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

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### Article 1

#### Introductory Provisions

- (1) (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) (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 Decision of the Dean of the FTA.
- (3) This Regulation is applicable to all doctoral students and to all FTA staff.
- (4) 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 (...). 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**

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/promotor 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; upon approval by the Doctoral Degree Board (DDB), completing an internship may be replaced by active student's participation in an international research project with its results published or presented abroad.

#### **Addendum to Article 5 (4) of the DSP Study Rules – Rights and Obligations of Students of the Doctoral Study Programme**

A student card is document on the studies of a DSP student. No other documents (except Certificate of Study) are issued.

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

All information about the Admission procedure are available at the website of the faculty: Science & Research – Doctoral Study - Admission Procedures. The admission procedure takes the form of an entrance interview (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 ([PhDandResearch@ftz.czu.cz](mailto:PhDandResearch@ftz.czu.cz)). 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, especially recognition of the previous studies. List of the required documents is available at the website of the faculty: Science & Research – Doctoral Study - Admission Procedures.

#### **Addendum to Article 8 Individual Study Plan and Amendments Thereto**

Students of FTA are obliged to compile their Individual Study Plans (ISP) according to the Credit system (see website of the faculty: Science & Research – Doctoral Study – Documents – Credit system for PhD students at CULS). For successful completion of the DSP is obligatory to collect 60 ECTS per year: 180 ECTS per 3 years, 240 ECTS per 4 years, instruction to the ISP are available at the website of the faculty: Science & Research – Doctoral Study – Documents – Information for PhD Students. ISP must be approved by the DDB

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 a change of ISP that require an official Request approved by DDB, only major changes such as removal and addition of a study obligation, change of topic, supervisor is a change that can be done only twice. The request form is available at the website of the faculty: Science & Research – Doctoral Study – Documents – Requests and Forms – Request form.

During the first months of study, the student develop a dissertation methodology, which is called Research Proposal (the Research proposal is called methodology of the dissertation thesis in the DSP

Study Rules). The Research proposal shall be developed in close cooperation with the supervisor/promotor. The template of the research proposal is available online (Science & Research – Doctoral Study – Documents – Methodology, Guidelines and Manuals). Research proposal must be submitted to the Office of Research and Doctoral Studies of the FTA by e-mail ([PhDandResearch@ftz.czu.cz](mailto:PhDandResearch@ftz.czu.cz)) within four months after enrolment, usually mid-January, 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.

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

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 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 CULS. In total, a DSP student at the FTA must undergo five attestations during a course of three academic years and seven 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:

**1<sup>st</sup> attestation: February, after the 1<sup>st</sup> semester, in the middle of the 1<sup>st</sup> study year:** compiled individual study plan, submitted Research Proposal.

**2<sup>nd</sup> attestation: September, after the 2<sup>nd</sup> semester, before the enrolment into the 2<sup>nd</sup> study year:** presentation of the results of their work at a recognized 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.

**3<sup>rd</sup> attestation: February, after the 3<sup>rd</sup> semester, in the middle of the 2<sup>nd</sup> year of study:** completion of a literature review the dissertation (State-of-the-Art), the form and contents are set in accordance to the provisions of the Doctoral Degree Board.

**4<sup>th</sup> attestation: September, after the 4<sup>th</sup> semester, before the enrolment into the 3<sup>rd</sup> study year:** presentation of the results of their work at a recognized 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**  
submitting a manuscript of a scientific paper to a journal with an IF / SJR index (to be documented by an answer from the editor or the editorial system of the journal concerned).

**5<sup>th</sup> attestation: February, after the 5<sup>th</sup> semester, in the middle of the 3<sup>rd</sup> study year:** set the approximate date of the Doctoral State Exam (DSE); for the programme Agriculture in Tropics and Subtropics: completing/planning of at least 4 weeks of foreign internship, set of the approximate date of the defence in front of department and the final defence.

**6<sup>th</sup> attestation: September, after the 6<sup>th</sup> semester, before the enrolment into the 4<sup>th</sup> study year:** presentation of the results of their work at a recognized 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 of at least 4 weeks of foreign internship.

**7<sup>th</sup> attestation: February, after the 7<sup>th</sup> semester, in the middle of the 4<sup>th</sup> study year:** at least one accepted article in a journal with an IF [to be documented by an answer from the editor or the editorial system of the journal concerned] 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 department and the final defence.

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 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. The scholarships for doctoral students at FTA are granted according to the Scholarship rules for students in doctoral study programmes at the FTA, CULS Prague (see website of the faculty – Science & Research – Doctoral Study – Documents – Rules and Regulations). The Scholarship rules for students in doctoral study programmes at the FTA also provides the conditions for special scholarships (especially for publications).

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

DSP students may take the SDE after passing the prescribed exams and fulfilling all other study obligations set out by their individual study plans until the date of the SDE. SDE is usually to be passed between 4<sup>th</sup> and 6<sup>th</sup> attestation. The doctoral student must take the SDE at least two months before the expiration standard period of study.

If a student undergoes a SDE and defence on the same day, both events shall be fully competent and independent such as if they were conducted separately.

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 thesis topic. The SDE has two parts:

1. scientific debate initiated by the student's presentation on the topics of their dissertation thesis (15-20 minutes) containing introduction, aim (objectives, hypotheses, research questions) methods and (preliminary) results
2. examination in three subject areas selected in the ISP.

Members of the exam committee are professors, associate professors or important experts from the relevant scientific field approved by the relevant scientific board. The exam committee has at least five members. At least one member of the committee must not be a CULS employee. The date of the SDE shall be determined by the Dean of the FTA after consultation with the Chairperson of the Examination Board. In the course each attestation, the Chair of the Department may determine the recommended dates for the SDEs.

#### **Addendum to Article 11 of the DSP Study Rules - Thesis Defence**

The dissertation thesis shall include original findings which were published in at least one publication published (or accepted for publication):

- in the Web of Knowledge journal database with an allocated Impact Factor index (hereinafter “IF”) of non-zero in the year it was published, or in the SCOPUS journal database with an allocated Scientific Journal Ranking index (hereinafter se “SJR”) of non-zero in the year it was published – for 3-year programmes.
- in the Web of Knowledge journal database with an allocated Impact Factor index (hereinafter “IF”) of non-zero in the year it was published – for 4-year programmes.

The doctoral student must be the first author of at least one such an article and the publication must be affiliated with FTA.

The recognized form of written work for the defence of a Doctoral thesis is:

- a) A standard dissertation in the form of a monograph;
- b) A set of annotated works that must include at least three articles accepted for publication in a reviewed journal with an IF or SJR. Of these, the doctoral student must be the first author of at least two articles, while in the case of the others s/he may be in any position among the authors. The publications must be thematically related to the approved topic for the dissertation and must be affiliated with the FTA. The instruction for such a thesis are available online in the document *„Guidelines for Journal Article Format of Doctoral Dissertation Thesis“*(website of the faculty – Science & Research – Doctoral Study – Documents – Methodology, Guidelines and Manuals).

These are minimal requirements, individual supervisors/promoters, departments of the faculty may have additional requirements.

In order to record the publication outputs of FTA students and staff, the correct form of affiliations to be used in the publications of students and employees of the FTA has been set in Dean’s decision *„Specification of the forms of thesis required for qualification, the requirements for the defense of a Doctoral thesis and the valid forms of affiliation of publications at the Faculty of Tropical AgriSciences“* (see website of the faculty – Science & Research – Doctoral Study – Documents – Rules and Regulations).

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

The order in which the university, faculty and department is affiliated may vary, but the name of the faculty and university must always be in the affiliation (the name of the department has no actual importance), the name of the state – Czech Republic shall be included.

Doctoral candidate initiates the defence process by submitting the Application for the Dissertation Defense (website of the faculty: Science & Research – Doctoral Study – Documents – Requests and Forms) with all its necessary attachments. The application must be submitted at least 4 months before the proposed date of the defence. 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. Dissertation thesis is evaluated by three opponents, at least two of whom are not CULS employees, while at least one must be an associate professor or professor or the holder of the scientific ranking of “doctor of science”, and all of them must at least have the scientific ranking or academic title of doctor. 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 (in not more than six weeks). The thesis is defended in its final form with settled comments/suggestion from the reviewers, unless the doctoral candidate is decided to defend her/his position on the remaining comments.

### Article 3

#### Final Provisions

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.

(1) This Decision repeals the Dean's Decision 3/2017 "*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.

(2) Approved by the Academic senate of FTA on October 11, 2019.

doc. Ing. Jan Banout, Ph.D., *v. r.*  
Dean of FTA