

Dean's Decree No. 11/2017

Details of the Organization of Studies in the Doctoral Study Programmes

Article 1 Introductory Provisions

This Decree, in accordance with the Study and Examination Regulations (hereinafter referred to as "SER"), of the University of West Bohemia in Pilsen (hereinafter referred to as "UWB"), governs the details of the organization of studies in the doctoral study programmes (hereinafter referred to as "DSP"), at the Faculty of Applied Sciences (hereinafter referred to as "FAS").

Article 2 Organization of the Study

(1)

Study in FAS doctoral study programmes is, in terms of its organization, ensured in cooperation with the FAS Office of Academic Studies by the Guaranteeing Department, which is usually also the students' training/supervising workplace. The Department may have, in accordance with the accreditation granted, a contract concluded for training/supervising its students with another partner workplace.

(2)

DSP students are registered at the Guaranteeing Department; this Department is subsequently registered in the information system as the students' workplace. The Head of the Guaranteeing Department (or the Head of the Sub-Department), being a senior manager, ensures, in cooperation with the supervisor, the conditions for fulfilling the study obligations of DSP students. These conditions may vary depending on the form of study.

(3)

Study in DSP takes place under professional and organizational guidance of supervisors, with whose approval students establish the regime of fulfillment of their study obligations and the time of their holidays. Supervisors are responsible for the activity to the Study Field Board.

(4)

The concept of the regime for fulfilling study obligations, in the case of students of the full-time form of study also includes adequate participation in teaching provided by the department that is the students' training workplace. This participation in teaching takes place in accordance with the students' individual study plan on the basis of an agreement between the supervisor and the Head of

the Guaranteeing Department. Its form and scope reflect on the one hand the annually updated needs of the training workplace, and on the other hand, other students' activities which are prescribed for them in their individual study plan for the given year.

(5)

For consultations on specific issues concerning the topic of students' dissertation, a consulting specialist may be appointed upon the supervisor's suggestion, to the students at any time during the course of study. The consulting specialist must be a prominent expert in the given field. The consulting specialist is appointed by the Dean after the discussion in the Study Field Board.

(6)

The maximum number of co-supervised PhD. students by one supervisor may not exceed seven. This number can only be exceeded in exceptional and justified cases (e.g. the involvement of a consulting specialist) and with the approval of the Study Field Board. The Study Field Board may also determine an adequately lower number, taking into account the specificities of the given DSP.

Article 3 Study Field Board Meetings and Resolutions

(1)

Meetings of the Study Field Board shall be opened and chaired by its Chairperson or a member authorized by the Chairperson.

(2)

If the Study Field Board has to decide on a matter falling within its remit, and if it is a matter, where – due to its contents, meaning and time availability – summoning the Study Field Board were pointless, the Chairperson may decide that the resolution shall be taken using the means enabling distance communication.

(3)

The resolution on the matter under paragraph 2 shall be made in such a way that the Chairperson of the Study Field Board sends to its members the exact text of the draft resolution with which the consent is to be pronounced; at the same time, the Chairperson shall also set a time limit within which the Study Field Board members are to vote. If a member of the Study Field Board does not vote within the time limit, he/she shall be deemed to have disagreed with the draft resolution. The resolution is adopted if the majority of the Study Field Board members have voted for it.

Article 4 Language Training

(1)

Knowledge of a foreign language is demonstrated following a proposal of the Study Field Board. Unless the Study Field Board proposes otherwise, students will have to prove the knowledge of the foreign language by:

(a) passing a language exam for DSP students at the Institute of Applied Language Studies, or

(b) providing evidence of having passed a certified language test (the State Language Exam, TOEFL, CAE, CPE, etc.), or

(c) demonstrating that s/he regularly publishes and presents an activity in the language of the examination, or

d) providing that s/he has completed a long-term stay at a foreign workplace, etc.

Note: In the case of sections b), c), d), the Supervisor decides on the recognition.

Article 5 State Doctoral Examination and Dissertation Defence

(1)

Students submit their application for admission to the State Doctoral Examination (DSS) and the Dissertation Defence by filling in a form available at the FAS Office of Academic Studies. The requirements for the application are set out in Article 92 of the Study and Examination Regulations.

(2)

A synopsis for the State Doctoral Exam and the Dissertation Defence are written in the language of the study programme. Unless the Study Field Board stipulates otherwise, it is possible to write the dissertation and the synopsis in Czech, Slovak, or English. The same applies to the opponents' reports and the supervisor's evaluation.

(3)

The dissertation is handed in according to the Rector's Directive.

(4)

If the submitted dissertation does not meet the formal requirements placed on it, or if the author of the dissertation passes the texts, ideas, results or dates of other authors for his/her own, this is always a reason for failing the Dissertation Defence.

(5)

Prior to submitting the Dissertation Defence, the Supervisor is obliged to check its similarity in the THESES System. The Supervisor is obliged to comment in writing on any observed non-zero degree of similarity, and at the same time, close the evaluation of the dissertation by setting the parameter "Assessment of Similarity" in IS/STAG. If the dissertation is assessed with a suspicion of plagiarism, this dissertation must not be accepted for defence, and the Chairperson of the Study Field Board shall file a written motion to initiate disciplinary proceedings.

(6)

Up to the time of the Dissertation Defence (in the due or an alternative date), the submitted Dissertation may not be subsequently modified or replaced by another dissertation. After the defence, the dissertation is handled in accordance with the relevant Rector's Directive.

(7)

If a student announces in writing before the Defence that s/he withdraws from the defence of the submitted dissertation, and if, at the same time, it is not a cancellation of the application for admission, or a legitimate excuse under Article 109 of SER, the student is granted the "Failed" grade and the dissertation is considered non-defended. On the basis of the decision of the Chairperson of the Dissertation Defence Committee, the Dissertation Defence Committee may decide on the further procedure under Article 112 (2) of SER using the means enabling distance communication.

(8)

Making the dissertation public is regulated by the Rector's Directive.

Article 6 Transitional and Final Provisions

(1)

For study fields, this Decree shall apply *mutatis mutandis*.

(2)

Dean's Decree 2D/2013 of 22 January 2013 is repealed.

(3)

This Decree enters into force on 1 December 2017.

In Pilsen, on 28. 11. 2017

Doc. Dr. Ing. Vlasta Radová
FAS Dean