

Regulation

By the Dean of the Faculty of Informatics and Statistics
No. 01/2020 of 2nd September 2020

On the Rights and Obligations of Doctoral Students and Supervisors in Doctoral Study Programmes realized at FIS (hereafter as the Regulation)

The regulation specifies the rights and obligations of doctoral students and supervisors in doctoral study programmes realized at the Faculty of Informatics (hereafter as FIS). The regulation also specifies the way to fulfil chosen study requirements.

The Regulation amends the Study and Examination Rules of the University of Economics, Prague (hereafter as SZR) and the Rules for the System of Quality Assurance of Educational, Creative and Related Activities and of Internal Evaluation of the Quality of Educational, Creative and Related Activities (hereafter as the Rules).

Article 1

Rights and obligations of a doctoral student

1. A student has the right to be supervised by a qualified supervisor, pursuant to Article 14 of the Rules.
2. A student shall participate in compiling his/her individual study plan at the beginning of his/her studies.
3. A student shall prepare, together with the supervisor, a framework specification of the student's thesis (topic, structure, methods) by the end of the first semester.
4. A student shall submit in writing and defend his/her dissertation project, including first achieved results (at least in the form of a review of discovered facts) in front of a department board comprising experts from the given field by the end of the second semester. Article 3 determines the particulars of the defence.
5. A student shall pass at least two examinations by the end of the second semester and all required sub-examinations by the end of the fourth semester.
6. A student shall present his/her achieved results by the end of the sixth semester at least once at the "*Day of PhD students at FIS*".
7. A student may register for the state doctoral examination only if he/she has passed all sub-examinations and has completed the "4OPP – Dissertation project defence" and "4DVC1 – Research Activity I" courses.
8. A student shall pass the state doctoral examination by the end of the sixth semester. The state doctoral examination includes a defence of the student's dissertation syllabi of 20-30 pages submitted in writing.
9. A student shall successfully defend the results of his/her thesis in a small defence by the end of the eighth semester. Article 4 specifies the details.
10. A student may register for defending his/her dissertation thesis only if he/she has fulfilled all obligations specified in previous points and in SZR (including the student's involvement in

international cooperation pursuant to Article 18, par. 4, letter d) and has completed the „4DVC 2 – Research Activity II“ course.

11. A student has the right and obligation to consult all planned publications with the supervisor and to provide the supervisor with everything that is to be published sufficiently in advance for evaluation and comments.
12. Full-time doctoral students shall teach four hours of courses per week on average (the average is calculated for an academic year), have at least two scheduled hours of consultations per week, participate in student testing and supervise bachelor and oppose master theses. The head of the relevant department can approve exemptions from the study obligations in justified cases.
13. A student, who does not fulfil his/her obligations specified in SZR and the Regulation, may be expelled from study. A doctoral student may request conditional enrolment for the next semester with the Dean.
14. If a student believes that the supervisor is failing in his/her supervisory role, the student can ask the head of the department, the guarantor of the study programme or the Vice-Dean for Research and International Relations for help.

Article 2

Rights and obligations of a supervisor

1. A supervisor shall prepare, together with the student, a student's individual study plan at the beginning of the student's studies.
2. A supervisor shall decide, together with the student, on a framework specification of the student's thesis (topic, structure, methods) by the end of the first semester and enter it in the information system of the University of Economics in Prague.
3. A supervisor shall regularly check and direct the student's scientific research and consult with the student all student's publications prior to their submission.
4. A supervisor has the right and obligation to include the student in the supervisor's research and research outputs.
5. A supervisor shall check and evaluate the progress of the student's work and the fulfilment of the student's objectives with deadlines specified in SZR and in Article 1 of the Regulation.
6. If a student does not fulfil obligations specified in SZR or the Regulation, the supervisor may propose expelling the student from study upon consultations with the guarantor of the study programme and the head of the department.
7. The supervisor may submit to the Dean a nomination for a consultant – approved by the doctoral degree programme board – for a specific dissertation thesis.

Article 3

Dissertation thesis project defence

1. The Dissertation thesis project defence takes place in front of a board. The board consists of at least 3 members comprising professors, associate professors, or experts. The programme guarantor appoints the board members and its head and sets the defence date.
2. The doctoral student submits the dissertation thesis project at least 14 days prior to the defence date to the programme guarantor. The doctoral student submits the project into the

InSIS system simultaneously by means of the submitting tool of the “4OPP – Dissertation thesis project defence” course.

3. The board is quorate if at least three of its members are present at the defence. The project is defended if overall majority of the present board members deem the defence successful in a vote.
4. If the project is not defended, a doctoral student may submit the revised project no sooner than a month after the unsuccessful defence.
5. The board head submits the minutes of the course and result of the dissertation thesis project defence to the programme guarantor via the head of the given department.

Article 4

Small dissertation thesis defence

1. A doctoral student submits the dissertation thesis for a small defence to the head of the supervisor’s department. The student submits the thesis into the InSIS system simultaneously by means of the submitting tool of the “4MO – Small dissertation thesis defence” course.
2. Small dissertation thesis project defence takes place on a date set by the head of the given department in front of the department staff and potentially invited experts as well. The head of the department appoints a board of at least three members and its head from among professors, associate professors and potentially other experts. The board decides on the result of the small defence.
3. The head of the department appoints at least one opponent for the submitted thesis and determines a deadline for submitting an opponent review. The student receives opponent reviews no later than a week before the date of the small defence.
4. The board is quorate if at least three of its members are present at the defence. The thesis is recommended for defence pursuant to Article 27 of SZR if overall majority of the present board members vote for such a move. Otherwise, the thesis is recommended for revision and a resit of the small defence.
5. If the dissertation thesis has not been recommended for defence pursuant to Article 27 of SZR, the doctoral student may submit the revised thesis no sooner than two months after the date of the unsuccessful small thesis.
6. The board head submits the minutes of the course and result of small defence to the Dean of the Faculty via the head of the department.

Article 5

Provisional and concluding provisions

1. The Regulation comes into effect on 19th October 2020 and into force on 9th November 2020.
2. The Regulation by the Dean of FIS No. 2/2017 and No. 2/2019 are hereby voided.
3. The Regulation applies to all students in the doctoral study at FIS. The provisions in Article 1, par.7 for students enrolled into the doctoral study before 2nd September 2019, however, remains as follows: “A student may register for the state doctoral examination only if he/she has passed all sub-examinations and has obtained at least four points for published or provably accepted publications (in monographies, journals or anthologies) in compliance with the “*Publishing Evaluation Policy at FIS*” effective as of the day the student commenced his/her

studies." Moreover, the provision in Article 4, par.1, second sentence does not apply to such students.

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of the Faculty of Informatics
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