

On 27th of May 2020, the Academic Senate of the Czech Technical University in Prague approved the internal regulations of the Faculty of Transportation Sciences, Czech Technical University in Prague

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Regulations of doctoral studies at the Czech Technical University in Prague, Faculty of Transportation Sciences

Article 1

Introductory provisions

1. These Regulations of Doctoral Studies (hereinafter referred to as “RDS”) set as an internal regulation of the Faculty of Transportation Sciences of the Czech Technical University in Prague (hereinafter referred to as “FTS CTU”) are defined in accordance with Article 20 (1) of the Study and Examination Regulations (hereinafter referred to as “SER”) for the students of doctoral studies of the Czech Technical University in Prague in accredited programs at FTS CTU.

Article 2

Organization of studies in doctoral study programmes

1. Study in doctoral study programs (DSP) is governed by Articles 19 to 36 of the SER.
2. Unless otherwise stipulated by the head of the department where the doctoral student will be enrolled, full-time doctoral students are required to be present at the workplace in the faculty for at least 2 working days per week.
3. The recommended scope of pedagogical practice for full-time doctoral students is set at 4 teaching hours per week. This pedagogical practice lasts for at least 4 semesters. The scope and manner of performing pedagogical practice may be adjusted by the head of the department in agreement with the doctoral student and his / her supervisor.

Article 3

Admission to study

1. The admission procedure for studies in the doctoral study program is usually carried out twice a year on the basis of a written application for the chosen study programme, supplemented by a professional CV, proof of proper completion of the master's study program and a general description of the intended dissertation, including a list of the applicant's previous publications and a list of projects in which the applicant has been involved. If the deadline for submitting the application precedes the deadline for the applicant's state final examination in the master's study program, the applicant shall provide proof of its proper completion no later than when enrolling in the doctoral studies.
2. For the admission procedure, the Dean, on a proposal from the Vice-Dean for Science and Research, appoints a Committee composed by the Chairman and at least four members.
3. The admission procedure includes an interview with the participation of a supervisor who, on the basis of a comprehensive document on the applicant's own creative work to date (e.g. diploma thesis and its reviews, list of publications, list of projects, or awards and other achievements) and documents submitted together with the application will enable the assessment of its prerequisites for independent scientific and research activities, knowledge of the field and communication skills in at least one widely spoken foreign language.
4. Candidates shall be informed in writing form of the dates of the admission procedure at least 14 days in advance.

Article 4

Evaluation of studies

1. Once a year, the evaluation of the fulfilment of the individual study plan (hereinafter referred to as "ISP") of the doctoral student is carried out (Art. 23, par. 9 SER) and at the same time points are evaluated according to the form Quantified Criteria for Evaluation of Doctoral Students available at the Faculty of Transportation Sciences (hereinafter referred to as "Quantified Criteria").
2. The basic tool for evaluating the professional publishing activities of a doctoral student is the application "Evaluation of students of a doctoral study program" (hereinafter referred to as "Evaluation").
3. The scoring evaluation method of the professional publishing activity (together with other evaluated activities of the doctoral student) is determined by the

Dean by a directive. The currently valid directive is always used for the evaluation of publications.

4. The supporting documents for the Quantified Criteria in the "Evaluation" application will be prepared by the doctoral student. The evaluation includes in particular the results stated in the V3S application, as well as pedagogical activities and involvement in science and research at the workplace. The evaluation is verified and confirmed by the supervisor of the doctoral student, the head of the department and the chairperson of the Specialist Advisory board (SAB). The doctoral student fills in the achieved results for the evaluated period in the application "Evaluation".
5. It is the responsibility of the supervisor to consistently evaluate the doctoral student with the support of the "Evaluation" application. The supervisor clearly states in the evaluation whether he / she recommends continuing the study or whether he / she proposes to terminate the study with justification.
6. The doctoral student of full-time and part-time study is obliged to obtain at least 5 points for the first year of doctoral studies (sum of all criteria according to the Quantified Criteria form).

Article 5

Scholarship

1. A full-time doctoral student who duly fulfils the obligations set out in the ISP is entitled to a doctoral scholarship in accordance with the CTU Scholarship Regulations (hereinafter referred to as the "SR") during the standard period of study. According to Art. 6 par.1 of the SR, the Scholarship has a claimable component, paid monthly during the entire academic year, and a non-claimable component, which is awarded for excellent results in pedagogical and creative activities.
2. The amount of the non-claimable component is determined on the basis of the achieved results of scientific and creative activity according to the points gained in the application "Evaluation" in the given calendar year. This non-claimable component of the scholarship is awarded by the Dean or Rector on the proposal of the supervisor, head of the department or SAB pursuant to Art.6 par. 3 of the SR.
3. The rules for determining the non-claimable component of the scholarship are set out in the Dean's Directive for the Methodological Evaluation of DSP Students.

Article 6

Supervisor and the workplace

1. The role, the rights and the obligations of the supervisor are set out in Art. 23 of the SER.
2. The supervisor is responsible for the scientific education of the student. The supervisor is responsible for the quality of the doctoral project (the topic of the dissertation) and for the professional guidance of the student.
3. The duty of the workplace is, in cooperation with the supervisor, to ensure the basic operating conditions for the studies of the doctoral student.
4. It is the duty of the supervisor to work closely with the head of the department and to communicate regarding the student's ISP and other matters related to the doctoral study.

Article 7

Specialization studies and debate at the workplace

1. Part of the study block in specialization activities is the PhD thesis proposal, which is a written preparation for the dissertation.
2. Part of the submitted PhD thesis proposal must include a detailed world review of the addressed problem (State of the Art) and the published results of the doctoral student (minimum requirement: conference paper).
3. The head of the department appoints at least one opponent for the PhD thesis proposal. The opponent must be an expert in the relevant scientific field with at least an academic title such as "Ph.D.", "CSc." or a foreign equivalent title. The opponent of the study must not be an employee of the department.
4. The debate takes place at the department of the doctoral student in front of the commission and with the participation of other members of the department, or other invited experts. The commission must have at least four members and always include the head of the department, the supervisor, at least one member of the SAB and the opponent of the PhD thesis proposal. On the basis of the debate, the commission agrees with the conclusions of the PhD thesis proposal and at the same time agrees with the continuation of the studies, or in case of unsuccessful defense of the PhD thesis proposal the commission invites the doctoral student to rework it and at the same time sets a deadline for repeating the debate.
5. Other conditions for the requisites of the PhD thesis proposal and the debate to be held at the department are determined by Dean's directive.

Article 8

State doctoral examination

1. The State Doctoral Examination (hereinafter referred to as the "SDE") is carried out as governed by Article 29 of the SER. Doctoral students in full-time or part-time form must have accomplished at least 20 points in order to apply for SDE (based on the sum of points of all criteria according to the form Quantified Criteria).
2. In the full-time form of the doctoral study program, the doctoral student must submit an application for the SDE by the end of the 3rd year of studies. SDE can be repeated by the doctoral student only once in case of failure and in case of repeated attempt he / she must register for SDE by the end of the 4th year of studies.
3. Failure to meet this condition is considered a breach of study obligations and is a reason for termination of doctoral studies.
4. Other conditions for the implementation of the SDE shall be regulated by the Dean's directive.

Article 9

Dissertation

1. Doctoral students in full-time or part-time form must have accomplished at least 40 points in order to apply for doctoral thesis defense (based on the sum of points of all criteria according to the form Quantified Criteria).
2. The doctoral student may apply the doctoral thesis for defense only if he / she has already published or had accepted for publication:
 - a. at least one scientific article in an indexed journal with impact factor within WoS SCI-Expanded database quartile Q1, Q2 or Q3 in at least one of the fields in which the journal has been indexed in the last two years prior to the submission of the article;
 - b. at least two scientific articles registered in the Scopus database, or
 - c. at least one scientific article registered in the Scopus database and at least two author's conference contributions registered in the Conference Proceedings Citation Index (a Web of Science™ Core Collection database).
3. For all of the aforementioned scientific results, the doctoral student must be the first (main) author of the publications, or have at least a third of the author's share. Publications must have a clear relationship to the scientific work associated with the doctoral thesis.
4. In the event that the doctoral student submits the doctoral thesis as a set of publications and accepted manuscripts provided with a connecting text, at least three of them must be scientific articles in indexed journals with impact factor. For at least

two publications, the doctoral student must be listed as the first (main) author and at least one publication must be published in a journal with impact factor within the Q1 or Q2 quartile.

Article 10

Termination of Studies

1. The doctoral studies shall be terminated, except in the cases stated by SER:
 - a. in the event of repeated failure to consult on study matters at the invitation of a staff member of the Science and Research Department,
 - b. in the event of a failure to achieve the minimum number of points earned in a given evaluation period and recorded in the 'Evaluation' application,
 - c. in the case of a negative performance evaluation of semester according to ISP duties set by the supervisor and the current proposal by the head of the department and the Chairman of the SAB to complete the studies,
 - d. failure to succeed in the SDE or failure to succeed in the second attempt of SDE within the prescribed deadlines,
 - e. by failing to fulfil the obligation of a professional internship at a foreign workplace (or other forms of direct student participation in international cooperation) according to SER of CTU. Fulfilment of this obligation is demonstrated by the student no later than the time of submitting the application for defense.

All these cases are considered as non-compliance with the requirements arising from the study and examination regulations according to Art. 34, par. 7, letter b) SZŘ. The student may appeal against the decision within 30 days from the date of its notification to the administrative appellate body, which is the Rector of CTU. The appeal is submitted through the Department of Science and Research in written form.

Article 11

Remote presence of the opponent/member of the commission

1. In the conduct of the SDZ or in the defence of the dissertation, it is possible to deal with the participation of a maximum of two persons entitled to vote, except the President and Vice-President of the Commission, by remote participation through telepresence technologies.
2. It is typically advisable to use this option for the participation of an opponent or a member of the commission from abroad.

3. The use of remote participation is a condition of prior approval of the Vice-Dean for Science and Research, the Chairman of the Commission and the information of all members of the commission.
4. Besides the required prior consent by the Vice-Dean for Science and Research and by the Chairman of the Commission regarding the use of remote participation all members of the Commission shall be informed in advance about that.

Article 12

Measures to eliminate rigidity

1. If the application of this regulation should lead to unreasonable rigidity, the Dean may take measures to eliminate it and grant an exception. At the next meeting, the Dean will inform the Scientific Council of the FTS CTU and the Academic Senate of FTS CTU about the granting of such an exemption.
2. The exception may not violate the limitation of the maximum period of studies set out in Art. 3, par. 8, 9 and Art. 19 par. 7 of the SER.

Article 13

Transitional and final provisions

1. For doctoral study programmes which are divided into fields of study, the SAB role for a given field of study is performed by the Field Advisory Board (FAB).
2. In cases which are resolved neither by the SER nor by this RDS, as well as in disputed cases, the Dean of the Faculty makes a final decision with a written justification.
3. Failure to comply with the requirements laid down by this RDS is assessed as non-compliance with the study requirements and the study is terminated (Article 20, paragraph 3 of the SER).
4. The RDS was approved by the Academic Senate of the FTS CTU on the 19th of May 2020 and by the Academic Senate of CTU on 27th of May 2020.
5. The RDS takes effect on the day of approval by the Academic Senate of CTU and is valid for all doctoral students at FTS CTU.
6. The rules for the doctoral defense referred in Article 9 do not apply to students who enrolled in a doctoral study programme before the entry into force of this RDS and who submit the doctoral thesis for the defense within two years from the entry into force of this RDS.
7. For full-time students enrolled in a doctoral degree program before May 1st 2019, the deadline for accomplishing the SDE is two years from the date this RDS enter into force and the deadline for accomplishing the second attempt (if needed) of SDE is three years from the entry into force of this RDS.

8. In accordance with these Regulations, the Dean issues:
 - a. Dean's Directive for methodological evaluation of students of doctoral study programmes,
 - b. The Dean's Directive for conducting professional debate in doctoral studies,
 - c. Dean's guidelines for SDE and doctoral thesis defense.

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