

<b>Code:</b>	<b>SD/09/17</b>
<b>Type:</b>	<b>Dean's Directive</b>
<b>Title:</b>	<b>Dean's Directive Supplementing the Rules Governing Studies in the Ph.D. Degree Studies Programs at the Faculty of Applied Informatics</b>
<b>Organisational Effect:</b>	<b>Faculty of Applied Informatics, Tomas Bata University in Zlín</b>
<b>Issued:</b>	<b>20. 11. 2017</b>
<b>Effectivity:</b>	<b>20. 11. 2017</b>
<b>Issued by:</b>	<b>Assoc. Prof. Mgr. Milan Adámek, Ph.D., Dean of FAI</b>
<b>Elaborated by:</b>	<b>Vice Dean for Research, Development and Doctoral Study</b>
<b>Co-elaborated by:</b>	
<b>Number of Pages:</b>	<b>7</b>
<b>No. of Attachments:</b>	<b>1</b>
<b>Distribution:</b>	<b>FAI Vice Deans, FAI Secretary, Chairperson AS FAI, Heads of Departments, Institutes, and Ancillary Sections of FAI</b>
<b>Authorised Person's Signature:</b>	<b>Assoc. Prof. Mgr. Milan Adámek, Ph.D., m.p.</b>

### **Article 1 Introductory Provisions**

The Faculty of Applied Informatics, Tomas Bata University in Zlín - (hereinafter referred to as "FAI TBU"); issues this Internal Norm as a supplement to Part Three - (Provisions for Ph.D. Studies Programs) – a part of the FAI Internal Regulation "Rules Governing Studies in the Studies Programs at the Faculty of Applied Informatics" - hereinafter referred to as "the **Rules**").

### **Article 2 Range of Activities of a Ph.D. Studies Program Student**

(1) Pedagogical practice, creative activities in the Research and Development field, or in their own educational activities that a student of the Ph.D. studies program - (hereinafter only referred to as "Ph.D. student"), undertakes in the form of their Full-time studies is mainly carried out in the TBU premises, and its scope is - at least 4 hours per day; or 30 hours per week, respectively.

(2) A Ph.D. student in the Full-time studies program may, after gaining their supervisor's consent, perform one day a week of activities relating to their studies outside the TBU workplace. The minimum scope of their activities carried out in the TBU premises - (at least 30 hours a week), must be preserved.

(3) In the case that a Ph.D. student in the Full-time studies program, (see Article 8), demonstrate that the minimum number of credits for the whole study period is equal to 40 times the number of completed years of study, the Dean may alter the scope of their activities, as set out in Paragraphs 1 and 2, for the next academic year.

(4) The period spent by the Ph.D. student in the TBU in Zlín premises in connection with the realisation of the activities referred to in Paragraph 1, shall be recorded by means of electronic student card scanners. These scanners are located in all of the university buildings. In the course of entering or leaving the building, the Ph.D. student shall record their arrival or departure.

(5) In case of non-fulfilment of the conditions defined in Paras. 1 and 2, the Ph.D. 's stipend shall be shortened by the Dean, based on a proposal by the relevant Vice-Dean; or, as the case may be, the student will be offered the possibility to change the form of their studies to the "Part-time" form of studies.

### **Article 3 Holidays and Study Leave**

(1) Holidays of five weeks duration, can usually be taken in July and August.

(2) The announcement of the holiday or leave-of-absence, approved by their supervisor, shall be handed over by the Ph.D. student in good time before the beginning of the holidays to the Department of Research Activities (hereinafter referred to as "DRA").

(3) The Holiday Notification form is available in the FAI Electronic Information System. The Ph.D. student shall mark on the form the days that they will not be present in their workplace.

(4) After gaining the written consent of their supervisor, three weeks of Study Leave may be granted to a Ph.D. student. The condition for taking study leave is the proper fulfilment of their study obligations - in accordance with their Individual Study Plan, (hereinafter "ISP"). This study leave period is generally awarded in the months of July and August.

### **Article 4 Dissertation Consultant**

(1) The proposal for the appointment of a new consultant for a particular Ph.D. student's dissertation - together with the characteristics demonstrating their competence, is usually given by the supervisor to express their opinion to the relevant discipline's Specialist Board – and this, either before or even during the course of a Ph.D. student's studies.

(2) The Chairperson of the Specialist Board submits a proposal for approval to the Dean of the Faculty who, in the event of a positive decision, issues a mandate to the Consultant.

(3) The records of the consultants are kept in the relevant DRA records. The appropriate Vice Dean shall inform the FAI Scientific Council once a year with the current list of consultants.

(4) An application for the assignment of an approved consultant to the dissertation is realised by means of a form, which is available in the FAI electronic information system.

(5) The criteria for proposing a particular person as a consultant in a Ph.D. Study program are as follows:

- a) The minimum is an academic title of Ph.D., or a Candidate of Sciences. These consultants are expected to have active scientific research activities, documented by publications in scientific and scientific journals, or respectively, lecture activities at international scientific conferences
- b) Significant working practice.

(6) The pedagogical contract for supervising a Ph.D. student shall be assigned by the supervisor to the consultant, in a ratio resulting from their mutual agreement - and shall be communicated to the responsible staff of the relevant institutes.

### **Article 5** **Changes to an Individual Studies Plan**

(1) The proposal for any change to the ISP shall be submitted by the supervisor for the opinion of the Specialist Board. The changes are approved by the Dean, FAI. The requisite forms for changes are updated and published in the FAI electronic information system. During the course of studies, the following ISP changes can be made:

- a) A change of supervisor
- b) A modification of the content focus of independent scientific, research, development activities, or a change of the dissertation topic
- c) A change of compulsory elective subjects
- d) Adjustments of activities related to creative activities - in particular, work placements and stays in other workplaces
- e) Alterations to the timetable of their studies

(2) The topic of the dissertation thesis cannot be changed after graduation of the State Ph.D. Examination - (hereinafter referred to as "SDE"), unless the SDE commission decides otherwise.

### **Article 6** **Pedagogical Activities of a Ph.D. Student**

(1) The Ph.D. student - according to the current possibilities of the faculty, absolves their teaching practice in the form of listening in to selected subjects, actively engaging in the teaching of a certain part of selected exercises, one-time lectures, or the direct tuition of selected subjects. This direct tuition – ranging up to 112 hours per academic year, is not financially rewarded. Tuition activities that exceed that range are reimbursed to Ph.D. students - and can only be realised after gaining the supervisor's approval.

### **Article 7** **Ph.D. Studies Program Subjects**

(1) A Ph.D. exam is composed of three compulsory subjects. Mandatory subjects include a foreign language, mathematics and a specialist subject, which has been discussed by the Specialist Board for the specific focus of the Ph.D. Studies Program (DSP).

(2) The Ph.D. student shall also pass examinations in at least three compulsory elective subjects from the list, discussed by the Specialist Board for the respective specialisation of the DSP. These subjects are chosen by the student - in agreement with the supervisor, and are thematically close to the content of their dissertation.

(3) The current list of DSP courses is available in the FAI Electronic Information System

(4) If, when compiling an individual study plan, the Ph.D. supervisor finds that the list of elective subjects does not contain a subject which the Ph.D. student should necessarily complete

in their subject, the supervisor shall ask the Chairperson of the Specialist Board for approval of the subject. The newly proposed subject is, usually, part of an accredited DSP at other universities in the Czech Republic or abroad.

(5) Compulsory elective subjects may be changed during their studies (see Article 5)

(6) The tuition of vocational subjects is usually carried out in the form of controlled self-study supported by consultations. Tuition of foreign languages and mathematics is usually done in the form of organised tuition. The minimum number of Ph.D. candidates for organised classes is 6.

### **Article 8**

#### **Assessments of Studies and Controls of the Fulfilment of an Individual Study Plan**

The evaluation of the studies and the control of the ISP and the Ph.D. student's performance is performed on an annual basis by submitting the duly filled-in form "Assessment of a Ph.D. Student's Studies at FAI". The current form is available in the FAI electronic information system. The completed form is then submitted by the Ph.D. student prior to the deadline set by the Dean, FAI.

### **Article 9**

#### **Credit System**

- (1) The basic features of the Unified Credit System used for the DSP study programs are:
  - a) One credit usually represents 1/180 of the doctoral candidate's work-load in the course of the standard length of studies
  - b) By passing the examinations from the subjects of the prescribed ISP, the Ph.D. student gains the number of credits allocated to a given subject
  - c) The same subject has the same credit rating for all Ph.D. study programs and forms of study
  - d) Credit(s) for one subject can only be obtained once during the course of their studies
  - e) Ph.D. students will obtain the corresponding number of credits for their publishing, creative and grant activities
  - f) Ph.D. students' pedagogical practice and foreign mobility shall be included in their credit assessment
  - g) Credits earned within one DSP are added up
  - h) The acquired number of credits serves as the control mechanism of their studies
- (2) The Ph.D. Studies Program is composed of two parts, which may overlap:
  - a) The studies part, terminated by the SDE
  - b) The scientific and professional part, focused on the elaboration of their dissertation, terminated by its defence

(3) The overall extent of the studies part is at least 90 credits - and is determined by the Ph.D. student. The fulfilment of the study part of the ISP is proved by the student by passing the examinations from the subjects making up the studies section and the SDE.

- a) The successful completion of the examinations from the subjects enrolled in the ISP studies in the DSP is 10 credits
- b) The successful performance of the DSE is 30 credits.

(4) The scientific-professional part of their study is at least 90 credits; its content is set out in the Ph.D. student's ISP:

- a) The scientific, professional and technical part of their study consists of the elaboration of their dissertation, as well as the publishing, creative, grant, professional pedagogical and mobility activities, in which the Ph.D. student demonstrates their ability to achieve original scientific results
- b) The requirements on the performance of individual activities and their credit assessment are set out in Appendix 1
- c) The submission of the dissertation is evaluated with 30 credits
- d) All of the prescribed activities of the scientific, professional and technical parts of their study must be fulfilled prior to the deadline set for their defence of their dissertation

(5) In order to continue with their studies, it is necessary to obtain a number of credits equal to 20 times the number of completed years of studies

(6) Upon completion of their studies in a DSP, a Ph.D. student must obtain at least 180 credits in accordance with Paragraphs (3) and (4); and an individual study plan irrespective of the form and overall duration of their Ph.D. studies

### **Article 10** **State Ph.D. Examination Schedule**

(1) The Ph. D. student must submit an application for the SDE to the DRA at least 1 month before the proposed SDE. Together with the application for the SDE, the Ph.D. student shall present an overview of the activities carried out during their studies, a dissertation thesis, an overview of the published works, and any engineering works they have created. It is also necessary for their supervisor to attach their suggestions for the composition of the commission for the SDE.

(2) The fulfilment of the conditions for the execution of the SDE shall be checked upon receipt of the application by the DRA. In the case of any discrepancies, the Ph.D. candidate or the supervisor will be invited to meet the set deadline.

(3) The Dean of FAI - usually at least 21 days before the proposed SDE date, on the basis of the proposal of the supervisor, and after approval by the Examination Board, shall appoint the Chairperson and the members of the Examination Board for the SDE. Concurrent with the appointment of the Chairperson of the Examination Board for the SDE, one of its members will be commissioned to prepare and personally present an opinion on the submitted paper as a basis for the commission's deliberations. The Examination Board is comprised of at least 5 members. At least 1 member of the commission shall be from outside TBU in Zlín. Members of the

Commission are sent an invitation to participate in the SDE, indicating the date and place of the defence, and further, shall discuss the dissertation.

(4) The course of the SDE and the classification is recorded in the "State Doctoral Examination Statement" form - which is available in the FAI electronic information system. The Chair of the SDE Commission will deliver the completed and signed form to the DRA without delay after the end of the SDE. The Student Affairs Assistant will record the evaluation in the IS / STAG information system, no later than 7 days after the date of the examination. The Ph.D. student is required to check their enrolment and, in the event of irregularities, to resolve their correction with the Student Affairs Assistant or their Supervisor. If the matter is not resolved, the Ph.D. student shall contact the relevant Vice-Dean, who must arrange a remedy within 3 working days.

### **Article 11** **Thesis Defence Timetable**

(1) The application for the defence of the dissertation shall be submitted by the Ph.D. student to the DRA - at least 8 weeks before the proposed date of the defence. Together with the application for the defence of their Ph.D. dissertation, the Ph.D. student shall submit their dissertation (7 printed pcs + electric version), dissertation thesis (15 pieces); an overview of the activities carried out during their studies; and a list of publications (published and accepted for publication). It is also necessary to attach the supervisor's proposals for composition of the Commission for the defence of the dissertation, including the opponents, and the opinion of the supervisor regarding the dissertation.

(2) Fulfilment of the conditions for the initiation of the dissertation defence proceedings shall be checked, after receipt of the application, by the DRA. In case of discrepancies, the PhD candidate - or respectively, the supervisor will be invited to meet the deadline.

(3) The DRA shall ensure the documentation of the thesis, including the full text of the dissertation and the theses it contains in the FAI IS/STAG system. The supervisor shall fill out the IS/STAG with an evaluation of the originality of the thesis and the supervisor's conclusions regarding the dissertation thesis shall be recorded. The supervisor's opinion of the Ph.D. thesis shall be delivered within one week after the submission of the application.

(4) The Dean shall appoint at least 2 opponents based upon the proposal of the supervisor and after the approval by the Specialist Board. The opponent must be, at the least, one professor - and a maximum of one opponent may be from FAI. The DRA will send an appointment decree and a copy of the dissertation to the opponents. The opponent shall prepare an opinion within one month of delivery - or refuse to do this, within 15 days of receipt of the documents.

(5) The Dean shall, without delay, appoint the Chairperson and the members of the Examination Board for the defence of the dissertation based upon the supervisor's suggestions, and after the approval of the Examination Board. The Commission shall have at least 7 members - including at least 2 opponents. A minimum of 2 members of the commission must be from a workplace outside TBU - and at least 2 members must be Professors or Doctors of Science.

(6) The DRA will send all members of the Commission - at least 15 days before the date of the defence, an invitation to attend the defence of the Ph.D. dissertation, with indications

regarding the date and place of the defence. Members of the Commission are also sent the opinions of the opponents and the dissertation thesis.

(7) At least 14 days before the date of the defence, the date and place of the defence shall be announced on the Official FAI Bulletin Board.

(8) The dissertation is published for the public viewing at least 5 working days before the date of the defence in the DRA.

(9) The Dissertation Defence is usually held within 30 days of receipt of the evaluations of all of the opponents. In exceptional and justified cases, the Dean may extend this period.

(10) The protocol on the defence of the dissertation thesis is submitted by the Chair of the Commission to the DRA. This department passes the protocol for signature to the Chair of the Specialist Board and to the Dean - who, after examining the procedural requirements for the defence of the dissertation, confirms its validity by signing it.

## **Article 12** **Validity and Effectiveness**

(1) This Internal Norm shall enter into force and effect upon the date of its approval by the FAI Academic Senate on November 20, 2017.

(2) This Internal Norm has been discussed and approved by the FAI Academic Senate.

Ing. Miroslav Matýsek, Ph.D., m. p.  
Chairperson, Academic Senate, FAI

Assoc. Prof. Mgr. Milan Adámek, Ph.D., m. p.  
Dean, FAI



## Appendix 1: Credit-based Assessment of the Scientific and Professional Parts of the Ph.D. Student's Studies

Activity Title	No. of Credits	Completion Requirements
<b>P-Jrec</b> Publication activities in professional peer-reviewed journals, (or books)	<b>10</b>	<i>A share in at least 2 publishing or creative outputs of the following types:</i> <i>a) An Article in a peer-reviewed journal <sup>2)</sup>; Jimp, Jsc type</i> <i>b) A professional book, or chapter in a professional book</i> <i>c) A share in a patent or semi-production prototype</i> <i>d) An article in a peer-reviewed journal mentioned in the list of Czech Periodical Reviews</i> <i>At least one of the outputs must be of Type a), b), or c). In the case of types a) and b), the output must be in English. The sum of the individual mental shares <sup>1)</sup> on the output must reach at least 60%.</i>
<b>P-Konf</b> Publication activities in Conference Proceedings, registered in the WoS, SCOPUS data-bases	<b>10</b>	<i>The publication of at least 3 articles in conference proceedings registered in the WoS or SCOPUS data-bases. The sum of the individual mental shares <sup>1)</sup> on the output must reach at least 150%.</i>
<b>P-Ost</b> Other publication and creative activities	<b>10</b>	<i>Any other publishing and/or research activities of the Ph.D. Students.</i> <i>The publication of article in an un-reviewed journal, or an article in an international conference (that is) not registered in the WoS or SCOPUS data-bases. These activities may also include the validation of a share in the origin of the applied results in the form of proven technologies, prototypes, functional examples, software, utility examples, industrial design and examples, or certified technologies.</i> <i>Other publications from P-Jrec or P-Konf can be accounted for, or those that are above the framework of the requirements for recognising these activities. The sum of the individual mental shares <sup>1)</sup> on the output must reach at least 200%.</i>
<b>G-Akt</b> Grant activities, and supplementary activities at FAI	<b>10</b>	<i>Participation in the successful solution of research projects, where the resolver, (co-resolver), is FAI, or respectively, TBU in Zlín for at least one year. It also to submit significant activities in the successful resolution of Internal Grant Agency projects organised by TBU in Zlín; or an important part in FAI complementary activities.</i>
<b>Mobility</b> Mobility and international activities	<b>10</b>	<i>A Study Stay of at least one month at a foreign university or foreign research and development institute, who are engaged in research in harmony with the focus of the dissertation. This obligation may, (after the approval of the appropriate Vice Dean), be substituted by a professional internship in an enterprise (institution) abroad, or by a Czech institution with international competence; or eventually, participation in an international creative project with results (that are) published or presented abroad.</i>
<b>Pedagogical</b> Professional pedagogical activities	<b>10</b>	<i>The minimal pedagogical activities of a Ph.D. student - (direct tuition, professional pedagogical lectures, leading seminars; in certain cases, training or lab exercises, attendance in vocational subjects, the design of experiments in laboratory exercises; the preparation of teaching aids or texts, etc.)</i>



Notes:

The Guarantor of the DSP - (Ph.D. Studies Program), in conjunction with the Vice Deans for Creative Activities, and Ph.D. studies FAI shall decide - on the basis of a request for the recognition of activities in the scientific, professional, and technical parts of their studies. The application form is available in the FAI, TBU in Zlín electronic information system.

- 1) Each author is allocated their corresponding mental share in the activity being evaluated. The conditions for being included in creative activities is their affiliation with TBU in Zlín, validated in the OBD database; and proved by the submission of a copy of the published publications being claimed. It is necessary to register publications and other creative activities in the OBD database; these must be submitted within one month of publication - or the publication of a creative activity; at the latest.
- 2) "Reviewed (in a) professional periodical or journal" – without a view to the original text - eventually, an overview of the article, published in a periodical, (or magazine) regardless of the publisher's state, who presents the original results of the research carried out by the author - or of the team of which the author was a member. This relates to comprehensive texts or works, whose breakdown accords to the requirements of the publishers of the periodical on the structure of the scientific text - (most frequently - summary, introduction, literary overview, material and methods, results, discussion, conclusion); with the usual way of citing sources, and eventually, including the notes on any apparatus. In a professional periodical, these types of articles are usually included in the content of groups like – original - or eventually, overview reports. A professional periodical is understood to mean a scientifically reviewed journal, with a scientific editorial team, which bases itself on - or in the event that they are issued periodically, the ISSN code or e-ISSN is published in printed, printed and electronic - or only electronic forms. The reviewed professional articles in a periodical, (or magazine) are divided according to the purposes of these documents, into:

Jimp – Original / or Review of an article in a professional periodical that is included in the Thomson Reuters Web of Science, with the "Article", "Review" or "Letter" flag, and "Proceedings Paper"

Jsc – An original / (or review of) an article in an expert periodical in the Elsevier SCOPUS database with the flag "Article", "Review" or "Letter," and the "Conference Paper"

Jrec - An original / (or review of) an article in a professional periodical, which is included in the list of reviewed non-impacted journals (or periodicals) published in the Czech Republic

Periodicals (journals) are not:

- Periodicals that do not have an ISSN, or eventually an ISSN number
- Periodicals or extraordinary periodicals published with an ISSN number and also in parallel with an ISBN in book form (these are often found in conference papers that are recorded in the WoS and SCOPUS databases, the results published in this type of source are allocated to the D results)
- Periodicals where the method of reviewing contributions does not occur or is not published in the form of a review (e.g. some Open Access periodicals);
- Periodicals whose character is similar to daily newspapers or newspapers, i.e. daily newspapers, thematic "popular - professional" attachments to daily newspapers, weekly newspapers, specialised newspapers (e.g. Zdravotnické noviny, Hospodářské noviny, Učitelské noviny, etc.)
- Popular educational periodicals intended for the general public, published by commercial publishers, or public and other institutions
- Professional periodicals whose intent is to popularise an issue for the wider professional public, e.g. published by professional societies, scientific institutions, etc. for the purposes of promoting and popularizing science
- Periodicals issued by Trade unions, political parties, associations, etc.
- Film and radio periodicals
- Company and insurance periodicals
- Printed matters and newsletters