

UNIVERSITY OF PARDUBICE	
FACULTY OF TRANSPORT ENGINEERING	
Directive N. 17/2021	
Subject:	Review of studies in doctoral study programme for academic year 2020/2021 and student registration for doctoral study in academic year 2021/2022
Applicable to:	Students and supervisors of doctoral study programmes at the FTE
Date of issue:	1. 7. 2021
Effective from:	1. 9. 2021
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Article 1

Dates of registration in doctoral study programmes

Registration of students in doctoral study programmes at the Faculty of Transport Engineering (the "FTE") for the academic year 2021/2022 will run

from 6. 9. to 10. 9. 2021

If a student is unable to appear in the given period, s/he contacts the Research and Development official (the "R & D") no later than on the last day of the registration period to make a new appointment.

Article 2

Students in the first year of doctoral study

(1) Pursuant to Article 18 section 1 Study and Examination Regulations of the University of Pardubice (the "S and ER"), "candidates have the right to register for studies by notification of resolution of admission to studies. Students register for the study personally or through a representative upon a power of attorney. By registration for studies, the candidates become students of the university." If a student fails to appear at the registration without giving reasons within five business days, s/he will not be registered for the study.

(2) At the registration for the first year of study, students submit **3 passport photos**. Students who completed Master study in June 2020 also submit a **certified copy of a diploma with the diploma supplement**.

(3) In compliance with Article 10 sections 4, 5 and Article 12 section 3 b) S and ER and with the Directive of Organisation of Doctoral Studies, the supervisor compiles, together with the PhD candidate registered for the first year of study an **individual study plan** to be approved by the head of the supervising department and submitted to the R & D no later than on **10. 9. 2021**. Individual study plans will be discussed at the following meeting of the subject advisory board.

Article 3
Students in higher years of doctoral study

(1) Annual assessment of the individual study plan

In compliance with Article 11 sections 7 and 8 Study and Examination Regulations (S and ER) and the Directive of Organisation of Doctoral Studies, in the end of each academic year, all PhD students submit

to their supervisor an **annual assessment of the completion of study plan**. The deadline for submitting is determined by the appropriate department. Supervisors complete the assessment, transfer it onto the head department and submit to the R & D **no later than before 10. 9. 2021**. The R & D submits the materials to the Dean for approval and informs the subject advisory board about the assessment outcomes. Students will not be registered for the following year of PhD study without submitting the annual assessment.

(2) Review of individual courses completion

(a) Students who did not pass the state doctoral examination (the SDE) and did not complete all individual study plan courses in the beginning of academic year 2020/2021, submit to the Research and Development their study report book and reports of examinations passed in the last academic year (if they have not submitted the reports so far).

(b) Students, who already passed the SDE or completed all the individual study plan courses in the beginning of academic year 2020/2021 and handed over their study report book, may register for the new academic year by a timely submitting of the annual assessment of the individual study plan (see above).

(3) Student card

Students who need a new validation stamp for their student card will receive it at the registration or at submitting the annual assessment of the individual study plan.

(4) Registration of courses in the STAG system

Registration of study courses in the IS STAG for a new academic year shall be done by the R & D official based on the individual study plan. In the case that a student fails to complete a course and wishes to transfer it to the following academic year, this fact is recorded in the annual assessment of the individual study plan. One course can be transferred a maximum three times during the study. If a course registered for a third time is not completed in a prescribed way, the study is terminated (see Article 5 section 7 S and ER and the Directive of Organisation of Doctoral Studies). The obligation to repeat a course shall not apply to elective courses.

Article 4
Final Provisions

The Directive replaces the FTE Directive N. 14/2020.

Pardubice, 1. 7. 2021

doc. Ing. Libor Švadlenka, Ph.D. m. p.
Dean