
Clarifications of Study and Examination Rules for Doctoral Degree Programs of the CULS in Prague at the Faculty of Tropical Agriculture

Article 1 Introductory Provisions

(1) Study in doctoral study programs at the Czech University of Life Sciences in Prague 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 of the Czech Agricultural University in Prague dated 11 July 2018 (hereinafter the "DSP Study Rules") and the internal regulations of the Czech University of Agriculture in Prague and the Faculty of Tropical Agriculture.

(2) Certain specificities of study at the Faculty of Tropical AgriSciences (the FTA) require further clarification of the individual provisions of DSP Study Regulations, as set forth in this Decision of the Dean of the FTA.

(3) In accordance with the relevant text of the law, the procedure for the rights and obligations of the applicant / student shall proceed in accordance with 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 ... and in the Slovak 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 in the course of the administrative proceedings, if it is prepared in a language other than Czech or Slovak, for consultative purposes only.

Article 2

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

Addendum to Article 2 of the DSP Study Rules, the Doctoral Study Program, 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 (supervising specialist) 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 to the Dean a proposal for corrective measures. The Dean this 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 a suspension of Studies
- Propose a termination of Studies

Part of a doctoral study program is a foreign internship of at least one month.

Addendum to Article 3 (6) of the DSP Study Rules – Doctoral Degree Board

A student has the right to appeal the decision to the Dean of the FTA. A student may appeal against the decision of the Dean of the FTA to the Rector of the CULS in Prague.

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

The admission procedure takes the form of an entrance examination. If a 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, based on a written request, allow them participate in the admission process via video conferencing. 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 Office of Research and Doctoral Studies of the FTA. The applicant is required to attach an official document with 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 do everything in order to ensure the quality of the transmission and the equipment used. 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.

For applicants who so request, the admission committee may, at the request of the candidate, decide to admit them to study even at an unusual time before the due date of the admission procedure.

Following a successful completion of the entrance examination, the applicant is obliged to submit all necessary documents without delay, but not later than the date of enrollment.

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

The enrollment 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 higher years 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 CULS. In total a DSP student at the FTA must undergo 5 attestations during a course of three academic years and 7 attestations during four academic years.

For each individual attestation, in addition to the completion of the examinations listed in the individual study plan, the following requirements shall apply:

- **1st attestation:** approval of the methodology for the dissertation

- **2nd attestation:** completion of attendance at a scientific conference in the calendar year (or acceptance of a contribution to a scientific conference that will be held in the same calendar year, but only after the attestation)
- **3rd attestation:** completion of a literature review of a scientific paper or dissertation, or submitting a review of an article to a journal with an IF / SRJ index (to be documented by an answer from the editor or the editorial system of the journal concerned).
- **4th attestation:** completion of attendance at a scientific conference in the calendar year (or acceptance of a contribution to a scientific conference that will be held in the same calendar year, but only after the attestation) and sending a scientific paper for publication to a journal with an IF / FRY index (to be documented by an answer from the editor or the editorial system of the journal concerned).
- **5th attestation:** in the case a three-year study period only: determination of the presumed date of the state doctoral examination (hereinafter referred to as the "SDE") (if it has not already taken place before the attestation), and of the Departmental defense round and the final defense of the dissertation.
- **6th attestation:** participation in a scientific conference in the given calendar year (or acceptance of a contribution to a scientific conference that will be held in the same calendar year, but only after the attestation) and, by the end of the standard period of study, the completion of / continuation of a planned internship of a minimum aggregate duration of 1 month if it has not occurred before the attestation).
- **7th attestation:** at least one article accepted for publishing in a journal with an IF (Web of Science) rating and the determination of the presumed date of the SDE (if not already before the attestation), of the Departmental defense round and the final defense of the dissertation.

The Chair of the Department, the Chairperson of the Field of Study Board (Subject Area Board) and the Dean of the FTA together approve reports from the UIS attestations and recommend a further course of study:

- Continuation of studies
- Continuation of studies with an admonition
- Suspension of Studies
- Termination of Studies

The final decision being made in this case by the Dean of the FTA. Each of these options shall affect procedures according to the current PhD Scholarship Regulations of the FTA.

Addendum to Article 10 (1), (5) and (7) of the DSP Study Rules - State Doctoral Exam

If a student undergoes a SDE and defense on the same day, they must nevertheless present the dissertation theses as well as the work itself as two separate documents (one opinion must be prepared for the thesis and three opinions for the dissertation). The SDE and defense may

take place on the same day, but the two actions shall be fully competent and independent as if they were conducted separately.

The date of the SDE shall be determined by the Dean of the FTA after consultation with the Chairperson of the Examination Board for the SDE. In the course each attestation, the Chair of the Department may determine the recommended dates for the SDEs.

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) DSP students in both full-time and combined forms of study are obliged to keep records of their publications in the relevant information system of the CULS. Any evaluation of the doctoral dissertation will be done strictly on the basis of this record.
- (3) This Decision repeals the Dean's Decision 1/2015 "*Clarifications of the Study and Examination Rules for Study in Doctoral Study Programs of the Czech Technical University in Prague at the Faculty of Tropical Agriculture*" and this decision will become valid and effective as and from the day of its announcement.

In Prague on 21 August, 2017

Doc. Ing. Jan Banout, Ph.D.
Dean of FTA