

UNIVERSITY OF PARDUBICE FACULTY OF TRANSPORT ENGINEERING	
Directive No. 5/2026	
Subject:	Rules of Procedure of the Subject Advisory Boards for Doctoral Study Programmes at the Faculty of Transport Engineering
Applicable to:	Students of doctoral study programmes, staff and members of the Subject Advisory Boards at the Faculty of Transport Engineering
Date of Entry into Force:	1 June 2026
Effective date:	1 September 2026
Prepared by:	Mgr. Inna Tkachenko, Department for Scientific and Research Activities; doc. Ing. Tomáš Michálek, Ph.D., Vice-Dean for Scientific and Research Activities; doc. Ing. Jan Chocholač, Ph.D., Vice-Dean for Education and Quality.
Approved by:	doc. Ing. Ladislav Řoutil, Ph.D., Dean

Article 1 Introductory Provisions

- (1) The Subject Advisory Boards ("SAB") of doctoral study programmes ("DSP") offered at the Faculty of Transport Engineering ("the Faculty") of the University of Pardubice ("UPCE") are established in accordance with Article 13 of the Study and Examination Regulations of the University of Pardubice ("the Study and Examination Regulations"), as an internal regulation of UPCE, within the meaning of Section 47(6) of Act No. 111/1998 Sb., on Higher Education Institutions and on Amendments to Certain Acts, as amended (the "Higher Education Act").
- (2) The SAB is the principal expert, conceptual and evaluation body of the respective DSP, which monitors, evaluates and provides academic oversight of the course and quality of studies. A separate SAB shall be established for each accredited DSP offered at the Faculty. If academically equivalent or related DSPs are accredited in different languages (typically Czech and English) and/or in different forms of study (typically full-time and part-time) and share the same Programme Guarantor, a joint SAB shall be established for such DSPs.
- (3) This Directive lays down the rules of procedure of the SAB, including the conduct of their meetings, organisational arrangements and related procedures at the Faculty.
- (4) The SAB is headed by a chairperson, who represents the SAB and performs other duties in accordance with this Directive.

Article 2 Membership of the Subject Advisory Board

- (1) The chair of the Subject Advisory Board is the programme leader of the respective DSP.
- (2) Each SAB shall consist of a chair and at least six members. Members of the SAB may be professors, associate professors, or other experts holding a scientific degree. The requirements applicable to SAB members and to the composition of the SAB are set out in Government Regulation No. 274/2016 Sb., on Standards for Accreditation in Higher Education.
- (3) Members of the SAB are appointed by the Dean following approval by the Faculty Scientific Board.
- (4) The term of office of SAB members shall be five years. Membership of the SAB shall terminate upon expiry of the term of office, resignation, death, or removal by the Dean following prior approval by the Faculty Scientific Board.

Article 3
Scope of Activities of the Subject Advisory Board

(1) In particular, the Subject Advisory Board shall:

- a) approves topics of dissertation theses (DTs) and the supervisors of such dissertation theses;
- b) discusses and approves any proposed changes to DT topics and changes of supervisors;
- c) is responsible for monitoring compliance with the supervisor standards, including the maximum number of dissertations supervised concurrently, and, where applicable, considers, upon the proposal of the Programme Guarantor, requests for an exemption from the supervisor standards;
- d) upon the proposal of the supervisor, approves the appointment of a specialist supervisor for the given DT topic and any changes to this position;
- e) proposes, for approval by the Faculty Scientific Board, supervisors from among distinguished experts in the relevant field, and assesses the documentation of their scientific, educational and creative activities;
- f) approves the Individual Study Plans (ISPs) of doctoral students and ensures that they comply with the valid accreditation requirements and that there are no unjustified differences in their level of difficulty; approves any subsequent amendments or modifications to ISPs during the course of study;
- g) monitors and evaluates the quality of doctoral studies on an ongoing basis; at the request of the Programme Guarantor, reviews and discusses the evaluation of the fulfilment of the Semester Specifications of the Individual Study Plans (SSISPs);
- h) in cases of serious failure to fulfil obligations arising from the ISP or specified in the SSISP, proposes the denial, reduction or withdrawal of the doctoral scholarship, or the termination of studies, and submits such a proposal together with its justification to the Dean; where such measures are proposed by the chair of the SAB, the SAB shall provide its opinion upon the Dean's request;
- i) determines the requirements for the State Doctoral Examination (SDE); upon the proposal of the supervisor, discusses the subjects forming part of the SDE and proposes the members and chair of the SDE Committee; the proposal of the SDE subjects and the composition of the SDE Committee shall be submitted to the Dean as a basis for setting the date of the SDE and appointing the members of the committee;
- j) upon the proposal of the supervising unit, approves the members and chair of the committee for the defence of the scholarly paper; submits the proposed composition of the committee to the Dean as a basis for setting the date of the defence and appointing the committee members;
- k) proposes the chair and members of the Examination Committee for the defence of doctoral dissertations and submits the proposed composition of the committee to the Dean as a basis for the appointment of its members;
- l) annually, following the end of each academic year, evaluates the quality and success of the studies and submits a report on the current status of the relevant DSP to the Vice-Dean for Scientific and Research Activities, including the expected completion date for each doctoral student;
- m) oversees the delivery of the DSP, in particular by:
 - 1) provides its opinion on the Faculty's intention to submit a proposal for amendments to the accreditation of the respective DSP (extension of validity, expansion, restriction or termination of accreditation) or an application for the accreditation of a new related DSP; in this context, it assesses in particular the links and alignment with the Faculty's strategic objectives and the focus of the existing DSPs;
 - 2) is informed by the Programme Guarantor of any changes in the implementation of the DSP;
 - 3) monitors the compliance of the DSP with its valid accreditation and oversees its development and modernisation;
 - 4) ensures a high level of scientific research and creative activities within the DSP;
 - 5) discusses the evaluation of the DSP;

- n) upon the request of the Programme Guarantor of the DSP or the Dean, provides its opinion on submitted proposals and suggestions;
- o) performs other duties arising from the applicable regulations.

Article 4

Meetings of the Subject Advisory Board

- (1) The SAB shall conduct its proceedings at meetings held either in person, by means of suitable distance communication technology enabling the transmission of audio and video (hereinafter referred to as a “distance meeting”), or in a hybrid format, where some members of the SAB attend the meeting in person and others participate by means of suitable distance communication technology enabling the transmission of audio and video (hereinafter referred to as a “hybrid meeting”).
- (2) Meetings of the Subject Advisory Board shall be held as necessary, but at least once per year.
- (3) The chair of the SAB, or a member of the SAB authorised by the chair, convenes and chairs the meetings of the SAB and also decides on the form in which the meeting is to be held.
- (4) The agenda of the SAB meeting shall be determined by the chair of the SAB, who shall distribute it together with the supporting documentation to all SAB members no later than seven days prior to the date of the meeting. If the meeting is held in a distance or hybrid format, the supporting documentation shall also include the rules governing distance or hybrid meeting.
- (5) The Subject Advisory Board shall have a quorum if more than one half of all its members are present at the meeting.
- (6) The SAB shall decide on each proposal by voting. A resolution of the SAB shall be adopted if it is approved by at least two-thirds of the present members. Where the meeting is held in a distance or hybrid format, the rules governing such meeting shall be approved at the beginning of the meeting.
- (7) Voting by the SAB may be conducted outside a meeting (“per rollam voting”) by electronic means (for example by e-mail) where the matter is urgent or where it is not possible or appropriate to convene a meeting of the SAB. The announcement of the vote, the wording of the proposal submitted for voting and the voting instructions shall be distributed electronically to all members of the SAB by the chair of the SAB or by a member of the SAB authorised by the chair. In the case of per rollam voting, a resolution shall be adopted if it is approved by a simple majority of all members of the SAB.
- (8) Minutes shall be prepared for each meeting of the SAB and for each per rollam voting. The minutes shall be provided to the Dean, the Vice-Dean for Scientific and Research Activities, and all members of the SAB. The minutes shall be archived by the Department for Research and Development and published on the Faculty’s website.
- (9) Administrative support for the SAB shall be provided by the Dean’s Office.

Article 5

Final Provisions

- (1) This Directive was discussed by the Scientific Board of the Faculty of Transport Engineering on 27 May 2026.
- (2) This Directive repeals Directive of the Faculty of Transport Engineering No. 4/2014 *Rules of Procedure of the Subject Advisory Boards*.

doc. Ing. Ladislav Řoutil, Ph.D.
Dean of the Faculty of Transport Engineering