agr., Dr. sc. habil. Miroslava Bavorová](#)

Secretary: [Ing. Barbora Kulíková](#)

General information:

1. Study starts with the new academic year: October 1 every year (or nearest Monday before/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. 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 CZU 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 CZU, <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 CZU 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

More information about languages here: [Ph.D. studies – Specialist Foreign Language Examination](#)

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.

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 for example teaching activities.

Please 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 will attend more conferences/seminars (at least 1 per year), publish more papers, attend more (soft-skills) seminars, stay abroad longer than prescribed 4 weeks... Credit system covers the minimal requirement.

- 6. Management of Research** – soft skills seminar organized by FTA taught/supervised by Ing. Hynek Roubík. Ph.D., Ph.D. This seminar is organized in the period between November and February, it usually takes 2 full days. You will receive an e-mail with the exact dates during October-early November. If needed, second round is organized later during the academic year. You are obliged to participate in the first year of your study.

Please note: Most of the 1st year PhD students will be able to participate in the winter semester; nevertheless, some students will not make it and therefore it is recommended to include Management of Research to summer semester of 1st year in your ISP in order to unify it.

- 7. Methodology of the dissertation thesis = Research Proposal:** you will find the guidelines among the Documents for Doctoral Study under Methodology, Guidelines and Manuals – **Research Proposal** The research proposal shall be sent to VaV (PhDandResearch@ftz.czu.cz), you will receive an e-mail form VaV with exact date (deadline). Each research proposal must be reviewed by a reviewer, amended based on reviewer's comments and approved by the DDB.

Please note: Research Proposal is typically submitted by mid-January (e-mail form VaV will give you the exact date), the process of review and approval takes about 1-2 month. Therefore, the Methodology should be included into the summer semester (1st year).

- 8. A change in ISP** must be officially requested (FTA – Science & Research – [Doctoral Study – Documents – Request Form](#)) and approved. The form must be signed by the supervisor and the head of the dpt. prior submission to the Office of Science and Research. 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 (for more details see Addendum to Article 8 [FTA Deans' Decision - Clarifications of Study and Examination Rules](#)).

9. Interruption of studies:

- a) 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 on the basis of the decision of the relevant authority pursuant to the Civil Code or legal regulations regulating state social support pursuant to Section 54, paragraph 2 of the Act, for the recognized period of parenthood, not exceeding three years of age of the child. The period of study interruption for the recognized period of parenthood does not count toward to the total period of study interruption.
- b) DSP students are entitled to request the interruption of the studies for other reason except previously mentioned. The request (use [Request Form](#)) must be signed by the supervisor and the head of the dpt. prior submission to the Office of Science and Research. There is no right to interrupt the studies, the final decision is made by the dean. After the interruption expires, the person must request re-enrolment in the study, otherwise the studies are terminated.

- 10. 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/.docx form, in September to the UIS). The 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 requirements to each attestation.

- 11. Internship** (stay abroad) – each student must complete at least 4 weeks of foreign internship (please see Art. 8 of the [Study and Examination Rules for Studies in DSP](#) for more details). Process: **before leaving** the country, complete a [Request Form](#) where you identify the period of your stay, institution, country and brief description of your activities. Submit this form to VaV or send an e-mail to PhDandResearch@ftz.czu.cz. Please inform the VaV that you are back from abroad (in order to finish the internship in the UIS)

Please note: During your studies, you must complete an internship abroad of min. 1 month (4 weeks). You do not have to spend the internship in one piece, it is possible to complete it in shorter sections such as 4 times one week, twice 2 weeks and so on.

In order to be credited for this internship, use the [Request for recognising Internship abroad](#) form. This is a professional internship at a foreign workplace, where you will gain new knowledge, skills, experience, expertise... Foreign internship must always be approved by a foreign institution. (Approved = signed that the internship happened.)

You may travel abroad for other purposes connected to your studies (e.g. data collection, participation on a foreign aid project, conference and so on).

These two types of stays abroad are not interchangeable, both are recorded in the UIS. The difference is that the first type (professional internship) is entered into UIS and after coming back a credit is awarded and the second type (data collection) it is only entered into UIS as a stay abroad.

In both types of travels please inform the VaV before leaving Czech Republic as well as on arrival back.

(For students without Czech/EU citizenship: our faculty issued the confirmation of your study supporting your long-term permit and we are required by the Foreign Police to know where you are and announce to the Foreign Police if you are leaving the country for long period.)

- 12.** You will receive an invitation to the **meetings of the department**. The presence of full time PhD students is obligatory.

- 13.** Each PhD candidate is obliged to actively participate in **teaching activities** (seminars, excursions etc.).

- 14. Conference** - Study and Exam Rules for Study in Doctoral Study Programmes prescribe the presentation of the results of students' work at least once a year at a recognized professional forum, scientific conference, symposium or seminar. The ISP must, therefore, contain at least one conference each year. Use this form to receive the credit: [Confirmation of conference contribution](#). The credits are awarded only for active participation with the presentation of results from the doctoral studies.

There are two types of conferences (see [Credit system for PhD students at CULS](#)):

- a) Conference contribution - WoS/SCOPUS – contribution must be published in a journal listed in Web of Science and/or SCOPUS
10 ECTS
- b) Conference contribution (other than WoS/SCOPUS) or scientific seminar – other conferences (not published in the journals of WoS/SCOPUS databases), scientific seminars, major meetings of research teams and so on.
2 ECTS

15. Every PhD candidate must use **unique authors identifiers** (ORCID, ResearcherID) as indicated in the [The introduction of unique author identifiers for the unambiguous identification of authors of published results at the Faculty of Tropical Agriculture CULS](#) (<file:///C:/Users/leuner/Downloads/regulation-of-the-dean-2-2019-orcid.pdf>), FTA – Science & Research – Doctoral Study – Documents – Rules and Regulations).

16. 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 etc).

17. Monitoring of publications: to enter all your publications with affiliation to our faculty to the application [CV.CZU.CZ](#).

Please note that...

- [CV.CZU.CZ](#) is available both in Czech and English language (almost), you need to change the language before you log in and the HELP is available on the login screen.
- you need to correctly identify the “Type of the result (publication, patent, etc.)“. The system does not allow changing this parameter (you would need to delete the whole entry and re-enter it correctly). Unfortunately, the offer of the types of publications is in Czech language only. For English, please see [Definitions of Types of Results Appendix No 4](#).
- you need to add the entry precisely – even volume, number, pages... (copy from the database).
- WOS code / EID of result cannot be missed.
- you need to select the right Ford category – the key to identify the correct Ford is [HERE](#). Please note that the study programmes of the university are in following areas of education: agriculture, food sciences, forestry and wood sciences, biology, environmental sciences, informatics, economic sciences and therefore we should focus on those categories (read: pick the most suitable category and everywhere possible, pick one of these: agriculture, food sciences, forestry and wood sciences, biology, environmental sciences, informatics, economic sciences)
- after you enter your publications, the Head of your dpt. will assign somebody to check your entries (they may do it themselves) and approve them. The Office of Research and Doctoral Studies must double-check all the entries of the faculty. Please try to be as precise as possible to allow the check-up smooth running.

18. The dissertation 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.

Abstracts: Please add abstracts in English, Czech and your own language (if applicable).

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

Reviewers: None of your reviewers can be a co-author of your publications (nor superior or subordinate employee, family member).

19. 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, Kamýcká 129, 16500 Praha - Suchdol, Czech Republic

- Fac Trop AgriSci, Czech Univ Life Sci Prague, Kamýcká 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

- 20.** Many **useful manuals / guidelines** can be found on the website of the CZU Department of Information and Communication Technologies: (<https://www.oikt.czu.cz/en/>) – Instructions and Documents.
- 21.** 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).
- 22.** 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.
- 23.** Students must **re-enrol** into next academic year every September.
- 24.** **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 off-curriculum 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.
- 25.** **State doctoral exam:** Please refer to **Study and Examination Rules for Studies in DSP** and **FTA Deans' Decision - Clarifications of Study and Examination Rules** for more information. Use the **Application for the Doctoral State Examination**.
- 26.** **Defence of the dissertation thesis:**
Please refer to **Study and Examination Rules for Studies in DSP** and **FTA Deans' Decision - Clarifications of Study and Examination Rules** for more information. Use the **Application for the Dissertation Defense**.
- department defence** - organized at the meeting of the dpt., one review is usually required. There are no faculty rules for this event, please refer to the head of the dpt. The purpose of the department defence is to get "*a record of the thesis being discussed at the training institute with an opinion of the training institute*" = document prescribed as necessary attachment to the application for the Dissertation Defence.
 - final defence** – see **FTA Deans' Decision - Clarifications of Study and Examination Rules** for brief description of the procedure. The thesis, the application and other prescribed documents need to be submitted four months before the end of the studies.

Please note: You must return all keys to offices and laboratories before you leave university for good.

Please note: CULS = all abbreviation of the university. Nowadays CZU is used.
