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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 Programmes) – a part of the FAI Internal Regulation "Rules Governing Studies in the Studies Programmes at the Faculty of Applied Informatics" - hereinafter referred to as Rules).

Article 2 Holidays and Study Leave (Ad Art. 32 Rules)

- (1) Holidays of eight weeks duration can usually be taken in July and August.
- (2) The date of taking holiday period is indicated in the shared calendar well in advance (see Article 4 paragraph 4).

Article 3 Dissertation Consultant (Ad Art. 35 Rules)

(1) The proposal for the appointment of a new consultant for a particular dissertation of the doctoral study programme student (hereinafter referred to as "PhD student") - together with a description documenting their competence, is submitted to the relevant Doctoral Studies Programme Board (hereinafter referred to as DSP Board) for their opinion, usually by the supervisor. A characteristic documenting the consultant's competence is attached to the proposal. The proposal for the appointment of a consultant for a dissertation is implemented through a form that is available in the FAI electronic information system.

(2) The chairman of the DSP Board submits a proposal for approval to the Dean who, in the event of a positive decision, issues a mandate to the consultant.

- (3) The criteria for proposing a particular person as a consultant 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 professional and scientific journals, or respectively, lecture activities at international scientific conferences.
 - b) The specialist with significant work experience.
- 4) The pedagogical contract for supervising a PhD 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 4 **Scope of the PhD Student Activities** **(Ad Art. 36 Rules)**

(1) Pedagogical activities, research activities or the student's own educational activities that a PhD student undertakes in the form of their full-time studies is carried out and recorded in the scope of at least 80 hours per month.

(2) A PhD student in the full-time studies programme may, after gaining their supervisor's consent, carry out some activities related to studies outside the TBU workplace. Activities carried out at TBU workplaces must be at least 50 hours per month.

(3) In the case that the full-time PhD student has, as part of the annual student evaluation (see Article 8), for the entire course of study, at least the number of credits equal to 40 times the number of completed years of study, the Dean may change the scope of their activities specified in paragraphs 1 and 2 for the next academic year.

(4) The obligation of the full-time PhD student is to record the activities carried out within the framework of the doctoral studies in a shared calendar, which he manages and continuously updates at least one week in advance. A preview of this calendar is available to the supervisor, the consultant, the director of the relevant department, the Vice-Dean for doctoral study, the student affairs officer of the Research and Development Department (hereinafter referred to as "RDD").

(5) The scope and structure of the activities referred to in paragraph 1 are controlled by the supervisor, or the consultant and the relevant Vice-Dean.

(6) If the conditions defined in paragraphs 1 and 2 are not fulfilled, the student's doctoral scholarship will be, based on a proposal by the relevant Vice-Dean, reduced by the Dean; or the PhD student will be offered the possibility to change the mode of studies to the part-time.

Article 5 **Changes Individual Curriculum** **(Ad Art. 36 Rules)**

(1) The supervisor submits a draft amendment to the Individual Curriculum (hereinafter referred to as IC) to the DSP Board for comment. Changes are approved by the Dean. The relevant forms for changes are updated and published in the FAI electronic information system. During the course of studies, IC changes below can be made:

- a) a change of supervisor, consultant,

- b) a modification of the content focus of scientific, research, development activities, or a change of the dissertation topic,
- c) a change of compulsory elective subjects,
- d) adjustments of activities related to research activities - in particular, foreign studies and internships and stays in other workplaces,
- e) adjustment of study time schedule.

(2) The topic of the dissertation thesis cannot be changed after passing the State Doctoral Examination - (hereinafter referred to as SDE), unless the SDE committee decides otherwise.

Article 6 Pedagogical Activities of the PhD Student (Ad Art. 36 Rules)

(1) According to the faculty's current possibilities, the PhD student completes pedagogical practice in the form of hearings in selected subjects, active participation in the teaching of a certain part of selected exercises, one-off professional lectures, or direct teaching of selected subjects.

(2) Direct teaching up to 112 hours (within the entire doctoral study) is not financially remunerated for full-time PhD student. Teaching beyond the mentioned scope is reimbursed to student and can only be carried out with the supervisor's approval.

(3) The provisions defined in paragraphs 1 and 2 do not apply to PhD students who are also FAI academic staff.

Article 7 Doctoral (Ph.D.) Programme Course Units (Ad Art. 37 Rules)

(1) The PhD student takes examinations in three compulsory subjects. The compulsory subjects include a foreign language, mathematics and a vocational subject, which has been discussed by the DSP Board for the specific Doctoral Studies Programme (hereinafter referred to as DSP).

(2) The PhD student also passes examinations in at least three compulsory elective subjects from the list, which has been discussed by the DSP Board for the respective 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 course units is available in the FAI Electronic Information System.

(4) If, when compiling IC supervisor finds that the list of elective course units does not contain a subject which the PhD student should necessarily complete as part of his expertise according to his dissertation topic, the supervisor shall ask the Chairman of the DSP Board for approval of the subject. The newly proposed subject is usually a part of an accredited DSP at other universities in the Czech Republic or abroad.

(5) The teaching of specialized subjects is usually implemented in the form of guided self-study with consultations. Foreign language and mathematics teaching is usually implemented in the form of organized teaching. The minimum number of PhD students for organized teaching is 6.

Article 8
Assessment and Control of Fulfilment of Individual Curriculum
(Ad Art. 39 Rules)

The evaluation of the studies and the control of fulfilment of the student's IC is performed on an annual basis by submitting the duly filled-in form "Assessment of a Doctoral Student". The current form is available in the FAI electronic information system. The completed form is submitted by the PhD student prior to the deadline set by the Dean to the RDD.

Article 9
Credit System
(Ad Art. 39 Rules)

- (1) The basic features of the Unified Credit System used for the DSP 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 IC, the PhD 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 programmes and modes of study,
 - d) credits for one subject can only be obtained once during the course of doctoral studies,
 - e) PhD student will obtain the corresponding number of credits for the publishing, research and grant activities,
 - f) PhD student's pedagogical practice and foreign mobility shall be included in the credit assessment,
 - g) credits earned within one DSP are added up,
 - h) the acquired number of credits serves as the control mechanism of the student's studies.
- (2) The Ph.D. Studies Programme 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 total scope of the study part is at least 90 credits - and is determined by the student's IC. The fulfilment is proved by passing examinations from the subjects making up the studies section and the SDE.
 - a) the successful completion of the examination from the subjects enrolled in the IC is 10 credits.
 - b) the successful completion of the SDE is awarded 30 credits.
- (4) The scientific-professional part of the study is at least 90 credits; its content is set out in the PhD student's IC:
 - a) the scientific, professional and technical part of their study consists of the elaboration of their dissertation, as well as the publishing, research, grant, professional pedagogical and mobility activities, in which the PhD 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 awarded 30 credits,
- d) all prescribed activities of the scientific and professional part of the study must be completed by the deadline for the doctoral thesis defence.

(5) In order to continue with doctoral studies, it is necessary to obtain a number of credits equal to 30 times the number of completed years of studies.

(6) To complete studies in DSP, a PhD student must obtain at least 180 credits in accordance with Paragraphs 3 and 4 and student's IC irrespective of the mode and overall duration of PhD student's studies.

Article 10 **Doctoral (Ph.D.) State Examinations Schedule** **(Ad Art. 44 - 47Rules)**

(1) The PhD student must submit the application for the SDE to the RDD at least 1 month before the proposed date of the SDE. Together with the application for the SDE, the PhD student shall present an overview of the activities carried out during studies, a doctoral qualifying paper for the SDE and the supervisor's proposal for the composition of the SDE committee.

(2) The fulfilment of the conditions for the execution of the SDE shall be checked upon receipt of the application by the RDD. In the case of any discrepancies, the PhD student or the supervisor will be asked to eliminate them within the specified period.

(3) The Dean, usually at least 21 days before the proposed SDE date, on the basis of the supervisor's proposal and after approval by the DSP Board, shall appoint the Chairman and the members of the Examination Board for the SDE. At the same time as the appointment, the chairman will entrust one of members to prepare and personally present an opinion on the submitted doctoral qualifying paper. The Examination Board is comprised of at least 5 members. At least 1 member is from outside TBU in Zlín. Committee members are sent an invitation to the SDZ with the date and place of the exam as well as the student's doctoral qualifying paper.

(4) The course of the SDE and the classification is recorded in the "Report on the State Doctoral Examination" form - which is available in the FAI electronic information system. The SDE Committee Chairman will deliver the completed and signed Report to the RDD 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 PhD 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 PhD student shall contact the relevant Vice-Dean, who must arrange a remedy within 3 working days.

Article 11
Doctoral Thesis Defence Schedule
(Ad Art. 49 - 53Rules)

(1) The application for the Doctoral Thesis Defence (hereinafter referred to as DTD) shall be submitted by the PhD student to the RDD - at least 8 weeks before the proposed date of the defence. Together with the application the PhD student shall submit the Doctoral Thesis (7 printed pcs + electronic version), the Doctoral Thesis Summary (15 pieces + electronic version); an overview of the activities carried out during doctoral studies and the supervisor's proposal for the composition of the DTD committee, including the opponents.

(2) The fulfilment of the conditions for the execution of the DTD shall be checked upon receipt of the application by the RDD. In the case of any discrepancies, the PhD student or the supervisor will be asked to eliminate them within the specified period.

(3) The RDD shall record the information about the thesis, including the full text of the Doctoral Thesis and the Doctoral Thesis Summary in the FAI, IS/STAG portal. The supervisor will fill in the evaluation of the originality of the thesis in IS/STAG and will state the conclusions in the supervisor's viewpoint on the thesis, which will be delivered no later than a week before the defence date at the RDD.

(4) The Dean shall appoint at least 2 opponents based upon the supervisor's proposal and after the approval by the DSP Board. The opponent must be at least one professor and at most one opponent can be from FAI. The RDD will send an appointment decree and a copy of the doctoral thesis to the opponents. The opponent will prepare an opinion within 1 month of delivery or refuses to prepare it within 15 days.

(5) Immediately after receiving all assessments, the Dean appoints, on the supervisor's proposal and after the approval by the DSP Board, the chairman and members of the committee for defence. The committee has at least 7 members, including at least 2 opponents. At least 2 members of the committee are from workplaces outside TBU, and at least 2 members must be professors or doctors of science.

(6) The RDD will send all committee members, at least 15 days before the date of the defence, an invitation to attend the DTD, with indications regarding the date and place of the defence. Committee members are also sent the opponents' reviews and the Doctoral 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.

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

(10) The Committee Chairman will deliver the completed and signed Report to the RDD. This department passes the protocol for signature to the DSP Board Chairman and to the Dean - who, after examining the procedural requirements for the DTD, confirms its validity by signing it.

Article 12
Validity and Effectiveness

- (1) This Internal Norm has been discussed and approved by the FAI Academic Senate on June 16, 2023.
- (2) This Internal Norm shall enter into force and effect upon the date of issue.
- (3) This directive replaces Dean's Directive SD/07/22.

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

Assoc. Prof. Ing. Jiří Vojtěšek, Ph.D., m. p.
Dean, FAI

Appendix 1: Credit evaluation of the scientific and professional part of the doctoral student's studies

Activity Title	No. of Credits	Completion Requirements
<p>P-Jrec Publication activities in professional peer-reviewed journals, (or books)</p>	10	<p>A share in at least 2 publishing or research outputs of the following types:</p> <ul style="list-style-type: none"> a) An Article in a peer-reviewed journal ²⁾; Jimp, Jsc type b) A professional book, or chapter in a professional book c) A share in a patent or semi-production prototype <p>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 ¹⁾ on the output must reach at least 60%.</p>
<p>P-Konf Publication activities in Conference Proceedings, registered in the WoS, SCOPUS data-bases</p>	10	<p>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 ¹⁾ on the output must reach at least 150%.</p>
<p>P-Ost Other publication and research activities</p> <p>*not applicable to students who started their studies after the date of this directive issue</p>	10	<p>Any other publishing and/or research activities of the PhD Students. 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.</p> <p>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 ¹⁾ on the output must reach at least 200%.</p>
<p>Literature review Description of the current state of knowledge in the topic of the dissertation</p> <p>**compulsory for students who started their studies after the date of this directive issue.</p>	10	<p>Preparation of a critical review of the literature, especially with regard to the latest international findings of research articles in the chosen topic. Among other things, this document will contain a bibliometric analysis of published outputs from the given area. This analysis should provide insight into the subject matter and identify areas covered and not covered by the research. Based on the bibliometric and content analysis, attention should be drawn to the main limits and challenges of current studies, including the resulting scientific gaps, or white spaces, which are insufficiently elaborated or completely neglected in published publications. On the basis of this document, the research objectives or hypotheses of the dissertation will be defined.</p> <p>The document must be submitted within one year of the start of the studies.</p>
<p>Mobility Mobility and international activities</p>	10	<p>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 research project with results (that are) published or presented abroad.</p>

Pedagogical Professional pedagogical activities	10	The minimal pedagogical activities of a PhD 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.)
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Notes:

The Guarantor of the DSP in conjunction with the Vice-Dean for Research and Doctoral Study shall decide - on the basis of a request for the acknowledgment of activities in the scientific and professional 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 research 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 research activities in the OBD database; these must be submitted within one month of publication - or the publication of a research 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"

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
- 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