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Directive of the Dean No. 2/2025				
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The following terms and abbreviations are used in this document:

AS – Academic Senate of the FM of TUL

DT – Dissertation Thesis

Doctoral student – a student enrolled in a doctoral study programme

DSP – Doctoral Study Programme

FM – Faculty of Mechatronics, Informatics and Interdisciplinary Studies

ISP – Individual Study Plan

DSPB – Doctoral Study Programme Board

SD – Study Department for Doctoral Studies at the FM

DTD – Dissertation Thesis Defence

SDE – State Doctoral Examination

SFE – State Final Examination (doctoral studies)

SER – Study and Examination Regulations of TUL

TUL – Technical University in Liberec

SC – Scientific Council of the FM

HEA – Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Certain other Acts

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Part I. Joint Provisions

Article 1. Introductory Provisions

- (1) This Directive of the Dean of the Faculty of Mechatronics, Informatics and Interdisciplinary Studies (hereinafter referred to as the “FM”) of the Technical University of Liberec (hereinafter referred to as “TUL”) is issued in accordance with Article 47 and the related provisions of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Certain other Acts (the Higher Education Act), as amended (hereinafter referred to as the “HEA”) and in accordance with Article 1(4) and Part Four (Doctoral Study Programmes) of the Study and Examination Regulations of the Technical University of Liberec (hereinafter referred to as the “SER”).
- (2) This guideline applies to all doctoral study programmes implemented by the FM and is binding for employees and students of doctoral study programmes at the FM.
- (3) This directive regulates the details of the organisation of studies in all doctoral study programmes provided by the FM.

Part II. Doctoral Study Programme Board

Article 2. Role of the Doctoral Study Programme Board

- (1) The Doctoral Study Programme Board (hereinafter referred to as the “DSPB”) is the basic professional, conceptual, control and evaluation advisory body of the Dean for the relevant doctoral study programme (hereinafter referred to as the “DSP”) implemented by the FM.
- (2) The DSPB is established in accordance with Article 47(6) of the HEA and Part Four of the SER.

Article 3. Members of the DSPB

- (1) Members of the DSPB may be professors, associate professors and other prominent experts. Members of the DSPB are appointed and dismissed by the Dean of the FM after discussion with the Scientific Council of the FM (hereinafter referred to as the “SC”) based on a proposal of the training centres or the DSP guarantor.
- (2) The Dean also determines the number of members in each DSPB, with the DSPB having at least five members.

Article 4. Chairperson of the DSPB

- (1) Pursuant to Article 20(6) of the SER, the Chairperson of the DSPB is the guarantor of the relevant DSP. The DSP guarantor is appointed in accordance with the Accreditation Rules of TUL.
- (2) The Chairperson of the DSPB represents the DSPB between its meetings, and the Chairperson of the DSPB provides information about each decision in an appropriate manner (email, etc.) without unnecessary delay.

Article 5. Administration of the DSPB

- (1) Administrative matters related to the activities of the DSPB are handled by the Study Department for Doctoral Studies at FM (hereinafter referred to as the “SD”).
- (2) The SD, in cooperation with the Vice-Dean for the DSP and individual DSPBs, or with their authorisation, is primarily responsible for:

- a. Preparation of documents, supporting documents for the activities of the DSPB and their distribution,
- b. Handling of correspondence,
- c. Administrative assistance in preparing and distributing minutes,
- d. Registration of themes arising from the initiative of the DSPB, its members, supervisors, examiners and submission of these themes to the DSPB or the Vice-Dean for the DSP,
- e. Timely publication of documents, dates, agendas, minutes, etc.

Article 6. Activities of the DSPB

- (1) The activities of individual DSPBs within the faculty are coordinated by the Vice-Dean whose department includes the area of doctoral studies (Vice-Dean for Science and Research and Doctoral Studies, hereinafter referred to as the "Vice-Dean for DSP"), especially with regard to the deadlines resulting from the individual areas of DSPB activity within the sense of the SER.
- (2) The activities of the DSPB are defined in the SER, Part Four.
- (3) In accordance with the SER, the DSPB mainly performs the following activities:
 - a. Proposes to the Dean the conditions of the admission procedure to the DSP,
 - b. Discusses proposals for themes of dissertation work within the DSP, or changes to themes, and their tutors,
 - c. Discusses and approves individual study plans (hereinafter referred to as "ISP") of DSP students (hereinafter referred to as "doctoral students") and any changes to already approved ISPs,
 - d. Discusses changes in the structure of study subjects that are part of the relevant study programme and the DSP teaching schedule in the academic year,
 - e. Expresses its opinion on proposals for the approval of the tutor and examiners for the dissertation thesis defence (DTD) and the state final examination (SFE),
 - f. Expresses its opinion on the maximum number of doctoral students that a tutor may supervise,
 - g. Proposes framework requirements necessary for the DTD and changes thereto,
 - h. In accordance with the rules of ethics of scientific work, proposes the Chairperson, Vice-Chairperson, members of the examination committee for the DTD, the expert evaluator of Theses, and submits these proposals to the Dean,
 - i. In accordance with the rules of ethics of scientific work, proposes the Chairperson, Vice-Chairperson, expert evaluators and members of the committee for the SFE, and submits these proposals to the Dean,
 - j. Evaluates the fulfilment of the requirements for the SFE,
 - k. Evaluates the course of studies, discusses the evaluation of the ISP in the form of doctoral student evaluations, and submits its conclusions to the Dean,
 - l. In the event of non-fulfilment of the ISP, proposes to the Dean a reduction or withdrawal of the doctoral scholarship,
 - m. In the event of a serious non-fulfilment of the ISP, proposes to the Dean that the studies be terminated. The doctoral student and the tutor shall usually be invited to discuss the matter,
 - n. Evaluates the work of tutors and presents its conclusions to the Dean,
 - o. Monitors the development of the DSP and initiates proposals for changes, initiates proposals for changes to the study programme in relation to the accreditation conditions,

- p. Evaluates the level of implementation of the DSP, its updating and development, and presents its conclusions to the Dean,
- q. Performs other activities aimed at ensuring a high level of doctoral studies.

Article 7. Meetings of the DSPB

- (1) Meetings of the DSPB are convened by its Chairperson through the SD as needed, but at least once per academic year.
- (2) The Chairperson of the DSPB shall also convene a meeting of the DSPB at the request of the Dean, or if at least one third of the DSPB members so request it in writing.
- (3) Invitations to meeting of the DSPB shall include the agenda and the necessary supporting materials are made available on the faculty website for the relevant DSPB.
- (4) Meetings of the DSPB are chaired by its Chairperson or a member of the DSPB authorised thereby.
- (5) Each member of the DSPB may submit comments and suggestions on the agenda of the meeting no later than the start of the meeting.
- (6) The DSPB has a quorum if an absolute majority of all board members are present at its meeting.
- (7) To adopt a resolution of the DSPB, the consent of an absolute majority of the members of the DSPB present is required.
- (8) At the request of the Chairperson of the DSPB, the resolution may also be adopted by electronic voting (by email, voting app, etc.), which is considered a meeting of the DSPB. In the event of electronic voting:
 - a. The approval of an absolute majority of all members of the DSPB is necessary for adoption,
 - b. If a member of the DSPB does not express his or her opinion within the specified period, he or she shall be deemed to have abstained from voting,
 - c. The SD shall announce the voting result to the members of the DSPB.
- (9) It is also possible to attend the meetings of the DSPB online, in the form of a video conference. In such a case, the participant shall be considered present for the meeting itself and for the adoption of resolutions.
- (10) The SD shall take minutes of the meeting of the DSPB, stating the course and conclusions of the meeting. The attendance list shall be attached to the minutes.
- (11) The minutes of the meeting of the DSPB, including the attendance list, shall be archived at the SD. Electronic copies shall be sent by email to all members of the DSPB, the relevant Vice-Dean for the DSP, and shall be published on the website of the relevant DSPB.
- (12) In the event that the DSPB fails to act on a matter pursuant to the SER (Article 20(7)) for a period longer than 60 days, the Dean may make a decision without discussion with the DSPB. The Dean shall inform the DSPB of this fact at its next meeting.

Part III. Tutor, Training Centre, DSP Consultant

Article 8. Training Centre

- (1) A training centre is a workplace where a student performs activities related to the implementation of dissertation work (institutes of the FM, CXI, institutes of the Academy of Sciences, other scientific and research workplaces in the Czech Republic and abroad).
- (2) The training centre is represented by the relevant workplace manager.

- (3) Participation of the training centre in the financial, organisational, and personnel support of doctoral students shall be the subject of bilateral agreements between TUL or FM and the relevant institutions, or the subject of joint accreditation according to Article 81 of the HEA.

Article 9. Tutor

- (1) The tutor is the guarantor of the quality of the doctoral student's professional training. He or she shall be appointed by the Dean based on the results of the admission procedure and in accordance with the provisions of the HEA.
- (2) The role of the tutor, his or her rights and obligations and the requirements for his or her expertise are specified in Article 21 of the SER.
- (3) The tutor shall have the following competencies:
 - a. Guides the doctoral student in compiling an ISP,
 - b. Proposes the theme of dissertation work,
 - c. Participates in the organisational provision of studies, in the preparation of the ISP, including proposals for individual courses and their guarantors,
 - d. Participates in the evaluation of the doctoral student (he or she may participate in subject examinations as a member of the committee, comment on the evaluation, etc.),
 - e. Actively participates in the professional growth of the doctoral student and collaborates with him or her in solving the assigned research theme.
- (4) The tutor guarantees the listing of such dissertation work themes that have the potential to find new scientific knowledge publishable in scientific journals and conference proceedings.
- (5) The tutor may recommend the appointment of a consultant from among the teaching, scientific, or professional staff of the faculty, partner workplaces, or other organisations. The consultant must be able to guide the student through a certain stage of the doctoral study with his or her special professional knowledge or methodological and technical capabilities. The consultant is appointed with the student's prior consent at the proposal of the supervisor and after prior discussion in the DSPB by the Dean, who is also authorised to dismiss him or her.
- (6) The tutor proposes a framework theme or thematic area for the dissertation work. The tutor usually participates in the admissions process for applicants admitted to the dissertation work theme proposed by him or her.
- (7) The tutor participates in the DTD and SFE of his or her doctoral students, including the non-public part, with the exception of closed committee meetings as instructed by the committee Chairperson. However, he or she may not be a member of the DTD or SFE committees, which make decisions about his or her doctoral students.
- (8) The tutor may supervise a maximum of five doctoral students at the same time. An increase in this number for individual tutors shall be permitted by the Dean at the proposal of the DSPB, particularly based on the results of their doctoral students' studies.
- (9) The tutor comments on the regular evaluation of the entrusted doctoral student in terms of professional results and a clear recommendation to continue studies, or whether, with appropriate justification, he or she proposes to terminate the studies.
- (10) The tutor prepares a statement of the doctoral student's tutor for the SFE, in which he or she briefly:
 - a. Summarises important facts about the doctoral student's studies and evaluates their progress and results, the theme of the work, the area of research,

- b. Comments on the objectives of the work, open issues, motivation for their solution, invention, independence, activity, productivity of the work,
- c. Comments on the doctoral student's key results, publication activity, or other research and development outputs and the doctoral student's contribution to their creation: key ideas, new solutions, experimental verification, applications,
- d. Comments on the doctoral student's involvement in projects (SGS, GACR, MEYS, etc.),
- e. States the doctoral student's teaching experience, involvement in teaching and supervision of Bachelor's or Master's diploma work,
- f. Comments on the result of the plagiarism check in IS STAG (both in writing in the evaluation and in IS STAG),
- g. Recommends or does not recommend dissertation work for defence.

Article 10. Consultant

- (1) In the event that the training centre is not an institute of the FM and the proposed tutor is not an FM employee¹, in justified cases a consultant from among FM employees may be appointed to ensure coordination with the FM and participate in the professional and formal guidance of the doctoral student in accordance with TUL regulations.
- (2) In the event that the theme of the dissertation work requires specific guidance or professional consultations that cannot be provided by the tutor, the Dean may appoint a consultant who provides the part of the doctoral student's professional education agreed upon with the tutor.

Part IV. Studies in the DSP

Article 11. Study Characteristics

- (1) The standard period of studies in the DSP at the FM is four years and takes place under the guidance of a tutor according to the ISP, which is approved by the DSPB.
- (2) Studies in the DSP may be conducted on a full-time or part-time basis. The requirements for the student and the course of study are the same for both forms.
 - a. A full-time student studies and works at the relevant training centre, and his or her study and content of work are determined by the tutor together with the head of the centre. A doctoral student is present at the centre according to the requirements of the head of the centre and the tutor.
 - b. A student in a combined form of study studies and works mainly outside the training workplace, fulfilling the requirements of the ISP and participating in the work of the training workplace based on a mutual agreement with the supervisor together with the head of the training workplace.
- (3) The administrative side of studies in the DSP and the agenda of doctoral students are provided by the SD.

Article 12. DSP Scholarships

- (1) The rules for awarding scholarships to DSP students are set by the TUL Scholarship Regulations.
- (2) In the event that a student does not fulfil the study obligations set forth by the HEA, SER, ISP, and this guideline without serious grounds, the Dean may reduce, suspend, or withdraw the scholarship.

¹e.g., employed at CxI, another faculty of TUL, or the Academy of Sciences of the Czech Republic

- (3) Further conditions for individual scholarships are set out in the Directive of the Dean No. 03/2016.

Article 13. Study Registration

- (1) Admission to studies in the study programme is regulated by Articles 48 to 50 of the HEA and Article 4 of the TUL Statute. Admission to the DSP is subject to the due completion of studies in the Master's study programme according to the HEA.
- (2) Applicants for doctoral studies shall be admitted based on the results of the admissions process, which usually takes place in February and June (it may also take place on another date set by the Dean).
- (3) It is possible to apply for studies continuously throughout the year. More information shall be provided by the SD.
- (4) Applications for studies shall be completed exclusively electronically, via the IS-STAG portal [<https://www.tul.cz/uchazeci/elektronicka-prihlaska/>]. Unless otherwise provided for by another regulation, the following shall be an integral part of the application:
 - a. Documents on the achieved Master's degree, a certified copy of the diploma (a graduate of TUL does not have to verify the copy), a copy of the diploma supplement, or other certificates. Applicants for studies from abroad are required to submit a nostrification of documents on the achieved education, while nostrification may be postponed in accordance with the HEA,
 - b. A structured CV (including address and contact details),
 - c. A list of professional publications and/or professional scientific research activities or internships,
 - d. One to two page abstract of the dissertation work, which proposes the area of research and development, summarises the current state of the issue with references to literature and defines open issues that may be the subject of scientific research or creative activity of the doctoral student. The abstract shall be prepared in cooperation between the student and tutor and shall be confirmed by their signatures.
 - e. Confirmation of payment of the fee for procedures related to the admission procedure (in accordance with the TUL Statute²) to the TUL account,
 - f. A copy of proof of English language examination at least level B2³, in the event that the applicant is applying to a doctoral study programme accredited in English, and
 1. English is not the official language of the applicant's country of origin, or
 2. Did not complete previous education in a study programme accredited in the English language (must be documented).
 - g. A copy of the Czech language examination certificate at least level B2³, if the applicant is applying to a doctoral study programme in the Czech language and
 1. Is not a citizen of the Czech Republic, or
 2. Did not complete previous education in a study programme accredited in the Czech language, unless otherwise regulated by regulation.
 - h. Agreement of the proposed head of the training centre to provide the doctoral studies.

²[citation 01/12/2023] <https://www.tul.cz/studenti/poplatky-spojene-se-studiem/>

³In justified cases, the language proficiency test certificate may be replaced by a re-examination.

Article 14. Admissions Process

- (1) The application for admission to studies in the DSP is assessed by the Committee for Admission of Students to Study at the DSP (hereinafter referred to as the "Committee"), which is appointed (ad-hoc or permanently) by the Dean for the relevant DSP upon the proposal of the DSPB from leading experts in the field.
- (2) The Committee, together with the future tutor, shall assess the documentary evidence (see 0), the applicant's previous academic achievements, the results of the state final examination and defence, and the quality and focus of the diploma work.
- (3) For applicants from practice, the Committee assesses the nature of the practice and the relationship to the DSP to which the applicant is applying.
- (4) After evaluating the application, the Committee shall invite the applicant to an oral interview in the presence of the proposed tutor. The oral interview may be waived in justified cases.
- (5) During the oral interview, the Committee shall evaluate the applicant's competences for the selected study programme, the quality of the abstract of the dissertation work and its compliance with the given study programme. The oral interview usually lasts 15 to 30 minutes and the applicant must demonstrate his or her motivation in particular. Knowledge in areas related to the planned focus of studies may also be evaluated. Communication skills in English (for study programmes in Czech and English) and Czech (for foreign applicants applying for study programmes implemented in the Czech language) shall also be evaluated.
- (6) The interview may also be conducted via a video conference at the discretion of the Committee, in particular in the case of foreign applicants.
- (7) The Committee's recommendation shall be forwarded to the Dean, who decides on the acceptance/non-acceptance of the applicant.

Article 15. Enrolment

- (1) The applicant shall receive a written decision on their admission, including the date of enrolment in the study in the case of admission, without undue delay, and usually within 14 days of the admission interview. For international students, the deadline may be longer than the standard delivery time.
- (2) Enrolment of doctoral students in studies will take place according to the agreement with the tutor, but no later than 90 days from the delivery of the admission decision.
- (3) In the case of foreign students, it is necessary to submit a document of nostrification (i.e., recognition of previous education) on the date of enrolment. The submission of nostrification may be postponed in accordance with the HEA.
- (4) On the day of enrolment, the applicant shall become a DSP student. The doctoral student is a member of the academic community of the faculty and the academic community of TUL and shall be subject to the rights and obligations arising from the HEA and the relevant internal regulations of TUL and the FM. The basis of his or her study obligations is the fulfilment of the ISP under the guidance of the tutor.

Article 16. Interruption, Termination of Studies

- (1) The Dean may interrupt the studies, based on a written request from the doctoral student. The request shall contain the grounds and duration of the interruption and the statement of the tutor, DSPB, and the head of the training centre. Interruption of studies shall be permitted by the Dean of the faculty, who determines the conditions and duration of the interruption in his or her decision. The duration and conditions of the interruption are given by the SER.
- (2) During the period of interruption of studies, a person shall not be a student. After the period for which studies were interrupted, the person shall have the right to re-enrol in the studies.

- (3) The impact of interruption of studies on the payment of scholarships is addressed by the Directive of the Dean on the Award of Scholarships to DSP Students.
- (4) The maximum total period of interruption must be in accordance with the provisions of Article 54 of the HEA and Article 30 of the SER.
- (5) An interruption cannot be permitted in the event that, upon starting studies after the interruption, the student's studies would have to be immediately terminated pursuant to Article 56(1)(b) of the HEA, i.e., due to failure to meet the requirements arising from the study programme.
- (6) Termination and abandonment of studies are addressed in Part Five of the SER.

Article 17. Individual Study Plan

- (1) Studies in the DSP are performed according to the ISP under the guidance of a tutor, or with the participation of a consultant. The ISP is a key document for the individual professional training of a doctoral student and defines the basic obligations of the student. This document, in accordance with Article 18(3) of the SER, in particular:
 - a. Determines the subjects and their content, examination dates and details of specific areas of study in accordance with the valid accreditation,
 - b. Defines a training centre,
 - c. Contains an extended abstract of one, maximum two pages, which defines the area of research and development in detail, summarises the current state of the issue with references to literature and defines open problems that may be the subject of scientific research or creative activities of the doctoral student,
 - d. Proposes a professional internship – states the selected workplace, theme of cooperation,
 - e. Is in accordance with the standard period of study, the HEA and other regulations of TUL and the Ministry of Education on student obligations.
- (2) The ISP shall be compiled by the tutor in agreement with the doctoral student and, if applicable, the consultant, in accordance with the provisions of the SER and is submitted to the relevant DSPB for approval. The doctoral student and tutor are informed of the outcome of the discussion.
- (3) Changes in the ISP or in the studies of the study programme may represent:
 - a. A change in the content of the ISP – the proposed change in the ISP shall be approved by the DSPB based on the tutor's proposal in connection with the specification of the ISP,
 - b. A change to the ISP timetable (extension of studies) approved by the DSPB based on a request recommended by the tutor. The tutor shall attach a proposal for adjusting the ISP timetable,
 - c. An interruption of studies – permitted by the Dean based on the doctoral student's request with the necessary information, see Article 16,
 - d. A change in the form of study– permitted by the Dean based on a request recommended by the tutor. The tutor shall attach a proposal for modification of the ISP,
 - e. A change in tutor– permitted by the Dean after prior opinion of the DSPB based on a written request from the doctoral student or tutor with the opinion of the doctoral student and the original and proposed tutor.
- (4) Changes shall only be possible based on a written request submitted through the SD.

Article 18. Course of Studies, Obligations of Students, and Study Control

- (1) Doctoral students usually participate in pedagogical work in some of the following activities: tutorials in professional subjects in Bachelor's or Master's studies, supervision of student theses, professional seminars and consultations.
- (2) Doctoral students actively participate in TUL activities (doctoral school etc.) and the FM doctoral seminar according to the instructions of the tutor, the Chairperson of the DSPB and the seminar leader.
- (3) During the course of the study, the doctoral student performs a mandatory internship abroad in accordance with the accreditation, but for a minimum of three months. The doctoral student may, based on the recommendation of the tutor and the prior consent of the DSPB, also perform the internship at a significant scientific and research institution in the Czech Republic. The internship abroad must be performed in accordance with the Directive of the Dean No. 01/2022 (Rules for the implementation of incoming and outgoing mobilities at the FM).
- (4) The student shall be obliged to meet the deadlines set by the ISP. The period of interruption of studies shall not be included in the deadlines set by the ISP, the period of professional internship shall not be included in the actual length of the internship, but the maximum length shall be one year.
- (5) The essence of the study in DSP is the performance of original research in solving a specific scientific or research task related to the theme of the dissertation work, or engineering activities of a research or development nature at the highest level of knowledge. The doctoral student publishes the results of scientific and research activities.
- (6) Depending on the possibilities of the training centre, it is desirable for the doctoral student to participate in the preparation and solution of scientific and research projects related to the theme of the dissertation work and to participate in the student grant competition.
- (7) The publication results of a doctoral student shall be articles in major journals in the field (impacted or peer-reviewed), contributions at major international conferences in the field (according to the ISI or SCOPUS database) published in English in the conference proceedings, or other sufficiently significant results according to the valid R&D evaluation methodology .
- (8) In accordance with the SER, the DSPB shall evaluate the fulfilment of the ISP. After agreement with the DSPB, the study department sends an "Evaluation of the DSP student" form to the tutor. The tutor comments on the fulfilment of tasks, passing of examinations, progress of the dissertation, publication activities and proposes measures. After supplementing the opinion of the head of the training centre, the tutor submits the evaluation to the SD within the prescribed deadline. The SD submits the evaluation to the relevant DSPB for discussion, where the fulfilment of the ISP and other obligations is noted.
- (9) The DSPB shall issue a recommendation to the Dean and the SD shall inform the individual doctoral students and tutors about the outcome of the DSPB discussion.
- (10) A proposal to terminate studies may be submitted by the tutor, or the Chairperson of the DSPB at any time during the year. In such a case, the DSPB shall discuss the proposal within one month. Upon the proposal of the DSPB, the Dean may terminate the study.
- (11) In the event of failure to fulfil study obligations, failure to meet deadlines, and neglect of studies, the DSPB may submit a proposal to reduce or withdraw the scholarship, or to terminate the studies.

Article 19. Expert Subject Examinations

- (1) The guarantor of a DSP subject is usually a professor or associate professor. The guarantor of a DSP subject is responsible for teaching the subject of the study programme. He or she is also usually the examiner, if he or she meets the requirements of the HEA.

- (2) To complete the study part of the DSP, doctoral students take examinations in the subjects listed in the ISP. Doctoral students prepare for the prescribed examinations according to the instructions of the guarantor or subject teacher (by attending lectures, self-study, professional consultations) in accordance with the ISP.
- (3) Examinations in ISP subjects are examined by the prescribed ISP teacher or the subject guarantor. The presence of a member of the relevant DSPB or other experts, or the tutor, is recommended. In the event that the examiner is a tutor, the presence of another examiner shall be mandatory.
- (4) After passing the professional examination, the examiner (guarantor or subject teacher) prepares a "Record of the Professional Examination in the DSP" and shall gather the signatures of all participants. The original document shall be submitted by the student to the SD for further processing and archiving. The SD shall enter the examination result for the doctoral student into the IS STAG.

Article 20. Defence of the Dissertation Thesis

- (1) The dissertation thesis defence (DTD) is organised **for students enrolled after 1 March 2025** and its purpose is primarily to assess professional and theoretical knowledge in the field of the dissertation work, knowledge of basic methods of scientific work, the ability to acquire new scientific knowledge, evaluate it and use it creatively, and last but not least, the dissertationability of the submitted theme and the doctoral student's professional competence to successfully process the submitted theme for the DTD.
- (2) The doctoral student is obliged to submit an application for the DTD within three years of the start of studies (the period of interruption of studies is not included in this period, the period of professional internship is not included in the actual length, but a maximum of one year). The doctoral student submits the application for the DTD to the SD after completing all study obligations according to the ISP. The doctoral student is obliged to have one publication result with his or her own significant authorship at the time of application. The application is submitted, including the tutor's opinion, on the prescribed form including other requirements according to the prescribed template. The DTD in the DSP is governed by the relevant provisions of the HEA and SER. The doctoral student also submits a "Dissertation Thesis" (hereinafter referred to as the "Thesis") in printed form and sends it in electronic form to the SD.
- (3) Recommended structure of the Thesis:
 - a. Introduction,
 - b. Summary and evaluation of current world knowledge in the field of the theme of the dissertation work,
 - c. Definition of the objectives of the dissertation work based on an analysis of the current state of affairs,
 - d. Overview of achieved and published results already achieved by the doctoral student in the area of the theme,
 - e. Outline of the idea of the further direction of the dissertation work,
 - f. Conclusion,
 - g. List of used literature,
 - h. Presentation of the dissertation student's own publications related to the theme,
 - i. Structured professional CV (without personal data).
- (4) The application and Thesis shall be submitted to the relevant DSPB and published on the website in documents for the meeting of the DSPB. The DSPB discusses the proposal for the composition of the committee and the expert evaluator of the Thesis (who is not in a conflict

of interest and is not from the same workplace as the tutor or doctoral student), the proposal for the composition of the committee is submitted to the Dean via the SD, along with the opinion and statement of the DSPB.

- (5) The Dean shall assess the study results and, based on the opinion of the DSPB, set the examination date. The DTD usually takes place within 90 days from the date of submission of the application.
- (6) After processing the “Application for the DTD”, appointing the Committee, and determining the date and location of the examination, the doctoral student, DSPB, and tutor shall be informed via SD and the DTD date shall be published on the website.
- (7) Recommended structure of the Thesis evaluation:
 - a. Summary of the focus of the Thesis,
 - b. Evaluation of the originality and contribution of the work,
 - c. Assessment of the student’s approach to the theme being addressed,
 - d. Assessment of the student’s readiness to solve the given issue,
 - e. Recommendations for further work,
 - f. Any questions about the DTD.
- (8) The DTD Committee shall be appointed by the Dean on the proposal of the DSPB. The Committee consists of a Chairperson, Vice-Chairperson and at least three other members. Only professors, associate professors and experts approved by the SC shall be authorised to examine within the framework of the DTD. At least one member of the Committee must be a person outside the academic community of TUL and an absolute majority of the Committee must be outside the tutor’s workplace. It is desirable that the expert evaluator of the Thesis may be a member of the DTD Committee. The tutor or consultant shall not be a member of the DTD Committee.
- (9) When the DTD is held, an absolute majority of all members of the Committee must be present, among whom must always be the Chairperson or Vice-Chairperson.
- (10) The DTD process is overseen by the Chairperson of the Committee and usually includes:
 - a. Introduction of the doctoral student by the tutor,
 - b. Presentation of the Thesis by the doctoral student,
 - c. Familiarisation with the expert evaluator’s opinion, discussion by the Committee on the presented theme. Individual questions with a brief evaluation of the doctoral student’s response are written on discussion sheets,
 - d. Examination by appointed members of the Committee on themes of a broader theoretical basis in accordance with the ISP, which are important from the perspective of solving the dissertation work. Individual questions with a brief evaluation of the doctoral student’s response are written on discussion sheets,
 - e. Closed meeting of the Committee, if necessary,
 - f. Non-public evaluation of the DTD process, which includes a discussion without the participation of the public and the student, and a vote on the DTD evaluation,
 - g. Committee members decide on the proposal for the evaluation of the doctoral applicant by secret ballot. The ballots or the voting protocol shall be enclosed in a sealed envelope signed by the scrutineers attached to the minutes, which state the number of voters and the individual numbers of votes. To achieve the classification “pass”, a majority of positive votes of all members of the DTD Committee is required.
 - h. Evaluation of the DTD with a pass/fail rating is recorded in the DTD progress report, including any recommendations for the student’s further work on the dissertation theme.

- (11) After the non-public part of the DTD is completed, the student shall be publicly informed of the result.
- (12) In the event that the DTD is unsuccessful, the Chairperson of the Committee shall inform the student of the conditions set by the Committee for repeating the DTD; these conditions shall be part of the DTD minutes and the Dean shall be informed of the minutes.
- (13) The student shall be obliged to register for a new DTD by the deadline set by the Dean.
- (14) The minutes of the DTD, signed by the Chairperson of the Committee, shall be archived in the student's file, with individual discussion sheets and the voting protocol attached, and the SD shall record the completion of the DTD in the IS STAG.

Article 20a. State Doctoral Examination

- (1) The SDE is organised for students **enrolled before 1 March 2025** in accordance with the wording of the HEA valid until 28 February 2025 and the State Educational Service Act valid from 24 April 2024. Article 20 of this Directive does not apply to a student who completes the SDE.
- (2) The purpose of the SDE is primarily to assess professional and theoretical knowledge in the field of the dissertation work, knowledge of basic methods of scientific work, the ability to acquire new scientific knowledge, evaluate it and use it creatively, and last but not least, the dissertatability of the submitted theme and the doctoral student's professional competence to successfully process the submitted theme for the DTD.
- (3) The doctoral student is obliged to submit an application for the SDE within three years of the start of studies (the period of interruption of studies is not included in this period, the period of professional internship is not included in the actual length, but a maximum of one year). The doctoral student submits an application for the SDE to the SD after completing all study obligations according to the ISP. The doctoral student is obliged to have one publication result with his or her own significant authorship at the time of submission of the application. The application is submitted, including the tutor's opinion, on the prescribed form including other requirements according to the prescribed template. The doctoral student also submits a Thesis in printed form and also sends it in electronic form to the SD.
- (4) Recommended structure of the Thesis:
 - a. Introduction,
 - b. Summary and evaluation of current world knowledge in the field of the theme of the dissertation work,
 - c. Definition of the objectives of the dissertation work based on an analysis of the current state of affairs,
 - d. Overview of achieved and published results already achieved by the doctoral student in the area of the theme,
 - e. Outline of the idea of the further direction of the dissertation work,
 - f. Conclusion,
 - g. List of used literature,
 - h. Presentation of the dissertation student's own publications related to the theme,
 - i. Structured professional CV (without personal data).
- (5) The application and Thesis shall be submitted to the relevant DSPB and published on the website in documents for the DSPB meeting. The DSPB discusses the proposal for the composition of the committee and the expert evaluator of the Thesis (who is not in a conflict of interest and is not from the same workplace as the tutor or doctoral student), the proposal for the composition of the committee is submitted to the Dean via the SD, along with the opinion and statement of the DSPB.

- (6) The Dean shall assess the study results and set the examination date based on the opinion of the DSPB. The SDE shall usually take place within 90 days from the date of submission of the application.
- (7) After processing the application for the SDE, appointing the Committee, and determining the date and location of the examination, the doctoral student, DSPB, and tutor shall be informed via the SD and the SDE date shall be published on the website.
- (8) Recommended structure of the Thesis evaluation:
 - a. Summary of the focus of the Thesis,
 - b. Evaluation of the originality and contribution of the work,
 - c. Assessment of the student's approach to the theme being addressed,
 - d. Assessment of the student's readiness to solve the given issue,
 - e. Recommendations for further work,
 - f. Any questions about the SDE.
- (9) The SDE Committee is appointed by the Dean on the proposal of the DSPB. The Committee consists of a Chairperson, Vice-Chairperson, and at least three other members. Only professors, associate professors and experts approved by the SC shall be authorised to examine within the framework of the SDE. At least one member of the Committee must be a person outside the academic community of TUL and an absolute majority of the Committee must be outside the tutor's workplace. It is desirable that the thesis expert evaluator be a member of the SDE Committee. The tutor or consultant shall not be a member of the SDE Committee.
- (10) When the SDE is held, an absolute majority of all members of the Committee must be present, among whom must always be the Chairperson or Vice-Chairperson.
- (11) The SDE process is managed by the Chairperson of the committee and usually includes:
 - a. Introduction of the doctoral student by the tutor,
 - b. Presentation of the Thesis by the doctoral student,
 - c. Familiarisation with the expert evaluator's opinion, discussion by the Committee on the presented theme. Individual questions with a brief evaluation of the doctoral student's response are written on discussion sheets,
 - d. Examination by appointed members of the Committee on themes of a broader theoretical basis in accordance with the ISP, which are important from the perspective of solving the dissertation work. Individual questions with a brief evaluation of the doctoral student's response are written on discussion sheets,
 - e. Closed meeting of the Committee, if necessary,
 - f. Non-public evaluation of the SDE process, which includes a discussion without the participation of the public and the student, and a vote on the SDE evaluation,
 - g. Committee members decide on the proposal for the evaluation of the doctoral applicant by secret ballot. The ballots or the voting protocol shall be enclosed in a sealed envelope signed by the scrutineers attached to the minutes, which state the number of voters and the individual numbers of votes. To achieve the classification "pass", a majority of positive votes of all members of the SDE Committee is required.
 - h. Evaluation of the SDE with a pass/fail rating is recorded in the SDE progress report, including any recommendations for the student's further work on the dissertation theme.
- (12) After the non-public part of the SDE shall be completed, the student shall be publicly informed of the result.
- (13) In the event that the SDE is unsuccessful, the Chairperson of the Committee shall inform the student of the conditions set by the Committee for repeating the SDE. These conditions shall

be part of the SDE minutes and the Dean shall be informed of the minutes. The student shall be obliged to register for a new SDE within the deadline set by the Dean. The SDE may be repeated no more than once.

- (14) The minutes of the SDE, signed by the Chairperson of the Committee, shall be archived in the student's file, with individual discussion sheets and a voting protocol attached, and the SD shall record the completion of the SDE in the IS STAG.

Part V. Dissertation Work

Article 21. Dissertation Work Requirements

- (1) The dissertation work must contain the original results of the doctoral student's independent work. The content and formal aspects of the dissertation work shall correspond to the practices of publishing scientific results in the given field.
- (2) The conditions and requirements for dissertation work are set out in Article 23 of the SER and the current directive of the Rector on the uniform editing and publication of Bachelor's, diploma, rigorous, dissertation, and habilitation work.
- (3) In the case of exceptionally successful publication activity of a doctoral student, the dissertation work may be written in the form of a collection of articles. The work must meet the requirements for a dissertation according to the SER and the following requirements:
 - a. The dissertation work contains at least four articles, of which at least two are published in impact journals with a quartile of Q1 or Q2 in one of the FORD categories according to the OECD field structure (Frascati manual). Conference papers are published in peer-reviewed proceedings of international conferences that have high prestige in the scientific community. At least two of the journal articles must have already successfully passed the peer-review process at the time of submission of the dissertation.
 - b. The doctoral student is the first author of all the submitted articles.
 - c. The dissertation work is monothematic and consistent. The articles cover a common theme, which is also the theme of the work.
 - d. The work contains a comprehensive introduction and joint conclusions of approximately 40 pages.
- (4) The dissertation work must be available for public viewing from the moment its defence is publicly announced.

Article 22. Application for the State Final Examination

- (1) By preparing and submitting dissertation work, the doctoral student shall complete the scientific research part of the study. The doctoral student shall submit to the State Examination Office an "Application for the State Final Examination" on the appropriate form, supported by the following documents:
 - a. Three copies of the dissertation work in the required format. The templates for the covers and title pages of the final work are governed by the current directive of the Rector on the uniform format and publication of Bachelor's, diploma, rigorous, dissertation, and habilitation work and the "Methodology for the preparation of Bachelor's and diploma theses" scripts.
 - b. Ten copies of a summary of the dissertation work. The summary shall contain an abstract of the dissertation work in the recommended length of 2-3 pages (brief state-of-the art, motivation, summary of results and main conclusions of the dissertation work) as well as an overview of the doctoral student's own publication activities, stating his or her contribution and the applicant's CV.

- c. The tutor's opinion on the dissertation work – see Article 9(10).
 - d. Structured professional CV of the DSP student.
- (2) The doctoral student may be asked by the Dean, expert evaluator, or member of the DSPB or member of the SFE Committee to provide evidence of his or her percentage share in the results if these are the results of collective work.
 - (3) The SFE may only be applied for after successfully completing the DTD, after fulfilling all study obligations, and after writing the dissertation work. The SFE in the DSP is governed by the HEA and the relevant provisions of the SER.
 - (4) The deadline for submitting an application for the SFE is no later than six years from the date of enrolment. In justified cases, the Dean may extend the deadline for submitting an application for the SFE.
 - (5) The condition for submitting an application for an SFE is at least three publications of the doctoral student registered in WoS or Scopus, for which the affiliation of the FM is indicated. Of these, at least one result shall be an article in a journal with a non-zero impact factor according to WoS and the doctoral student is its main author. In the event that the specific conditions of the field do not allow the fulfilment of the previous point and when the doctoral student is the main author of another significant result according to the valid R&D evaluation methodology, the doctoral student, in cooperation with the tutor, shall submit an application to the DSPB in advance of registering for the defence, justifying why his or her result is significant within the field. The DSPB must approve this exception.

Article 23. Preparation for the State Final Examination

- (1) After checking that the formal requirements have been met, the SD shall publish the necessary documents on the FM website, inform the Chairperson of the DSPB about the application for the SFE, and provide him or her with all the data in the required format.
- (2) The SD shall check the submission of the dissertation work to STAG and add the submission date.
- (3) The DSPB shall discuss the submitted documents, the degree of fulfilment of the doctoral student's obligations, the fulfilment of the conditions for starting the SFE and, in the event of approval, shall propose expert evaluators of the SFE to the Dean.
- (4) After collecting opinions from expert evaluators, the DSPB shall propose the composition of the SFE Committee.
- (5) The Committee shall have at least seven members, including the Chairperson. In accordance with the SER, at least two members must be persons outside the academic community of TUL and more than half of the members must not be employed in the same department/institute as the tutor or doctoral student. The tutor or consultant shall not be a member of the SFE committee.
- (6) In the event that the Dean agrees with the composition, the SD shall discuss the proposal with the proposed members and the Dean shall appoint the Committee.
- (7) The agreed date of the SFE shall be published on the FM website in accordance with the SER.

Article 24. Opinion of the Expert Evaluator

- (1) Upon the proposal of the DSPB, the Dean shall appoint the expert evaluators of the dissertation work in accordance with the relevant provisions of this Directive.
- (2) The dissertation work shall be evaluated by at least two expert evaluators who are prominent experts in the relevant scientific field, at least one of whom must be a professor or associate

professor. Without limiting the provisions of the SER, at least two expert evaluators must not be employed by TUL. In exceptional and justified cases, the Dean may grant an exception.

- (3) The expert evaluators may be members of the SFE Committee.
- (4) The expert evaluators shall be obliged to submit a written evaluation and return the dissertation work no later than one month from the date of receipt of their appointment, or to notify the SD within 15 days from the date of receipt of the expert evaluators' appointment that they cannot prepare the evaluation.
- (5) In accordance with the SER, the expert evaluators' opinion shall contain in particular:
 - a. Summary of the results of the work,
 - b. Evaluation of the originality and contribution of the work,
 - c. Evaluation of the doctoral student's related publication activity and the doctoral student's contribution to individual publications,
 - d. Comments on the text, language, and graphic level,
 - e. Defence questions,
 - f. Conclusions in the following prescribed form:
 - i. In his or her dissertation work, the author demonstrated/did not demonstrate the ability for independent creative work in the given field.
 - ii. The work meets/does not meet the requirements standard for dissertation work in the given field.
 - g. Date and signature of the expert evaluator (may also be electronic).

Article 25. State Final Examination

- (1) The SFE usually takes place within 30 days after receiving all the evaluations. The date of the SFE is agreed upon by the SD in cooperation with the Chairperson of the DSPB, members of the Committee and expert evaluators, and is announced to the applicant and members of the final examination Committee no later than two weeks before the date of the event. The place and date of the SFE shall be published in the public part of the faculty website.
- (2) No later than two weeks before the SFE, all committee members, the tutor and the doctoral student shall receive an invitation, expert evaluator reports, abstract, and dissertation work in electronic form.
- (3) The SFE is open to the public. It is conducted in the form of a scientific debate between the applicant, expert evaluators, other members of the committee and other SFE participants.
- (4) Participation of the expert evaluators in the SFE is essential. In the event that any of them cannot be present at the SFE on extraordinary grounds, and have given a positive opinion, the SFE may be held in the presence of at least one examiner.
- (5) The SFE shall be headed by the Chairperson or the Vice-Chairperson of the Committee.
- (6) The public part of the SFE usually proceeds as follows:
 - a. The Chairperson will invite the tutor to introduce the doctoral student, state the basic facts regarding his or her studies, and evaluate the main results of the work,
 - b. The applicant will give a brief presentation on the content of the dissertation work,
 - c. The expert evaluators will present the essential content of their opinions,
 - d. The applicant gives their response to the evaluations, especially on the objections and questions of the expert evaluators,
 - e. The Chairperson opens a discussion in which all those present may participate.
- (7) After the public part of the SFE, a closed session is held:

- a. The Chairperson of the Committee is authorised, with regard to the theme under discussion, to invite other persons to the closed session,
 - b. The Chairperson of the Committee is authorised to declare a closed meeting of the Committee, attended only by appointed committee members,
 - c. The Committee evaluates the level of the submitted work and the applicant's ability to defend the results and their own opinions. The members of the Committee decide on the proposal for the award of an academic degree by secret ballot. The ballots are enclosed in a sealed envelope signed by the scrutineers and attached to the protocol.
- (8) A proposal to award the title requires a majority of positive votes of all committee members.
 - (9) In the event that the result of the vote was a "fail", the Committee shall vote at a closed session on the justification for the negative opinion and the decision on further action, recommendations for a new SFE.
 - (10) After the closed meeting of the Committee, the next part of the SFE is public and the result of the meeting is immediately announced to the doctoral student.
 - (11) The minutes of the SFE shall be drawn up detailing the course of the SFE and the result of the vote. The minutes shall be signed by those members of the Committee present.
 - (12) In the event of an unsuccessful SFE, the minutes shall also include justification and recommendations for further work.
 - (13) The SFE may be repeated once. An application for a repeated SFE must be submitted no later than one year after the unsuccessful SFE, unless the Dean decides otherwise in exceptional cases.

Article 26. Online Committee Meetings

- (1) The meetings of the DTD and SFE committees (hereinafter referred to as "meetings") may, in justified cases, be held via remote communication (hereinafter referred to as "online meetings"). An online meeting within the meaning of this article is any meeting in which at least one member of the relevant committee participates via remote communication.
- (2) At a minimum, the doctoral student being examined and the Chairperson of the committee, or a member of the committee authorised by him or her, shall be present during the meeting in one room that is technically equipped for recording the meeting.
- (3) Online meetings must be held so that, in cases stipulated by the HEA, the meeting may be publicly accessible.
- (4) The decision to hold an online meeting and the conditions under which it will take place shall be announced by the Chairperson of the Committee well in advance in the invitation to the meeting. The invitation will include an announcement on how committee members and the public may join the meeting and how other persons present at the meeting are able to speak.
- (5) Voting is possible at online meetings. A secret vote is possible in the event that the technical means used during online meetings allow it and the anonymity of voters is ensured. All committee members must be informed about the voting method at the beginning of the committee meeting. All committee members shall be informed of the result of the vote, the printed and signed minutes, together with any other documents related to the vote, are placed in an envelope and filed with the minutes of the meeting.
- (6) By joining the online meeting, consent is expressed to the meeting being held online, including the recording of the meeting. In the event that a committee member joins the meeting after the meeting has started or, conversely, leaves the meeting earlier, he or she shall be obliged

to report this within the system used. Recordings of meetings are archived for a period of five years.

- (7) Documents on online meetings and minutes of meetings are provided and signed by the Chairperson of the Committee or a person authorised by him or her. The voting protocols and other reports provided by the relevant system shall be attached to the minutes.

Part VI. Final and Transitional Provisions

- (1) This Directive shall replace the Directive of the Dean No. 1/2020 (r02) of 13 May 2024.