

Full text of Internal Standard No. A/N/961/9/2025

Internal Standard No. A/N/961/9/2025 was discussed by the Academic Senate of UCT Prague on 26 June 2025.

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Basic provisions

The study in Doctoral study programmes at the University of Chemistry and Technology, Prague (hereinafter as 'UCT Prague') and its faculties is regulated by the relevant provisions of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (the Higher Education Act), as amended (hereinafter as the 'Act'), and the internal regulation 'Study and Examination Rules of the University of Chemistry and Technology, Prague' (hereinafter as 'SER'). This internal standard stipulates, in compliance with SER, the detailed rules of study in Doctoral study programmes at UCT Prague (hereinafter as 'DSP'). This internal standard (hereinafter as the 'Standard') applies to all students in DSP and employees of UCT Prague.

Art. 1.

Basic characteristic of a Doctoral study programme

- (1) A Doctoral study programme (hereinafter as 'DSP') is focused on scientific research and an independent creative activity of students in the field of research and development. A PhD student's creative activity includes scientific research work related to the topic of their dissertation that leads to the successful completion of their dissertation and its defence. The minimum requirements on the scope and quality of this activity are defined by the Doctoral Study Board of the given DSP.
- (2) The study in DSP is carried out under the supervision of a supervisor, always in accordance with an individual study plan (hereinafter as 'ISP') approved by the Doctoral Study Board and the Dean. The DSP student will fulfil the obligations and requirements provided in ISP and stipulated in Art. 3 of this Standard.
- (3) The standard term of study is three, maximum four years and is defined in the decision on accreditation of DSP. The standard term of study also includes suspension of studies pursuant to Art. 12 of SER, with the exception of suspension of studies pursuant to Art. 12, Para 6 of SER and the excluded period as defined in a legal regulation.
- (4) The maximum term of study in DSPs accredited before 1 September 2025 is the standard term of study extended by three years. The maximum term of study in DSPs accredited after 1 September 2025 is the standard term of study extended by one year. The maximum term of study does not include the period of suspension of studies pursuant to Art. 12, Paras 6 and 13 and 15 of SER and the excluded period as defined in a legal regulation.
- (5) The study can be in the form of a full-time study or part-time study. In the full-time form of study, students are expected to be regularly and actively present at the workplace, fulfil their study obligations and get involved in creative activity in accordance with the schedule of the academic year and the study plan. In the full-time form of study, the DSP student studies and is involved in activities related to the preparation of their dissertation or as defined in ISP in the scope corresponding to a full-time employment, unless otherwise agreed with the supervisor, and they have the possibility to apply for a scholarship from the resources of UCT Prague, the

faculties, the workplaces implementing DSP or from other resources. The student in the full-time form of study can, under the conditions stipulated in the Scholarship Rules, study with support from a scholarship intended for students in Doctoral study programmes.

In the part-time form of study, the DSP student studies and is involved in activities related to the preparation of their dissertation or as defined in ISP and they have the possibility to use the information technologies and equipment of UCT Prague in the necessary extent and in accordance with the rules set out by UCT Prague.

The information about the conditions of study in the different forms and the exemptions from the fulfilment of study obligations and other requirements under Art. 3 for students in the part-time form of study are available to students and study candidates in the given DSP in the public section of the UCT Prague website.

- (6) During their studies, the student may apply to the Dean for a change of the form of study.
- (7) The study in DSP is properly completed with a state final examination, which, for the purpose of this Standard in relation to DSP, is also referred to as the state Doctoral examination (hereinafter as 'SDE') and the defence of the dissertation. The day of the completion of studies is the day of the passing of SDE and defending the dissertation. The study of students who enrolled in DSP and whose first term started on 1 March 2025 or later and it is their first study in the given DSP is completed with a state final examination that consists of the defence of the dissertation.
- (8) The graduates of DSP studies are given the academic title of 'doctor' abbreviated as 'PhD' and placed after the name.
- (9) The rules, rights and obligations applied generally to students in all study programmes (Bachelor's, Master's and Doctoral) are provided in the relevant articles in Part I and II of SER.

Art. 2

Acceptance to study and financing of DSP students

- (1) The acceptance to study in a study programme and the admissions procedure are regulated in compliance with Sections 48 and 49 of the Act, the Statute of UCT Prague and the Rector's Decree 'Přijímací řízení do doktorských studijních programů' (Admissions Procedure to Doctoral Study Programmes) for the given academic year.
- (2) This Article follows from Art. 8 of the Scholarship Rules of UCT Prague.
- (3) A student who has enrolled in DSP study and whose first term of instruction began before 1 September 2025 and who studies in the standard term of study in the full-time form of study is entitled to apply for a Doctoral scholarship in accordance with the Scholarship Rules.
- (4) The decision on the acceptance to study of a DSP student whose first study in DSP began on 1 September 2025 or later includes the determination of the manner of funding of the Doctoral study income of the student during the standard term of study provided the student has been accepted to study in the full-time form of study; it will also stipulate whether the student is entitled to apply for a Doctoral scholarship under Art. 8 of the Scholarship Rules of UCT Prague.
- (5) The student is accepted with a concrete topic and to work under a concrete supervisor who will take all necessary steps to ensure the funding of the student or co-funding in the amount that, when added to the Doctoral scholarship, is equal to the minimum Doctoral income under Section 91a of the Act during the standard term of study in the full-time form of study, in the form of a salary for creative activity related to the preparation of the student's dissertation or a scholarship under Art. 8, Para 6, letter d) of the Scholarship Rules. The responsibility to

ensure the funding/co-funding in the amount that equals the minimum Doctoral study income lies with the supervisor and the supervising workplace.

Art. 3

Individual study plan, fulfilment of study obligations and requirements of DSP and other conditions of study

- (1) This Article implements and interprets Art. 34 and 37 of SER.
- (2) Proper fulfilment of obligations and requirements arising from DSP means:
 - a) submission of a draft ISP in accordance with Para 5,
 - b) fulfilment of the requirements arising from ISP,
 - c) fulfilment of the conditions for enrolment in the next year of study,
 - d) fulfilment of the conditions for the control milestones in accordance with Para 7,
 - e) not exceeding the maximum term of study in accordance with Art. 9, Para 3 of SER
- (3) ISP prescribes study and other obligations and requirements of the Doctoral Study Board of the relevant DSP, in particular:
 - a) title of the dissertation,
 - b) elective specialised Doctoral subjects,
 - c) dissertation colloquia, if they are set at the beginning of the study,
 - d) student scientific conference in English or other proof of language competences in a manner determined by the Doctoral Study Board,
 - e) international experience in the required mandatory extent and a plan for aKvuring it,
 - f) steps of research work related to the progress in preparing the dissertation,
 - g) additional specialised courses and other forms of theoretical preparation,
 - h) other additions, such as a plan for developing transferable skills, a plan for aKvuring pedagogical competences according to Para 13 or participation in a grant competition.
- (4) ISP determines concrete milestones or framework milestones for the fulfilment of the set research, study and other obligations. Based on the defined controls of the course of the study and progress in preparing the dissertation, it may prescribe to the student minimum or specific requirements on aKvuisition of specific knowledge and skills in accordance with Para 3, letters g) and h) leading to the fulfilment of the graduate profile. Based on the defined controls of the course of the study and progress in preparing the dissertation and following an agreement with the student and the supervisor, ISP may be made more specific in the points in accordance with Para 3, letters e) through h). The chair of the Doctoral Study Board is authorised by the Dean to take these steps. Any other plan or requirement approved in ISP becomes a study or other obligation arising from ISP.
- (5) The student is obliged to present the initial draft of ISP with at least the selected elective subjects in accordance with Para 3, letter b) to the supervisor usually through the electronic information system (hereinafter as 'SIS'); if they fail to do so within 30 days after their enrolment in study, they have failed the obligation set out in Article 37, Para 1 of SER and this regulation, and their studies may be terminated.
- (6) If during the suspension of studies or in connection with a transfer or change in the form of study the ISP in accordance to which the student studied has changed, the Dean will determine in accordance with SER, this Standard and the relevant study programme which study

obligations the student must fulfil and the deadlines for their fulfilment.

- (7) The fulfilment of study obligations and progress in preparing the dissertation according to ISP are checked at dissertation colloquia. The fulfilment and requirements arising from DSP are further checked based on an annual evaluation and a report on the results of professional activity of the DSP student in accordance with Para 16, or in case of extraordinary evaluation in accordance with Para 17 provided there are justified reasons for it. The dissertation colloquia and annual and extraordinary evaluations represent the control milestones under Para 4 as well as study obligations, or requirements arising from DSP.
- (8) The determination of the verification and completion of obligations and requirements in accordance with ISP, with the exception of SDE, is within the remit of the guarantor of DSP (hereinafter also as the 'chair of the Doctoral Study Board'). The results of the fulfilment of obligations of the type subject, colloquium, student scientific conference or state final examination are entered by the examiner or the chair of the Doctoral Study Board or an authorised employee of the faculty's Dean's Office into SIS as an examination result. The classification of examinations is 'passed' and 'failed'.
- (9) The particulars of the dissertation colloquia and the rules of evaluation are specified in Art. 3a of this Standard. The description of the recommended course of the dissertation colloquia is provided in Annex No. 1 to this Standard.
- (10) The particulars and rules of SDE and the dissertation defence are specified in Art. 38 and 40 of SER and Art. 6 and 7 of this Standard.
- (11) The student has the right to one resit in case of study obligations of the type subject or student conference and one resit in case of study obligation of the type colloquium. Unexcused absence or an unrecognised excuse for absence from the verification of obligations (subject or colloquium) is assessed with the classification 'failed'. The student may excuse themselves from participating in the verification of obligations only for serious reasons and in advance or without undue delay. They shall deliver the apology directly to the examiner or, in case of a dissertation colloquium, to the supervisor, secretary of the faculty or an authorised person at the faculty's Dean's Office. In the event of a recognised excuse for absence, the student has the right to one alternate date to fulfil the obligation. The alternate date, as well as the resit date, must take place no later than 3 months after the date for which the student excused themselves or for which the result was 'failed'. If the faculty or department does not make sure that the date is announced within the specified deadline, the deadline is extended to the nearest existing date of the obligation. This is without prejudice to the right to a resit date for fulfilment of the study obligation according to Art. 25, Para 7 of SER.
- (12) In justified cases, based on a student's request approved by the supervisor, the alternate date of fulfilment and passing the obligation and requirement according to ISP may be approved by the chair of the Doctoral Study Board.
- (13) As a rule, the preparation for the attainment of the PhD degree for students in the 1st through the 4th year of study includes regular acquisition of pedagogical competences related to the preparation of the dissertation in accordance with ISP in the maximum amount of 5 points per academic year. The methodology of calculation of points for pedagogical activity is provided in Annex No. 2 to this Standard. The expected amount and list of recommended pedagogical activities corresponding to the definition according to the first sentence thereof is determined for each DSP by the Doctoral Study Board. This information is available to students and study candidates in the given DSP in the public section of the UCT Prague website. Involvement in instruction or another pedagogical activity is based on a voluntary activity of the student and its form and scope will be agreed with the head of department at UCT Prague, or the head of the supervising workplace, and the supervisor. The specification of the potential involvement in

pedagogical activity may be part of ISP. The potential involvement in pedagogical activity must not be to the detriment of the student's main scientific project.

- (14) The presentation of the results of the scientific research activity to the scientific public and during control milestones, in particular the dissertation colloquia, in accordance with the requirements set out by the Doctoral Study Board is an inseparable part of the study.
- (15) The study obligations according to ISP include also a study stay at a foreign institution lasting at least 30 days; this requirement can be met also by a series of shorter professional stays at a foreign institution the length of which is added up (hereinafter as 'international experience'). This study obligation can also be fulfilled by direct participation in an international project or work in an international research group provided the DSP student is the co-author of outcomes published in the English language in an international journal indexed in the WoS or Scopus databases. If the study stay is at least 30 days long, all days are included in the count; if the stay is shorter, only the days devoted to professional activity are counted.
- (16) At the end of each year of study, the DSP student is obliged to submit to the supervisor an annual report on the progress in preparing the dissertation and information about the fulfilled obligations, publications and other outcomes of research work, acquired international experience and pedagogical activities for evaluation of the current year of study (hereinafter as the 'annual evaluation'). The method and deadlines for submitting the annual evaluation are set out in a Rector's decree. The submitted documents serve for the supervisor's evaluation of the student and for their recommendation or non-recommendation for enrolment in the next year of study. The student has the opportunity to comment on the supervisor's evaluation. If the supervisor does not recommend enrolment in the next year of study, the Dean will take a decision on the termination of studies, after the opinion of the Doctoral Study Board. The annual evaluation is approved by the chair of the Doctoral Study Board. If the student does not submit the documents for the annual evaluation by the specified deadline, they have failed to meet the requirements arising from DSP and their studies may be terminated.
- (17) If justified reasons exist, the supervisor, the head of the supervising workplace or the chair of the dissertation colloquium board are entitled to present to the chair of the Doctoral Study Board a request for an extraordinary evaluation of fulfilment of requirements of the study and the progress in preparing the dissertation (hereinafter as 'extraordinary evaluation'). An extraordinary evaluation takes place in the form of a board where the student, the supervisor and a representative of the Doctoral Study Board are present. In extraordinary cases, the extraordinary evaluation may be done in distance or hybrid form; this decision is within the remit of the chair of the Doctoral Study Board.
- (18) In case the obligations and requirements in accordance with this Article are not fulfilled, the Doctoral Study Board may submit to the Dean a duly substantiated proposal to issue a decision on withdrawal of scholarship and termination of studies pursuant to Art. 14 of the Scholarship Rules, pursuant to Art. 5, Para 4 of SER and in accordance with other provisions of this Standard.
- (19) The fulfilled study obligations from previous unsuccessful studies are usually not recognised.
- (20) The DSP student has a right to take 30 days off every academic year; this period also includes the rest leave to which the right arises from the potential employment agreement between the DSP student and UCT Prague and/or a collaborating employer pursuant to the relevant legal provisions.

Art. 3a

Dissertation colloquia

- (1) A dissertation colloquium takes place publicly before a board which has at least three members; the composition of the members is determined by the chair of the Doctoral Study

Board. A representative of the Doctoral Study Board of the given DSP who is not the supervisor or supervisor specialist of the student is always a member of the board and acts as the chair of the board. An expert from another faculty or outside UCT Prague is usually also invited. In case the colloquium is planned as a way to test the student's theoretical knowledge in the defined areas of elective Doctoral subjects according to ISP, the board will include examiners from the given field.

- (2) The supervisor or supervisor specialist of the student is always present at the dissertation colloquium, **but they are not members of the board.**
- (3) In case the progress in preparing a dissertation with a planned delayed access is presented and discussed at the colloquium, the colloquium may take place behind closed doors with the attendance of the student, the supervisor, the supervisor-specialist of the student and specialists invited to the given colloquium pursuant to Para 1 who, same as the members of the board, will sign an information protection statement. The process of submitting and assessment of the request for delayed access to the dissertation is set out in the internal document 'Obhajoba a uchovávání závěrečných prací s odloženým zveřejněním' (Defence and Storage of Theses with Delayed Publication), or other internal documents of UCT Prague. The decision to make a colloquium or a part thereof non-public is taken by the chair of the Doctoral Study Board based on a request of the supervisor no later than 7 days before the date of the colloquium.
- (4) The result of the dissertation colloquium is the classification grade according to Art. 3, Para 8, which is entered into SIS on the basis of the minutes of the board confirmed by the chair of the Doctoral Study Board. The changes to ISP based on the minutes of the board are approved by the Doctoral Study Board. The student and the supervisor have the right to comment on the minutes of the board. These minutes are made available to the chair of the Doctoral Study Board and they always contain a recommendation for the Doctoral Study Board. The board's recommendations are scaled and marked with the letters A, B or C, where recommendations A and B are a proposal to the chair of the Doctoral Study Board to record the classification grade 'passed' and the recommendation marked with the letter C is a proposal to record the classification grade 'failed'.
- (5) Resit and alternate dates are regulated by Article 3, Para 11.
- (6) The recommendation marked with the letter A represents a proposal that the studies should continue unchanged. The recommendation marked with the letter B includes a proposal to supplement the student's ISP and/or a justified proposal for an extraordinary evaluation in order to assess whether the student has removed the failures in the fulfilment of ISP within a set deadline. In this case, the board's recommendation may include a proposal to initiate a proceeding to withdraw the scholarship in case the student fails to remove the failures within the set deadline. In case of a resit, the board's recommendation marked with the letter C serves at the same time as a proposal to the Doctoral Study Board to recommend to the dean to initiate proceedings for the termination of studies.

Art. 4

Supervisor, supervising workplace

- (1) This Article provides a detailed interpretation of Art. 35 of SER.
- (2) The supervisor is appointed by the Dean from among the professors and associate professors of UCT Prague or legal entities with whom UCT Prague has an agreement on collaboration in the implementation of DSP pursuant to Section 81 of the Act, and from among other

renowned experts in the given field. The appointment of a supervisor who has not been promoted to associate professorship yet is subject to approval by the Scientific Board of the faculty. The supervisor is appointed and removed by the Dean on proposal of the subject board.

- (3) If the topic of the dissertation requires specific supervision, supervisors-specialists may be appointed who will supervise the agreed part of the student's professional preparation together with the supervisor. A supervisor-specialist is an expert in the field who has achieved at least a PhD, Dr., CSc. degree or an equivalent thereof. In order to ensure profession-specific consultations within the student's professional preparation, consultants may be appointed as well. A consultant is an expert with experience from technological or laboratory practice and they must have a university degree. Supervisors-specialists and consultants for the given topic and student are appointed by the Dean.
- (4) The supervisor will perform their work in accordance with Annex No. 3 to this Standard 'Standards for Supervisors at UCT Prague' (hereinafter as the 'Standards for Supervisors').
- (5) The supervisor's obligations include:
 - a) collaborating with the student in the preparation of the initial draft of ISP pursuant to Art. 3, Para 5,
 - b) informing the head of the supervising workplace about the contents of the ISP proposal,
 - c) within 45 days from the student's enrolment in study, presenting to the Doctoral Study Board, usually through SIS, an ISP proposal that will include the selected elective Doctoral subjects and proposing, if applicable, supervisors-specialists and consultants,
 - d) methodologically supervising the student's scientific work and the process of preparation of their dissertation, consulting with them and monitoring the course of their studies and obtaining international experience and pedagogical competences,
 - e) methodologically supervising the student's publication activity,
 - f) taking maximum steps to ensure full funding or co-funding of the student pursuant to Art. 2, Para 5 from own grant activity, and if necessary, act in compliance with the supervising workplace together with which they bear responsibility for ensuring the Doctoral study income of the student,
 - g) together with the head of the supervising workplace, ensuring and being responsible for reasonable material and financial conditions for the student's research or development activity prescribed in the ISP,
 - h) regular evaluation of the student's fulfilment of ISP; in case of doubts concerning the fulfilment of ISP, they are entitled to present a proposal for extraordinary evaluation,
 - i) providing recommendation or non-recommendation for student's enrolment in the next study year.
- (6) In case the supervisor cannot continue as supervisor, they will resign or be removed. In this case, the Dean will appoint a new supervisor of the given student upon proposal of the Doctoral Study Board without undue delay. If necessary due to risk of delay, the chair of the Doctoral Study Board will perform the role of the supervisor to the necessary extent.
- (7) Supervising workplaces are faculty or legal entities with whom an agreement on cooperation on the implementation of DSP has been signed under Section 81 of the Act and who received a joint accreditation with UCT Prague or its constituent part. If the supervising workplace is a legal entity, then in cases requiring opinion of the supervising workplace the Dean will also request the opinion of the department of UCT Prague where the study programme is

implemented.

- (8) Participation of legal entities under Para 7 of this Article in ensuring pedagogical, financial, organisational or personnel conditions for DSP under Section 2, Para 8 of the Act is governed by bilateral agreements concluded between UCT Prague and the legal entity, and trilateral agreements concluded between UCT Prague, the legal entity and the student.
- (9) Participation of legal entities in ensuring financial and technical conditions for the student's work related to the preparation of their dissertation is governed by trilateral agreements concluded between UCT Prague, the legal entity and the student. Further details and rules are stipulated in a separate internal document of UCT Prague.

Art. 5

Doctoral Study Board

- (1) This Article provides a detailed interpretation of Art. 36 of SER.
- (2) The Doctoral Study Board is established for each DSP. For a DSP in the same educational area that is implemented at several faculties of UCT Prague, a joint Doctoral Study Board may be established. The board has at least 10 members. The chair of the Doctoral Study Board is the guarantor of the accredited DSP appointed by the Dean. Members of the Doctoral Study Board are appointed and removed by the Dean upon approval by the Scientific Board of the faculty; in case of a joint Doctoral Study Board members are appointed and removed by the Rector upon approval of the Scientific Board of UCT Prague. The term of office of a member of a Doctoral Study Board is usually 5 years. A legal entity with whom an agreement on cooperation in implementing DSP has been made under Section 81 of the Act has a representative in the Doctoral Study Board.
- (3) In case of study programmes in the same education area that are implemented based on an agreement between universities or their constituent parts, a Doctoral Study Board is established based on an agreement on joint implementation of DSP. Its establishment and appointment are subject to internal regulations of the two universities; the agreement on joint implementation of DSP will stipulate the representation of each university in the Doctoral Study Board. In case of an accredited DSP implemented in collaboration with a foreign university, the so-called double degree DSP, the conditions will be stipulated in the agreement.
- (4) The Doctoral Study Board regularly monitors and evaluates the quality of study in DSP and submits a report to the Scientific Board of the faculty through its chair or the vice-dean authorised with the Doctoral studies agenda at the end of the academic year. In case of a joint Doctoral Study Board, the report is submitted to the Scientific Board of each faculty where the DSP is implemented.
- (5) The Doctoral Study Board is responsible for the development and quality of DSP.
- (6) In its activities the Doctoral Study Board namely:
 - a) specifies the conditions for a full-time and part-time form of study and presents these specified conditions to the Dean for approval,
 - b) approves topics of dissertation theses and supervisors, discusses and approves changes thereof, approves the choice and content of study subjects,
 - c) sets out and specifies the study obligations and requirements of the given DSP for the creation of ISP and presents it to the Dean for approval,
 - d) proposes to the Dean for approval specified requirements on the content and form of dissertations in the given DSP,

- e) approves a student's ISP and evaluates the fulfilment thereof in accordance with the schedule of the Doctoral studies at least once a year, or outside of the planned schedule if there are justified reasons for it,
 - f) presents to the Dean an opinion on the initiation of the process of withdrawal of a Doctoral scholarship or the initiation of the process of termination of studies for failure to comply with ISP and other requirements and conditions of the study defined in DSP,
 - g) usually at the occasion of announcing a topic of dissertation by the supervisor for the admissions procedure, the Doctoral Study Board evaluates the fulfilment of obligations by the supervisor as stipulated in Article 4 with regards to their success rate in supervising Doctoral students,
 - h) may also initiate evaluation of a supervisor according to the criteria set out in the previous letter in other situations than the announcement of a topic of dissertation for the admissions procedure,
 - i) approves topic areas for SDE,
 - j) proposes the chair, vice-chair and members of the SDE board and reviewers for the defence of the dissertation to the dean; it also proposes their removal.
- (7) The meetings of the Doctoral Study Board are convened by its chair as and when necessary, but at least once in the academic year. The meetings can take place in-person, in distance or hybrid form. For a resolution to be valid, the agreement of a majority of the present members is required, the quorum being two thirds of the total number of the members. In case of a tied vote, the vote of the chair shall prevail.
- (8) Opinions of the members of the Doctoral Study Board may be requested electronically in the form of the so-called vote by letter, also in cases when a delay might cause harm to UCT Prague or the student. The chair of the Doctoral Study Board will decide on the use of this manner of decision-making at their discretion. If the chair decides to use vote by letter, they will send the documents for the decision to all members of the Doctoral Study Board or they will authorise the faculty secretary or their deputy to do so. The members of the Doctoral Study Board must provide their opinion in a written form based on the proposal included in the message. For this purpose, also an e-mail message is considered written form. The deadline for the members of the Doctoral Study Board to present their opinions is seven days after the documents have been delivered. In case the members of the Doctoral Study Board do not present their opinion within this deadline or if their opinion is not in compliance with the proposal, they are considered to have abstained. The rules set out in the previous paragraph apply also to quorum and adoption of a favourable opinion in case of a vote by letter. Records are kept of a vote per letter.
- (9) The composition of the Doctoral Study Boards is available in the public section of the UCT Prague website. Minutes of the meetings of the Doctoral Study Boards may be inspected, but always in compliance with the rules for personal data protection, which means that the parts of the minutes that concern a person other than the person who wishes to inspect the minutes will not be made available to them.

Art. 6

State Doctoral examination

- (1) This Article provides a detailed interpretation of Art. 38 of SER and Art. 1, Para 7 of this Standard.
- (2) The student who enrolled in study in DSP and whose first term of instruction in the given study began before 1 March 2025 will take SDE consisting of two parts: the basic part (hereinafter as

the 'basic part of SDE') to check their theoretical knowledge in specialised subjects that the student may take before the defence of the dissertation or as part of the extended discussion during the dissertation defence; and the final part (hereinafter as the 'final part of SDE') where their specialised knowledge related to the performance of their own research work is checked and which the student will take during the dissertation defence.

- (3) The student who enrolled in study in DSP and whose first term of instruction in the given study began on 1 March 2025 or later will take SDE consisting of the defence of the dissertation, which will include an extended discussion.
- (4) The examination board for SDE is convened by the Dean, who appoints the chair, vice-chair, members and, if applicable, stand-by members for each of the two parts of SDE. The right to examine during SDE belongs exclusively to professors, associate professors, and also to other renowned experts approved by the Scientific Board of the faculty. The composition of the examination board for the basic part may vary from the one for the final part; in case of the final part of SDE the function of the examination board is taken over by the board for defence of the dissertation. The Ministry may appoint other members of the examination board from renowned experts in the given field.
- (5) The examination board for SDE and the defence of the dissertation is convened by the Dean, who appoints the chair, vice-chair, members and, if applicable, stand-by members for each of the two parts of SDE. The right to examine during SDE belongs exclusively to professors, associate professors, and also to other renowned experts approved by the Scientific Board of the faculty. The composition of the examination board for the basic part may vary from the one for the final part. The Ministry may appoint other members of the examination board from renowned experts in the given field.
- (6) The language of the state doctoral exam is Czech, Slovak or English. Both parts of SDE pursuant to Para 2 are taken before an examination board, which has at least 4 members of which at least two thirds must be present for the exam to be valid. The chair or vice-chair must always be present. In extraordinary cases defined in Section 95a of the Act, distance form of SDE can be used.
- (7) The basic part of SDE consists of at least three topic areas approved for DSP and the student may sit for it only after fulfilling the study obligations prescribed in ISP and after receiving the classification 'passed' from the student scientific conference at UCT Prague or after fulfilling this obligation in an alternative manner approved by the chair of the Doctoral Study Board. The student registers for the basic part of SDE electronically in SIS according to the instructions of the Dean's Office; the student will receive information about the date of the exam no later than 30 calendar days before the date of SDE.
- (8) The result of the individual topic areas within the basic part of SDE and the overall result of the basic part of SDE, as well as the result of the final part of SDE, are expressed by the grades 'passed' and 'failed'. The assessment of SDE by the examination board is non-public.
- (9) A protocol of the basic part of SDE and its result will be made in the required form. The assessment of the result in the topic area is proposed by the member of the board who asked the questions from the respective area. If some of the members of the board do not agree with the proposed assessment, a vote is taken to decide on the assessment; in case of equal number of votes, the vote of the chair of the examination board shall prevail. In case of SDE taken in a distance form, the protocol shall be confirmed by at least the chair of the examination board.
- (10) If the result in one or more topic areas of the basic part of the state doctoral exam is 'failed', the overall result of the exam is 'failed' and the student must re-sit the whole basic part of SDE. The student has the right to re-sit the basic part of SDE only once and no earlier than 3 months after the failed examination.

- (11) A protocol of the final part of SDE, the result of SDE and the defence of the dissertation will be made in the required form. The course of the extended discussion between the student, the board members and other participants in the defence shall be recorded in the protocol. In case of SDE taken in a distance form, the protocol shall be confirmed by at least the chair of the examination board.
- (12) The classification 'failed' in the final part of SDE is applied always when the student is assessed 'failed' in the defence of the dissertation. In such case, the student has the right to re-sit the final part of SDE together with the defence of the dissertation no earlier than after 3 months and no later than after 6 months. The final part of SDE may be retaken only once. (10) A state doctoral exam from previous terminated unsuccessful studies is not recognized
- (13) A state doctoral examination from previous terminated unsuccessful studies or a part thereof is not recognised.

Art. 7

Dissertation and dissertation defence

- (1) This Article provides a detailed interpretation of Art. 39 of SER and Art. 40 of SER.
- (2) The dissertation is a result of the solution of a concrete task and it must include original and published results, or results accepted or prepared for publication. The dissertation may include a functional prototype of a technical equipment, a patent application of an invention or technical documentation created in the course of a research, development or innovation activity, or other research, development or innovation outcomes realised in application. In this case, the student will supplement this part with a comprehensive introduction to the given field and a commentary on their personal contribution to the achieved results.
- (3) The dissertation may also be in the form of a commented collection of original works, unless this is in breach of the specific requirements of the Doctoral Study Board pursuant to Para 5.
- (4) The dissertation may be submitted in Czech, Slovak or English.
- (5) The rules for submission, content, form and publishing of dissertations are governed by the internal document 'Final Theses and Conducting State Final Examinations' and, in case of non-public dissertations, also by the internal document 'Pravidla pro obhajoby, uchovávání a zveřejňování neveřejných závěrečných prací na VŠCHT Praha' (Rules for Defending, Keeping and Publishing Non-Public Final Theses at UCT Prague), or by other internal documents of UCT Prague. Specific requirements of the Doctoral Study Board on the content and form of dissertations in the given DSP are made available to the students in the public section of the UCT Prague website.
- (6) The particulars of the dissertation defence are the same for all students regardless of whether it is a part of the final part of SDE pursuant to Art. 38, Para 1 of SER and Art. 6, Para 2 of this Standard, or whether it is SDE pursuant to Art. 38, Para 2 of SER and Art. 6, Para 3 of this Standard.
- (7) The request for permission to defend the dissertation must be submitted by the DSP student no later than 4 months before termination of the maximum duration of study pursuant to Article 9, Para 4 and it is counted from the first day of the academic year in which the student enrolled. If a candidate enrolls in study after the first day of the academic year, the maximum duration of study is counted from the day of the enrolment.
- (8) A DSP student may withdraw a submitted dissertation and the request for its defence at any time during the proceedings until the start of the non-public meeting of the board for defence of the dissertation (hereinafter the 'Board'). In such case, the proceedings will be terminated by the Dean.

- (9) The request for permission to defend the dissertation is submitted by the DSP student to the Dean. The request will include:
 - a) signed copies of the dissertation in hard binding; the number of copies will be specified by the Dean's Office,
 - b) printed signed list of publishing and realisation activities of the student, incl. the supervisor's commentary on the DSP students international experience pursuant to Art. 3. Para 15,
 - c) printed, structured and signed CV.
- (10) In case of formal faults, the Dean will ask the student to remove such faults within a defined deadline.
- (11) The Dean will ask the supervisor, the head of the supervising workplace and the chair of the Doctoral Study Board to provide their opinions on the request for permission to defend the dissertation.
- (12) If the request for permission to defend the dissertation meets all formal requirements and if it is also recommended by the chair of the Doctoral Study Board and supported by favourable opinions of the supervisor and the head of the supervising workplace, the Dean will start the proceeding leading to the defence of the dissertation and they will pass the dissertation including the documents under Para 9, letters b) and c) and the respective recommendations and opinions to the Board. The maximum period since the initiation of the proceedings leading to the defence of the dissertation to the defence of the dissertation is 6 months, with the exception of cases of special concern.
- (13) The Board consists of at least six members: the chair, the vice-chair and at least two other regular members of the Board; other members of the Board are two reviewers of the dissertation. The supervisor, supervisor-specialist and consultant of the student shall not be members of the board. The chair, the vice-chair and the members of the Board are appointed by the Dean upon proposal by the Doctoral Study Board. At least three members of the Board must be associate professors or professors and at least two thirds of the members of the Board must have a PhD degree or its equivalent. All members of the Board must be experts in the given educational area.
- (14) The reviewers are experts in the given field, at least two of them must have a PhD degree or its equivalent and at least one of them must be an associate professor or professor. Only one reviewer may be a member of the academic community of UCT Prague. If the supervising workplace was a legal entity under Section 81 of the Act, at least one reviewer must be from other workplace than such legal entity. Each reviewer is obliged to make a clear statement as to whether they recommend the dissertation to be accepted for defence or not.
- (15) The student will be acquainted with the reviewers' assessment within a deadline based in the decision of the faculty, but at least 7 working days before the defence of the dissertation.
- (16) In case of a favourable assessment of the dissertation by at least one of the two reviewers, or two of the three reviewers, the student is obliged to make a statement regarding the comments of all reviewers in writing and such statement is part of the protocol of the defence of the dissertation thesis.
- (17) In case of an unfavourable assessment of the dissertation by two or more reviewers, the chair of the Board will inform the Dean, who will suspend the proceeding. The Dean will set a deadline for submission of a revised dissertation, which will then be re-sent to reviewers for assessment. Should the revised dissertation receive again an unfavourable assessment from two or more reviewers, or should the candidate fail to submit the revised dissertation before the set deadline, the proceeding will be deemed to have been completed with the assessment of the defence of the dissertation as 'failed' and the study will be terminated.

- (18) The chair of the Board will set the time and place of the defence of the dissertation, which the Dean's Office of the faculty will announce to the participants, no later than 30 calendar days in advance. The date of the defence must be published in the public part of the websites.
- (19) Written comments on the dissertation or its public part made available in compliance with Art. 16 of SER are received by the Dean's Office of the respective faculty, which will pass them to the chair of the Board.
- (20) The defence of the dissertation is held in Czech, Slovak or English. The defence is presided over by the chair of the Board or, in case of their absence, by the vice-chair of the Board. The Board may act if at least two thirds of the board members are present and at least one of them is the reviewer. The reviewers who have not recommended the dissertation for defence have to be present always. In extraordinary cases defined in Section 95a of the Act, distance form of SDE can be used.
- (21) If during the defence of the dissertation enough members of the Board or reviewers are present pursuant to Para 20, the defence will not take place and the chair of the Board will, no later than 7 working days from the cancelled defence, set a new date of the defence.
- (22) The defence of the dissertation is public and takes place in accordance with the rules set out in an internal regulation.
- (23) During the defence of the dissertation, the student will inform the Board about the results of the dissertation. This is followed by the statements of the reviewers and an extended discussion between the student and the reviewers, other Board members and other participants in the defence. At the same time, the extended discussion represents the final part of SDE (Art. 6, Para 2).
- (24) During the defence of the dissertation thesis, the chair of the Board shall discuss all received written statements regarding the submitted dissertation. In case of an in-person form of the defence, any member of the public present at the defence has the right to comment on the dissertation. The student is obliged to respond to any written and oral comments during the defence.
- (25) After the completion of the defence of the dissertation thesis, the Board will assess the dissertation, objections of the reviewers and responses of the student during the discussion at a non-public meeting. The Board including the reviewers, provided they have been appointed members of the Board with a right to vote, will take a decision in a ballot. For a valid 'passed' resolution, a majority of the votes of the present Board members is required. If a majority vote in favour of 'passed' is not achieved, the assessment of the defence of the dissertation is 'failed'. The chair of the Board will publicly inform the student about the result of the defence of the dissertation. A protocol of the defence of the dissertation is made in a prescribed form pursuant to Art. 6, Para 11.
- (26) If the proceedings have been terminated pursuant to Para 8 of this Article, the DSP student has the right to submit a new application for permission to defend the dissertation, without prejudice to the provisions of Para 7 of this Article. If the proceedings have been terminated pursuant to paragraph 17 of this Article and the dissertation defence has been assessed as 'failed', the DSP student has the right to submit a revised dissertation within three months at the earliest and six months at the latest.
- (27) In case the defence of the dissertation is assessed as 'failed', the defence can be repeated only once. The proceeding for defence of the dissertation and the study may be suspended for the time required for the revision; however, the suspension shall not exceed the date determined by the Dean.
- (28) If any errors in the dissertation are pointed out in favourable reviews of the reviewers or

during the defence itself, the chair of the Board will decide on the student's obligation to correct such errors in the form of a correction sheet inserted in all copies of the dissertation although the defence has been assessed by the grade 'passed'. In such case, the student will deliver to the Dean's Office of the faculty a correction sheet in electronic version. The correction sheet is a published document together with the dissertation.

Art. 8

Study abroad and study under dual supervision

- (1) A DSP student may spend part of the study at a foreign university. The terms and conditions of the study, incl. the conditions for the fulfilment of study obligations and their form, at the foreign university are set forth by an agreement between the foreign university and UCT Prague or the faculty that implements the DSP.
- (2) Based on a master agreement between UCT Prague and another university or research institute on cooperation in the implementation of Doctoral studies, Doctoral studies can be implemented under dual supervision, such as co-tutelle or jointly accredited double-degree programmes; in this case, a sub-agreement is always concluded for the specific case, one of the parties to which is also the student, which sets out the conditions, including for verifying the fulfilment of study obligations and their form.
- (3) If the agreement pursuant to Para 2 allows this, the Dean, with the consent of the Doctoral Study Board, will appoint another supervisor from among experts working at the foreign university or research institute. The second supervisor has the rights and obligations the scope of which is set out in SER and this internal Standard, unless stipulated otherwise in the agreement hereof.
- (4) For the purpose of fulfilment of the agreement pursuant to Para 2, the Dean is allowed, with the consent of the Doctoral Study Board, to decide on an exception from the conditions for appointing members of the boards pursuant to Art. 6 and 7, as well as the conditions for meetings of the boards. When negotiating exceptions, the guiding principle is upholding the quality standards of Doctoral studies at UCT Prague.
- (5) The study or its part and the study obligations completed by the student at a foreign university may be recognised by the Dean, upon proposal by the Doctoral Study Board, as part of the study in DSP implemented at UCT Prague or its faculty.

Art. 9

Final provisions

- (1) This Standard was discussed by the Academic Senate of the University of Chemistry and Technology, Prague on 26 June 2025.
- (2) This Standard comes to effect on the day it is issued and to force on the day SER approved by the Academic Senate of the University of Chemistry and Technology, Prague comes to force.

Prof. Ing. Milan Pospíšil, CSc., m. p.

Rector

Description of the recommended course of the dissertation colloquia

Dissertation colloquium 1

Dissertation colloquium 1 (Kv1) is a compulsory subject in module A for all students who begin their study in DSP on 1 September 2025 or later; at the same time Kv1 is the first control milestone when ISP may be supplemented.

The **date** when it must be taken: usually between the 5th and 6th month after the beginning of the study (at the end of the first semester of study).

Content: The student will give a 10minute presentation summarising the main points of their dissertation, ie usually the literature search, methodology, objectives and motivation of the project. This is followed by an extended discussion lasting usually 20 to 30 minutes. The aim of this discussion is to check the initial knowledge, skills and readiness of the student for the solution of the dissertation project as well as provide them with suggestions, recommendations on the methodology, suggestions for approaches and other advice for the future direction of the dissertation project. In case any deficiencies are detected, subjects/courses in ISP and their specific focus on the topic of the dissertation may be amended. Kv1 is a means to provide feedback to the DSP student and the supervisor, and possibly to suggest consultations, changes in the methodology etc.

Kv1 is held publicly with the exception of topics with undisclosed publication. Any potential limitations during the part when the Board deliberates the evaluation is specified in Art. 3a of this Standard.

Composition of the Board: the specification is provided in Art. 3a of this Standard.

Outcome and evaluation: the specification is provided in Art. 3a of this Standard.

Resit and alternate dates: see Art. 3, Para 11 of this Standard.

Dissertation colloquium 2

Dissertation colloquium 2 (Kv2) is a compulsory control milestone for all students who begin their study in DSP on 1 September 2025 or later.

The **date** when it must be taken: usually between the 20th and 24th month after the beginning of the study (by the end of the second year of study).

Content: The student will give a 10minute presentation that may be given in English, depending on the conditions set out by the Doctoral Study Board of the given DSP. The student will present a summary of the progress of the scientific part of the dissertation, the plan and schedule for the remaining two years, including the plan for a study stay, the vision of completion and general date of the defence (year). This is followed by an extended discussion lasting usually 20 to 30 minutes. This part may be extended in case the knowledge in more narrowly selected areas of elective subjects according to the protocol from Kv2 is checked as an alternative to examinations in elective subjects in ISP.

The Board will usually evaluate the student's progress in the solution of the research work, ability of self-study in specialised knowledge and other skills; also the approach of the supervisor and their collaboration with the student will be monitored.

Possibility of recognition of fulfilment of other obligations according to ISP: the potential presentation and discussion of the presentation in English may be recognised as an alternative fulfilment of the obligation 'Student scientific conference in English'. If it was stated in the Kv1 protocol, examinations in three elective specialised Doctoral subjects according to ISP (modules A and B) can be taken during Kv2 in the form of specialised extended discussion during which the knowledge in three more narrowly defined areas of interest related to the student's dissertation determined in Kv2 is checked.

Prerequisites: completed Kv1; completed examinations in three elective specialised Doctoral subjects according to ISP – this does not apply in case the testing of knowledge in these subjects in the form of more narrowly defined areas related to the dissertation has been planned in Kv1.

Kv2 is held publicly with the exception of topics with undisclosed publication. Any potential limitations during the part when the Board deliberates the evaluation is specified in Art. 3a of this Standard.

Composition of the Board: the specification is provided in Art. 3a of this Standard.

Outcome and evaluation: the specification is provided in Art. 3a of this Standard.

Resit and alternate dates: see Art. 3, Para 11 of this Standard.

Methodology of calculation of points for pedagogical activity as part of the Doctoral studies

1. This Annex specifies Art. 3, Para 13 of this Standard.
2. For the purposes of determining the maximum limit of pedagogical activities that are a common part of the preparation of a DSP student leading to the attainment of the Doctoral degree, a system of points per units of pedagogical activity of DSP students has been established where 1 point corresponds to ca 10 hours per year calculated in accordance with the used methodology for the calculation of pedagogical load at UCT Prague.
3. The calculation of points in the module e-doktorand for the annual evaluation of the study year pursuant to Art. 3, Para 16 of this Standard is unrelated to the system specified in the methodology pursuant to point 4 of this Annex.
4. List of proposed pedagogical activities and the points awarded for them:

Unit of activity:	Number of points per unit of activity:
Specialised work	1 point
Laboratory project	1 point
Specialised laboratory	1 point
Consultation and supervision of Bachelor's theses	1 point
Consultation of Master's theses	1.5 points
Instruction in basic one-semester laboratory practicals/courses	2.5 points
Instruction in seminars/practicals	2.5 points
5. A more detailed description of pedagogical activities is made available to students and study candidates at the given faculty in the public section of the UCT Prague website.
6. The maximum limit for pedagogical activities that are a common part of the preparation of a DSP student leading to the attainment of the Doctoral degree is **5 points per academic year**. Up to this limit, the student does not receive any extra remuneration exceeding their guaranteed Doctoral income for their pedagogical activity that develops their pedagogical, communication and management skills necessary for their future career.
7. The DSP student will record their pedagogical activities in the system e-doktorand and it will be inspected by the supervisor and the Doctoral Study Board.
8. Each Doctoral Study Board will determine the pedagogical activities that are suitable for the development of a student in the given DSP in compliance with the study objectives and the graduate profile of the given DSP and can be counted towards the point limit pursuant to point 6 of this Annex.

Standards for Supervisors at UCT Prague

This document defines the general expectations and principles of the relationship between the supervisor and the Doctoral student; the rights and obligations of supervisors and Doctoral students, as well as the competences of the Doctoral Study Boards, which are defined in detail in the Study and Examination Rules of the University of Chemistry and Technology, Prague (hereinafter as 'SER') and in the internal standard 'Rules of Doctoral Studies at UCT Prague', are not affected in any way. The Standards for Supervisors focus on the effective and high-quality management of Doctoral studies at UCT Prague and serve as a guide to good practice and as a tool for quality assurance and assessment through clearly defined requirements for supervisors and principles of supervision.

Qualifications of and requirements on supervisors

- 1) The supervisor must comply with the qualification requirements and requirements set out in SER and the internal standard 'Rules of Doctoral Studies at UCT Prague' and other internal regulations of UCT Prague and its faculties.
- 2) The supervisor supervises dissertations in areas that fall within the scope of their specialisation and are close to their research interests or where the methodological approaches and procedures applied correspond to their specialisation. They have performed active creative activity in the field related to the supervised dissertation in the last five years and have published its results.
- 3) The supervisor collaborates with the expert community at home and abroad in the field relevant for the dissertation research of the Doctoral student and provides these contacts to the Doctoral student to facilitate their integration into research, professional and international circles.
- 4) The supervisor should be the main researcher or co-researcher in a research project or actively apply for grants from external sources with a research focus related to the supervised dissertations or dissertation topics that they plan to announce for the admissions procedure to Doctoral study; the research can be basic, applied or contractual.
- 5) At any one time, the supervisor can supervise a maximum of 8 Doctoral students in full-time form of study. A higher number of supervised Doctoral students is allowed only in exceptional cases, based on an assessment of the results of the previous supervision of students, especially with regard to the quality of the study and the success rate of its completion within the standard term. An increase in the number of supervised Doctoral students is possible provided that the supervisor has sufficient creative, time and financial capacity and on condition that a specialist supervisor is appointed who will ensure compliance with the consultation minimum specified in point 6.
- 6) By accepting the nomination, the supervisor, or supervisor specialist declares that they have sufficient time capacity for responsible and adequate supervision of the Doctoral student and for providing regular personal consultations.
- 7) The supervisor will comply with the principles set out in the Code of Ethics of UCT Prague.
- 8) The supervisor should proceed so that they take all appropriate and possible measures to prevent a conflict of interest with respect to the student.

Expected activities of supervisors

- 1) They guarantee specialised education and development of the Doctoral student including support and motivation to participate in instruction and supervision of theses.
- 2) They compile ISP with the student and propose modifications to ISP with regard to the course of the study and the realisation of the dissertation.

- 3) They participate in dissertation colloquia and within the framework of the annual evaluation they regularly evaluate the fulfilment of obligations in ISP; in case the Doctoral student fails to fulfil their obligations in the Doctoral studies, the supervisor will inform the chair of the Doctoral Study Board and resolve the situation.
- 4) They provide to the Doctoral student regular personal consultations in a sufficient amount, usually at least twice a month.
- 5) Through their grant and contractual activity, they participate in the funding of the dissertation project and ensure its operational and technical conditions.
- 6) They help the Doctoral student integrate in the expert community.
- 7) They help the Doctoral student with publication of the results of their creative activity and in preparation of the first publications.
- 8) They acquaint the Doctoral student with the ethical principles of research work and monitor compliance thereof.
- 9) They support the Doctoral student in the realisation of a study stay abroad and with their active participation in an international conference as part of their scientific and professional development.
- 10) They comment on the content of the individual agreements, the so-called co-tutelle & double degree.
- 11) They maintain an active contact with the Doctoral student also during suspension of studies and help them in the planned return and progress of their Doctoral study.
- 12) They make sure that the Doctoral student completes their dissertation within the standard term of study.
- 12) They educate themselves, not just professionally, in connection with the performance of their role as supervisor. They actively learn about modern trends in the supervision of Doctoral students and develop their skills, for example, through courses for supervisors organised at UCT Prague, especially in Supervision, Leadership, Mentoring.

Principles of supervision

- 1) **Individual approach:** The supervisor has an individual approach for each Doctoral student that respects their abilities, needs and objectives.
- 2) **Support of independence:** The supervisor motivates the Doctoral student to independently solve scientific problems and develop their research project.
- 3) **Development of critical thinking:** The supervisor supports the Doctoral student's critical thinking and their analytical approach to the solution of problems and an independent assessment of scientific knowledge.
- 4) **Motivation and inspiration:** The supervisor motivates and inspires the Doctoral student to achieve excellent results, supports their interest in scientific work and their long-term professional development.
- 5) **Support of interdisciplinarity:** The supervisor supports interdisciplinary approach to research, encourages the Doctoral student to get involved in various scientific communities and projects.
- 6) **Support of international mobility:** The supervisor supports the Doctoral student's participation in scientific conferences and international study stays.
- 7) **Ensuring sources and support:** The supervisor ensures that the Doctoral student has access to the necessary sources, including materials, laboratory equipment, financial resources and educational opportunities.

- 8) **Transparency and feedback:** The supervisor provides regular feedback, evaluates the progress of the Doctoral student and together with them sets concrete and controllable objectives and plans.
- 9) **Support of career development:** The supervisor supports the Doctoral student in their career development, provides advice and contacts that may be useful in the professional future.
- 10) **Support of attainment of pedagogical and management competencies:** The supervisor supports the Doctoral student in attaining pedagogical competencies that are important for their personal and career development and recommends to them participation in instruction and in supervision of theses.