



EUROPEAN UNION  
European Structural and Investment Funds  
Operational Programme Research,  
Development and Education



HR EXCELLENCE IN RESEARCH

**CEBIA-Tech Regional Research Centre  
Doctoral Students Support**

Project Title: Development of Capacities for Research and Development of TBU in Zlín (RoKaVaV-TBU)

Reg. no.: CZ.02.2.69/0.0/0.0/16\_028/0006243

Case: 2018CZ353848

## **Article 1**

### **Introductory Provisions**

This document regulates the Doctoral (Ph.D.) Study Programme (hereinafter referred to as DSP) support at the Faculty of Applied Informatics (hereinafter FAI), of Tomas Bata University in Zlín (hereinafter referred to as TBU) and the Regional Research Centre CEBIA-Tech.

## **Article 2**

### **Accredited DSP**

- (1) It is possible to start studying in the following accredited DSPs at FAI:
  - a) Information Technology,
  - b) Automatic Control and Informatics,
  - c) Security Technologies, Systems and Management.
- (2) All the above DSP can be studied in either Czech or English.
- (3) All the above DSP can be studied in Full-time and Part-time modes.
- (4) Successful graduates will obtain the title "Doctor", abbreviated: Ph.D. after their name.

## **Article 3**

### **DSP Admissions Procedure**

- (1) The DSP Admissions Conditions are the proper completion of studies in a related Master's Degree Programme.
- (2) Applications to study in a DSP are submitted electronically. The required attachments must be sent by post, or delivered in person, to The Research and Development Activities Department of FAI TBU.
- (3) Part of the Application Form is the choice of the expected dissertation topic and the supervisor, or consultant. The current offer of topics, as well as the list of supervisors and consultants, is available on the FAI website in the Research and Development / Ph.D. Studies section.
- (4) The DSP Application Form is usually associated with an administrative fee. Its level is published on the FAI website.
- (5) The Entrance Examination consists of an Oral and Written part. The Oral Exam is in the form of a professional discussion directly focused on the DSP field, the preliminary dissertation topic and the current applicant's professional and scientific activities. The Written Exam serves to verify their level and knowledge of the English language.
- (6) Detailed Instructions on Publicly Announced DSP Admissions Procedures are published in the Dean's Directive for the given academic year.

## **Article 4**

### **DSP Study Requirements**

- (1) Studies in a DSP programme are governed by the Study and Examination Regulations of TBU in Zlín - (Part Three: Provisions for Study in Doctoral Study Programs). These rules are then regulated by the Rules for the Regular Course of Studies at FAI and the FAI Dean's Directive supplementing these rules for DSPs (SD/09/17).
- (2) These Internal Faculty Norms specify in particular:
  - a) The student's Individual Study Plan form,
  - b) DSP subjects,
  - c) Evaluation and control of Individual Study Programme fulfilment form,
  - d) DSP subject examination requisites and requirements form,
  - e) State Doctoral Degree Examination requisites and requirements form,
  - f) Dissertation Defence requisites and requirements form.
- (3) More detailed information about the DSP Study Requirements and links to the relevant forms are available on the FAI website in the Research and Development / Ph.D. Studies.

## **Article 5**

### **Course of Studies in DSP**

- (1) In accordance with individual study programme accreditation applications; studies are set at 4 years.
- (2) During the course of their Doctoral (Ph.D.) studies, future graduates must pass 5 Examinations in professional subjects, an Examination in a Foreign Language and the State Doctoral Examination. Furthermore, they must fulfil activities from the scientific-professional part of their studies: These mainly include publishing, creative, grant, professional-pedagogical and mobility activities. Their studies are completed by defending their Dissertation.
- (3) Students will usually pass the State Doctoral Examination within 2 years from the beginning of their studies. They will elaborate a Treatise on the Doctoral Thesis in written form for the State Doctoral Examination. The review of one opponent accompanies this Treatise.
- (4) The student shall submit their Dissertation before the end of their studies, but no later than the deadline, which corresponds to a doubling of the standard study period, unless the FAI Dean determines otherwise. Three reviews are prepared per submitted dissertation – of which at least one is prepared by a Professor. At least two opponents who prepared reviews of the submitted Dissertation Work must be from outside TBU in Zlín. When defending the Dissertation, the Commission shall also assess the student's level of creative activity.

## **Article 6**

### **Doctoral Studies Programme Board**

- (1) The activities of the DSP FAI TBU Doctoral Studies Programme Board are set out in Section 47, Paragraph 6, of (Czech) Act No. 111/1998 Coll., On Higher Education Institutions and on Amendments to Other Acts - (Act on Higher Education Institutions), as amended, and Article 34 of the Study and Examinations Regulations of Tomas Bata University in Zlín.
- (2) FAI shall appoint a joint Doctoral Studies Programme Board composed of "Information Technology", "Automatic Control and Informatics" and "Security Technologies, Systems and Management".
- (3) Doctoral Studies Programme Board proceedings are governed by the Doctoral Studies Programme Board Rules of Procedures.

## **Article 7**

### **DSP Stipends**

- (1) The rules for awarding DSP students' scholarships are defined as follows:
  - a) The TBU in Zlín Scholarship Regulations,
  - b) The FAI Dean's Directive Supplementing the TBU in Zlín Scholarship Regulations.
- (2) A student in the DSP Full-time form of studies for a standard period of study, may be awarded a doctoral scholarship by the FAI Dean or the TBU in Zlín Rector.
- (3) After due discussion with their Supervisor, the scholarship amount may be reduced, or the scholarship may be withdrawn if the DSP student clearly does not properly fulfil their study obligations arising from the TBU Study and Examination Regulations and their Individual Study Plan.
- (4) The level of the doctoral scholarship depends upon the volume of financial resources allocated to such scholarships depends upon the degree of the fulfilment of their doctoral student's study and scientific-professional activities.
- (5) Individual study and scientific-professional activities are assessed by an appropriate number of Evaluation Points. A detailed overview of their study and scientific-professional activities in order to determine the level of the doctoral scholarship evaluation is regulated by the FAI Dean's Guidelines supplementing the TBU in Zlín Scholarship Regulations.
- (6) The final amount of the doctoral scholarship is then determined in accordance with the FAI Dean's Directive supplementing the TBU Scholarship Regulations in Zlín, and the Dean's Decision for the given academic setting the coefficients for determining the DSP scholarship amount.
- (7) Students of the Full-time form of studies in their 1<sup>st</sup> year are awarded a basic scholarship / stipend; which is updated during the 1<sup>st</sup> year according to their study results and scientific-professional activities. Students of the Full-time form of studies in their 2<sup>nd</sup> to 4<sup>th</sup> years, are awarded a scholarship / stipend for the entire academic year according to the doctoral scholarship student evaluation (total number of evaluation points for their entire studies). Excellent study results, or significant scientific and professional activities mean the

scholarship amount/level can be reviewed during the academic year. In order to update details, it is necessary for students to submit an application to update their scholarship level to the Research and Development Activities Department of FAI TBU; The application is available on the FAI website.

## **Article 8**

### **IGA Student Grant Competition**

- (1) The existing Student Grant Competition is organised by the Internal Grant Agency (hereinafter referred to as IGA).
- (2) The professional managing and executive body is the Internal Grant Agency Commission at the university level.
- (3) IGA activities at FAI are provided by Faculty Evaluation Commissions.
- (4) Student Grant Competition principles at FAI TBU are regulated by the Rector's Directive and the Rules for the Student Grant Competition at the Faculty of Applied Informatics.

## **Article 9**

### **Internal “Junior Grants of TBU in Zlín” Competition**

- (1) The Internal Grant Competition is financed from the Operational Research, Development and Education (OP RDE) Programme through the "Junior Grants of TBU in Zlín" project (CZ.02.2.69/0.0/0.0/19\_073/0016941) - (hereinafter referred to as the JUNG TBU project).
- (2) The main goal of the JUNG TBU project is to increase the quality of Doctoral (Ph.D.) Studies at TBU in Zlín through the pilot verification and implementation of a new grant competition intended exclusively for doctoral students by supporting educational tools (seminars, courses, workshops, etc.). These will strengthen the preconditions of such students to be able to carry out high-quality scientific and research activities and to improve their international competitiveness.
- (3) The professional management and executive body for the purposes of fulfilling the competition is the JUNG TBU Commission. In addition, two expert evaluation panels have been set up to ensure competition. The panels' basic tasks are professional assessment of project applications, control and adjustment of funds, and fulfilment of resolved projects' objectives and outputs.
- (4) The JUNG TBU grant competition principles are regulated by the Rector's Directive "The JUNG TBU Grant Competition Principles" and the "Administration Manual for Students Project".

## **Article 10**

### **DSP Student Forms**

- (1) In order to facilitate administrative issues, FAI TBU DSP students have at their disposal forms set out in a clear form on the FAI website. The forms include, for example:
  - a) Record of the Doctoral Examination Subject,
  - b) Record of The Internal Doctoral Thesis Defense,
  - c) Request for a Change in Form of Study of the DSP,
  - d) Request for a Change in Student's Supervisor,
  - e) Request for a Change in Doctoral Thesis Topic,
  - f) Request for the Interruption of Studies,
  - g) Application for the scholarship update,
  - h) Request for a Change in the Student's Consulting Supervisor,
  - i) Request for a Change in Doctoral Study Subject,
  - j) A Proposal to Terminate the Studies of a Student of the DSP,
  - k) Request for the Extension of Studies in the DSP,
  - l) Notification of the Termination of Studies in the DSP,
  - m) Doctoral Student's Presence at FAI during the Holiday Period,
  - n) Assessment of a Doctoral Student at FAI for the Academic year.
  - o) Individual Study Programme Curriculum in the DSP,
  - p) Student's statement on the waiver of their appeal,
  - q) Request for the Acknowledgement of Activities in the Scientific-professional Part of the DSP,
  - r) Protocol on the Settlement of Commitments Relating to the FAI, TBU in Zlín,
  - s) Proposal for the Composition of the Doctoral Thesis Defense Committee,
  - t) Overview of activities undertaken during the DSP,
  - u) Application for the Doctoral Thesis Defense,
  - v) Proposed Members for the State Doctoral Examination Committee,
  - w) Application for the State Doctoral Examination.