

FACULTY OF TRANSPORT ENGINEERING UNIVERSITY OF PARDUBICE	
Directive N. 14/2019	
Subject:	Organization of doctoral studies at the Faculty of Transport Engineering (FTE)
Applicable to:	Students in doctoral study programmes
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Article 1

Study branches, period and form of study

(1) The Faculty of Transport Engineering, University of Pardubice ("FTE") runs a doctoral study programme in Technology and Management in Transport and a doctoral study programme in Transport and Infrastructure with specializations in Transport Means, Electrical and Electronic Systems in Transport and Transport Constructions.

(2) The standard period of study is 4 years, the maximum total length of doctoral study, regardless of the form of study, may not exceed a period of 7 years. If the doctoral student fails to complete his/her studies at this time by successfully defending his/her dissertation, his/her studies are terminated.

(3) A doctoral study programme can be:

- a) full-time,
- b) part-time.

During the study, the student can apply with the Dean for transferring from one form to another.

Article 2

Admission and enrolment for the study

(1) A graduate of a master's study programme who has successfully passed the admission procedure may be admitted to study.

(2) Applicants for study in a doctoral study programme apply in accordance with the FTE directive regulating the conditions of the admission procedure for the given academic year. Together with the rules for the admission procedure, the dissertation topics proposed by the FTE academic or research staff and approved by the respective subject advisory board are published on the FTE website.

(3) The chairperson and members of the Admissions Committee for the doctoral study programme are appointed by the Dean on the proposal of the respective subject advisory board.

(4) The Dean decides on admission to study on the proposal of the Admissions Committee. The applicant is informed of the decision not later than 30 days from the date of the entrance examination.

(5) The notification of the decision on admission to study gives the applicant the right to enrol for the study (see Article 18 of the UPa Study and Examination Regulations, the "SER"). Enrolment in the study must be done by the student in person or through a designated representative, who will prove his/her

officially certified power of attorney. By enrolling in the study, the applicant becomes an FTE student. If the student fails to show up for enrolment and fails to excuse his/her absence within five working days, his/her right to enrol in the study shall expire.

Article 3

Assignment of a supervisor, individual study plan

(1) The student's study in the doctoral study programme takes place under the guidance of the doctoral student's supervisor according to an individual study plan (the "ISP").

(2) The supervisor is assigned to the student according to the pre-selected topic of the dissertation. Supervisors are distinguished experts in the field appointed, after approval by the subject advisory board, by the Dean. In justified cases, the Dean may, on the proposal of the supervisor and after approval by the subject advisory board, entrust an expert who assists the supervisor with the supervision of the doctoral student with the function of a specialist supervisor. Each doctoral student can be assigned a maximum of one specialist supervisor. Each supervisor can supervise a maximum of five doctoral theses (it is possible to take into account the participation of the specialist supervisor in supervising the dissertation).

(3) The ISP shall be prepared together with the doctoral student by the supervisor, who shall submit it for approval to the head of the supervising department and deliver within the deadline set by a special FTE directive (Directive "Study Review in FTE Doctoral Study Programmes" - hereinafter "Study Review Directive", which is updated annually) to the Department for Research and Development (the "DRD"). The ISP is then discussed by the respective subject advisory board and finally approved by the Dean.

(4) The ISP states in particular:

- a) topic of the dissertation; this topic can be specified during the study,
- b) content and time schedule of the study (ISP courses respect the study plan of the chosen doctoral study programme),
- c) the doctoral student's scientific research activities,
- d) the doctoral student's pedagogical activities,
- e) plan of study stays in the Czech Republic and abroad.

(5) During the study, the student may ask the Dean in writing to change the supervisor, the topic of the dissertation or the modification of the ISP. The application, approved in advance by the head of the supervising department and the subject advisory board, shall be submitted to the Dean through the DRD.

Article 4

Review and evaluation of the study

(1) The study of the course is duly completed by an exam. The exam is evaluated as "pass" or "fail". If the doctoral student fails to attend the exam and fails to satisfactorily excuse his/her absence within five working days, he/she shall be evaluated as "fail". If the doctoral student does not pass the exam, he/she is entitled to two resit dates. The doctoral student may ask the chairperson of the subject advisory board for an examination before the board for the third, i.e. the second resit, date of the exam.

(2) The examiner of the course is responsible for recording the exam result in IS STAG. The examiner shall enter the result of the exam into the IS STAG not later than the deadline set by the University regulation. The student shall check this fact; in case of any discrepancy he/she shall immediately inform the DRD.

(3) If the student fails to complete the course enrolled for in the academic year in a prescribed manner, he/she may enrol for it again during his/her studies. The student may enrol for a course not more than three times during his/her studies (see Article 5, Paragraph 7 of the SER).

(4) Part of the study review for the academic year is the annual evaluation of the ISP fulfilment. The evaluation shall be prepared by the doctoral student and submitted to the supervisor within the deadline set by the supervising department. The supervisor completes the evaluation, submits it to the head of the supervising department for comments, and then submits it to the DRD within the deadline set by the study review guidelines. The evaluations are submitted to the subject advisory boards for discussion and to the Dean for signature. The evaluation shall include any changes made in the ISP.

(5) The subject advisory board monitors and evaluates the level of study. In case of unsatisfactory evaluation of the doctoral student, it discusses and proposes to the Dean the termination of studies (see Article 12, Paragraph 6 of the SER).

Article 5

PhD oral examination

(1) During the PhD oral examination (the "POE"), the doctoral student must demonstrate the ability and readiness to independently master the theory and acquire the required knowledge in the field of study, including knowledge of basic methods of scientific work, evaluation, critical assessment and creative use of new scientific research findings. The content of the POE is mainly based on the focus of the doctoral study programme and the ISP of the doctoral student.

(2) The courses to be part of the POE shall be determined by the Dean on the proposal of the supervisor and after discussion by the respective subject advisory board.

(3) The requirements for scientific and publishing activities necessary for the acceptance of an application for the execution of the POE shall be determined by the subject advisory board of the branch of study. The requirements valid for the academic year are specified in the relevant FTE directive (directive "Requirements for scientific and publishing activities of FTE students of doctoral study programmes").

(4) An application for the POE may be submitted by the doctoral student only after all requirements set by the ISP have been duly met. It is submitted to the Dean via the DRD on the prescribed form "Application for Execution of POE" together with the following required documents:

- a) a field-related paper in written and electronic form in the range of at least 20 pages - 5x in writing (the field-related paper contains an overview of the current state of knowledge on the topic, outlining the theoretical foundations of its future solution and analysis of methodological solutions to the issue),
- b) curriculum vitae,
- c) study report book,
- d) evaluation of the doctoral student by the supervisor,
- e) supervisor's proposal for 3 thematic areas for POE.

(5) Applying for the POE is possible at any time during the academic year. The date of the POE itself is set by the Dean so that the examination takes place not later than three months from the receipt of the application.

(6) The members of the examination board for POE and its chairperson are appointed by the Dean on the proposal of the subject advisory board so that the board has at least five members, at least one of whom must be external.

(7) The chairperson of the examination board for POE appoints one reviewer of the field-related paper.

(8) The reviewer is obliged to submit a written reviewer's report to the chairperson of the board and return the field-related paper not later than 1 month after receiving the field-related paper for

assessment, or to reject the appointment in writing not later than 14 days. If the reviewer fails to submit the report within the specified period or after the rejection of the appointment, the chairperson of the board, after consultation with the members of the board, shall appoint a new reviewer.

(9) Information on the time and place of the POE is published in the public part of the website and, at the same time, communicated in writing to the members of the board, reviewers, supervisors and doctoral students. The chairperson of the examination board will also acquaint the doctoral student with the reviewer's report.

(10) In the event that the reviewer does not recommend the field-related paper for presentation at the POE, his/her presence at the POE is necessary. If the opponent is unable to appear on the date set for the POE, the chairperson of the board shall set a new date. In the case of a negative reviewer's report, the doctoral student may request in writing from the Dean to postpone the POE date for incorporating the reviewer's comments into the field-related paper.

(11) The course of the POE and the announcement of the result are public. The course includes the presentation of the field-related paper (i.e. explanation of basic ideas, methods of processing and expected results of the future dissertation) and scientific discussion with the doctoral student within the courses set as part of the POE.

(12) Proceedings before the POE board may be held in Czech, Slovak or English. Exceptionally, the Dean may, at the request of the doctoral student, allow the proceedings in another world language.

(13) The examination board for POE discusses the evaluation of the result in a closed session, in which the opponent may also be present, and the grading is decided by a majority vote of the members present. In the event of a tie, the chairperson shall have the casting vote. The result is decided by the examination board by secret ballot, the result of the POE is assessed as "passed" or "failed". The Board is competent to decide if at least three-fifths of the members of the POE selection board are present.

(14) If the doctoral student fails to appear at the POE without apologizing in writing for serious reasons within five working days at the latest, he/she shall be assessed as "failed".

(15) If assessed as "failed", the doctoral student has the right to one POE resit date, but not earlier than in six months, and not later than one year from the date of the unsuccessful POE.

(16) A report is made on the POE and its result, at the end of which the Board shall state its recommendation for the processing of dissertation, or proposal to modify the title of dissertation.

(17) Immediately after the meeting of the POE examination board, its chairperson shall publicly announce the result of the POE to the doctoral student.

(18) Upon successful completion of the POE, the faculty shall issue a POE report signed by the Dean to the doctoral student.

Article 6

Dissertation and its defence

(1) The dissertation is the result of solving a specific scientific task and must contain original and published results, or results accepted for publication.

(2) The dissertation may take the form of an extensive work, or a set of thematically unified publications, provided with an introduction and conclusion. The formal arrangement is governed by the internal regulations of the FTE and the University (see the patterns of formatting the dissertation published on the FTE student intranet).

(3) The dissertation, or the introduction and conclusion of a set of thematically unified publications, shall be arranged so as to contain:

- a) the current state of the problem, which is its subject matter,
- b) the goal of the scientific task,
- c) chosen research methods,

d) results with an emphasis on new findings.

The dissertation must state precisely and specifically the literature and other sources used by the doctoral student in the work.

(4) The dissertation may be submitted in Czech, Slovak, English or, with the consent of the subject advisory board, in another world language. It shall include a summary of 1 to 2 pages in English. If the thesis is not written in Czech or Slovak, the summary shall be written in Czech or Slovak (see Article 15 SER).

(5) The dissertation includes propositions prepared by the doctoral student with an overview of the doctoral student's publishing activities related to the topic of dissertation. The propositions are prepared in English and contain in a brief form the basic ideas, methods, results and conclusions of the dissertation in the recommended range of 20 standardized printed pages of A5 format.

(6) The requirements for scientific and publishing activities necessary for the defence of dissertation shall be determined by the relevant subject advisory board. The requirements valid for the academic year are specified in the relevant FTE directive (directive "Requirements for scientific and publishing activities of FTE students of doctoral study programmes").

(7) The doctoral student may apply to defend the dissertation after the successful completion of the POE, at any time during the entire academic year.

(8) The application for the dissertation defence shall be submitted by the doctoral student to the Dean through the DRD together with the following required documents:

- a) 4 printout copies of dissertation and one in electronic form,
- b) 10 printout copies of dissertation propositions and one in electronic form,
- c) curriculum vitae
- d) evaluation of the doctoral student by the supervisor,
- e) the opinion of the head of the supervising department on the current activities in the department and on the dissertation,
- f) an overview of field-related activities performed during the study in the doctoral study programme, including a list of original and published results of papers or papers accepted for publication, with evidence of their acceptance for publication or a list of other created works and any professional responses to the results of these works and papers.

(9) The filing of the application initiates the dissertation defence proceedings. If the application does not have all the requisites and the doctoral student fails to eliminate the defects on the invitation within 30 days, the Dean shall discontinue the dissertation defence procedure.

(10) If the dissertation defence procedure is not discontinued pursuant to Paragraph 9, the Dean shall appoint a dissertation defence examination board of at least five members. The chairperson and members of the board are appointed on the proposal of the relevant subject advisory board from its members, experts from universities, research institutes and important experts from practice. At least three-fifths of the members of the board must be university professors or associate professors. At least two-fifths of the members of the board are persons other than members of the academic community of the University of Pardubice.

(11) The chairperson of the board shall appoint, after consultation with the members of the board, at least two dissertation reviewers from among experts in the field. At least one of the reviewers must be a university professor or associate professor. At most one of the reviewers can be a member of the academic community of the University of Pardubice. The supervisor, the head of the supervising department and the academic staff member who has participated in any way in the processing of the dissertation cannot be appointed a reviewer (see Article 16 (6) of the SER).

(12) The reviewers shall be sent the dissertation, together with their appointment, not later than one month from the commencement of the dissertation defence procedure. The reviewer is obliged to submit a written dissertation review report to the chairperson of the board and return the dissertation

not later than 1 month after receiving the dissertation for reviewing, or to reject the appointment in writing within 14 days. If the reviewer fails to submit the review report within the specified period, or after the rejection of the appointment, the chairperson of the board, after consultation with the members of the board, shall appoint a new reviewer.

(13) The reviewer's report must contain an objective and critical analysis of the dissertation in factual as well as formal and linguistic terms. The reviewer evaluates the dissertation according to the state of development of the scientific field in the world at the time of submitting the application for defence. Each reviewer is obliged to state unequivocally whether or not he/she recommends accepting the dissertation for defence. The reviewer's report shall mainly comment on:

- a) the topicality of the topic,
- b) the selected processing methods,
- c) whether the dissertation has met the objective pursued,
- d) the results of the dissertation stating whether and what new findings it has brought,
- e) significance for the practice or development of science,
- f) whether the dissertation meets the conditions of a creative scientific paper for the Ph.D. degree.

(14) The chairperson of the board shall acquaint the doctoral student and his/her supervisor with the content of the reports of individual reviewers. In the case of a negative evaluation of the dissertation by two reviewers, the Dean, on the proposal of the chairperson of the board, shall set a new date for the defence of the dissertation for the submission of the revised dissertation.

(15) The date of the defence is set by the Dean. Information on the time and place of the ODP is published in the public part of the website and, at the same time, communicated in writing to the members of the board, opponents, supervisors and doctoral students. The dissertation is provided to the public for inspection at DRD at least five working days before the defence and any opinions may be submitted in written non-anonymous form no later than three working days before the defence or orally in a professional discussion during the dissertation defence.

(16) The defence of dissertation is public. The course of the defence is managed by the chairperson of the board or, in his/her absence, by a member of the board authorized by the chairperson. The reviewers' participation in the defence of dissertation is mandatory. If one of the reviewers is unable to participate in the defence, the defence may take place on condition that the absent reviewer has given a positive reviewer's report and an absolute majority of the present members of the board agrees with the defence. At least one reviewer must take part in the defence.

(17) The dissertation defence usually has the following course:

- a) the chairperson opens the dissertation defence proceedings, introduces the doctoral student, informs of the topic of the dissertation and acquaints the members of the board with an overview of his/her published results of scientific papers or works created by him/her and with all written submissions concerning the dissertation,
- b) the doctoral student explains the essential content and main results of his/her dissertation,
- c) the reviewers present the essential content of their reports, absent reviewers' reports shall be read in full by the chairperson of the board,
- d) the doctoral student is given the opportunity to comment on the presented materials, in particular to take a stand on the reviewers' reports, objections, comments and questions, and the opportunity to add additional information to his/her current scientific activities,
- e) then the chairperson opens a discussion in which everyone present can take part.

(18) The doctoral student may withdraw his application for the dissertation defence until the beginning of the closed session of the board. In such a case, the chairperson of the board shall return

all the submitted documents to the doctoral student and propose to the Dean to discontinue the defence proceedings.

(19) At the closed session of the board, which may be attended by the reviewers as well, the content and level of the dissertation, the reviewers' comments in the reviewers' reports and the professional level of the doctoral student's comments on the reviewers' reports and comments during the dissertation defence are evaluated. The board decides on the result of the dissertation defence by secret ballot. The result of the defence is assessed as "passed" or "failed". The board is competent to decide if at least two-thirds of all members of the examination board are present. The dissertation has been defended if an absolute majority of the present members of the board has voted "passed" for the result of the dissertation defence.

(20) Immediately after the closed session of the board, the chairperson of the board shall publicly notify the doctoral student of the result of the dissertation defence. A written copy of the decision on the result of the dissertation defence must be delivered to the doctoral student in person, not later than within 30 days. If such delivery is not possible, a substitute delivery is the announcement of the decision on the result of the dissertation defence on the official notice board of the university.

(21) If the doctoral student fails to appear to defend the dissertation and fails to excuse his/her absence in writing within five working days, he/she shall be assessed as "failed".

(22) If the result of the dissertation defence has been assessed as "failed", the doctoral student has the right to submit a new application for the dissertation defence at the earliest in six months, and within one year at the latest. The dissertation defence can be repeated only once.

(23) A protocol is made on the dissertation defence, which is accompanied by the reviewers' reports and the result of the defence. The chairperson of the examination board informs the subject advisory board and the Dean about the result of the dissertation defence.

Article 7

Academic title "Doctor" (Ph.D.)

(1) The Dean of FTE shall decide on the award of the academic-scientific title "Doctor", abbreviated to "Ph.D.", after successfully defending the dissertation, receiving the defence report and file submitted by the FTE DRD and after assessing whether all the conditions stipulated by Act No. 111/1998 Coll., On Higher Education Institutions and on Amendments to Other laws, the Statutes of the University of Pardubice, the Statutes of FTE and SER.

(2) The diploma with the indication of the doctoral study programme and the title of the dissertation shall be awarded to the doctoral graduate at the graduation ceremony. The date of the doctoral graduation is stated in the schedule of the current academic year of FTE.

(3) The graduation of a doctoral student is a declarative act. The constitutive act is the decision of the Dean of FTE pursuant to Article 7 (1).

Article 8

Recognition of completed courses

(1) The Dean may, on the basis of a written application and with the consent of the supervisor and the course supervisor, recognize previously completed courses for the doctoral student:

- a) in a previous study in a study programme carried out by the FTE,
- b) in a previous or concurrent study at a university in the Czech Republic or abroad.

(2) The criterion for the recognition of courses is in particular:

- a) degree of content conformity of completed courses with the courses of the doctoral study programme or with the topic of dissertation,
- b) consent of the dissertation supervisor and the course supervisor,

c) way of completing the course,

d) the time interval that has elapsed from the date of the examination to the date of enrolment in the academic year in which the student applies for recognition. This interval may not exceed four calendar years.

(3) With the application pursuant to Paragraph 1, Clause b), the student is obliged to provide original documents, or an officially certified copy, of successful completion of the course, including the grading and syllabus of the course confirmed by the university.

(4) Recognition of a course may be conditioned by the satisfaction of other requirements concerning certain knowledge or by the taking of an examination. These requirements shall be stated by the course supervisor as part of his/her opinion on the application for recognition of the course.

(5) The procedure for the recognition of courses completed at a foreign university within short-term study stays is regulated by the Dean's methodological instruction for foreign trips of students valid in the given academic year.

Article 9

Interruption of doctoral studies

(1) Doctoral studies may be interrupted at the student's written request; the application shall be submitted to the Dean through the DRD. The Dean's decision stipulates the beginning and end of the period of study interruption.

(2) During the period of study in one study programme, it is possible to interrupt the study for a maximum of two years in total, the interruption of the study shall be recorded by the DRD in the IS STAG and in the report of study.

(3) For the entire period of study interruption or after the expiry of the period of study interruption, the student has the right to re-enrol in the study. The student is obliged to re-enrol in the study not later than five working days after the end of the study interruption period. If he/she fails to do so, his/her studies shall be terminated (see Article 20 of the SER). After the interruption and resumption of study, the student shall follow the study plan valid for the given academic year (see Article 20 of the SER).

Article 10

Completion/termination of doctoral studies

(1) The doctoral study ends:

- a) with a successful defence of dissertation,
- b) by a reasoned written decision of the Dean of the Faculty for the failure to meet a substantial obligation of the doctoral study student (non-fulfilment of examinations, non-completion of the state doctoral examination on time, failure to defend the dissertation on time),
- c) at the doctoral student's own written request,
- d) in the event of non-compliance with the conditions laid down in this Regulation.

Article 11

Economic security of doctoral students

(1) The student of the full-time form of doctoral study is provided with a scholarship pursuant to applicable regulations and according to the financial possibilities of the faculty. The scholarship is paid for twelve months of the year. However, the full-time form of study, for which the scholarship is paid, can last only for the standard period of study, i.e. the first 4 years from its commencement, excluding the period of study interruption.

(2) The amount of the scholarship is differentiated, the conditions for the calculation of scholarships are set and announced in a special directive always before the beginning of the new academic year

(Directive "Principles for the payment of scholarships to full-time students of FTE doctoral study programmes")

(3) For extraordinary study and scientific results, the Dean may award a one-time, or repeated, special scholarship. The procedure in the case of awarding scholarships is set out in the current Scholarship Regulations of the University of Pardubice.

Article 12
Tuition fees

(1) Study in the doctoral study programme in Czech and English at FTE is free of charge.

Article 13
Transitional and final provisions

This Directive replaces FTE Directive No. 1/2018.

In Pardubice on July 29, 2019

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