

R U L E S O F D O C T O R A L S T U D I E S

FACULTY OF ARCHITECTURE
CZECH TECHNICAL UNIVERSITY IN PRAGUE

Part I

INTRODUCTORY PROVISIONS

Article 1

Basic Provisions

- (1) The basic rules of doctoral studies are governed by the Study and Examination Rules for Students at the Czech Technical University in Prague (VIII. full text with effect from 29.10.2022) (hereinafter referred to as the 'SZŘ') and Act No.111/1998 Coll., on Higher Education Institutions and on the Amendment and Amendment of Other Acts (the Higher Education Act), as amended (hereinafter referred to as the 'Act'). Relations between academic staff and students are also covered by the CTU Code of Ethics.
- (2) These Rules of Doctoral Study of the Faculty of Architecture of the Czech Technical University in Prague (hereinafter referred to as the 'Rules of Doctoral Study of the FA') as an internal regulation of the Faculty of Architecture of the Czech Technical University in Prague (hereinafter referred to as the "FA") establishes, in accordance with Article 20 of the SZŘ, further details of study in doctoral study programs accredited at FA.
- (3) The Faculty of Architecture of the Czech Technical University in Prague is committed to creating an equal and inclusive study and work environment. The text of the Doctoral Study Rules of the FA uses some principles of inclusive language. The term 'student' in the text is used as a gender-neutral alternative to the term 'student' under Act No. 111/1998 Coll., On Universities and on the Amendment and Addition of Other Laws (the Higher Education Act) or 'doctoral student' under the Study and Examination Regulations for students of the Czech Technical University in Prague.

Part II

STUDY

Article 2

Supervisor

- (1) The activity of supervisors is governed in particular by Article 23 of the SZŘ.
- (2) The student is entitled to a consultation with his/her supervisor at least once a month.
- (3) The supervisor offers students consultative support, especially in matters of methodology of scientific and creative work, publishing activities, establishing contacts in the field and internships, and filling out grant applications.
- (4) The supervisor is obliged to participate in scientific, publishing and creative activities in the areas in which he/she provides consultations to students as well as to show records of these activities in the V3S or RUV systems for the last five (5) years.

Article 3

Training Centres, Supervisor-Specialists, Study Guarantor, Specialisation Committees, Focus Working Groups

The functions of the training centre, specialist instructor, study guarantor, and specialisation committees are governed in particular by Articles 19, 21 and 24 of the SZŘ.

Article 4

Focus Working Groups

In the role of a supporting, coordinating and recommending body of the branch councils, Focus Working Groups (hereinafter referred to as 'PSZ') may be established at the faculty. The members are appointed by the dean (hereinafter referred to as 'dean') on the proposals of the chair (hereinafter referred to as 'chair') of the Specialisation Committee of the program (hereinafter referred to as the 'ORP'). The dean may determine the details of the PSZ's by a directive.

Article 5

Students

The rights and obligations of students are regulated in particular by Article 22 of the SZŘ.

Article 6

Individual Study Plan and Study Period

The individual study plan (hereinafter referred to as 'ISP') and the period of study are governed by Article 26 and Article 19, paragraphs 4-8 of the SZŘ.

Article 7

Study Unit

- (1) The rules and structure of the study unit and the evaluation of subjects are governed by Article 27 of the SZŘ.
- (2) Students are required to pass at least two (2) exams in specialised subjects by the end of the second semester.
- (3) Part of the study unit is study for a dissertation and a discussion of it according to Articles 19 and 20 of these FA Doctoral Studies Regulations.
- (4) Students are required to complete the study unit by the end of the sixth semester for full-time studies or by the end of the ninth semester for combined studies. It is recommended that students finish the study unit by the end of the fourth semester.

Article 8

Foreign Language

As part of language preparation, students studying in the Czech language and non-native English speakers are required to take a foreign language exam. Classroom attendance is not necessary to if the students are proficient in the language and can pass the exam according to the requirements of the FA Cabinet of Languages or provide a certificate recognised by the FA Cabinet of Languages.

Part III

SCIENTIFIC ACTIVITY

Article 9

Scientific Work and Publication Activity

- (1) Students learn to work scientifically and present their original scientific results to the professional community in accordance with the supervisor's instructions, with the priorities

of the training centre and in connection with the topic of the dissertation.

- (2) When submitting an application to defend a dissertation, the student must prove and record in the V3S system at least three (3) peer-reviewed professional texts (e.g. conference proceedings, articles in journals, chapters of a book), already published or accepted for publication, in which he/she has at least a one-third share and where FA affiliation is indicated. Scholarly texts must relate to the dissertation topic. The student can replace two (2) of the peer-reviewed professional texts with a realised work of art related to the topic of the dissertation and registered in the RUV system, while the work must be supplemented by a research report registered in V3S, in which he/she explains the goals and methodology of the work, the professional resources used, and the domestic and international context of the work. At least one of the peer-reviewed texts or research report must be in English or another world language.
- (3) The student enters the published and creative results in the prescribed manner and by the specified deadline into the V3S system or the RUV system.

Article 10

Presence at the Training Centre

- (1) Unless otherwise specified by the head of the training centre or the supervisor, students are to be personally present at the training centre at least two (2) days a week.
- (2) According to Article 22, Paragraph 2 of the SZŘ, the student is entitled to six (6) weeks of leave per calendar year.
- (3) It is the obligation of the training centre, in cooperation with the supervisor, to provide students with the basic operating conditions for study and scientific activity.

Article 11

Pedagogical Activity

- (1) Students participate in teaching in bachelor's and master's programs if this obligation is registered in their ISP. Teaching related to the topic of scientific activity and dissertation is particularly recommended.
- (2) The recommended extent of teaching practice is set at four (4) teaching hours per week for a minimum of four (4) semesters.
- (3) Students are entitled to a salary set in accordance with the internal wage standards of the FA CTU in Prague for their pedagogical activities.

Article 12

Internship

- (1) Part of the study obligations in the doctoral study program is the completion of an internship at a foreign research institution lasting at least thirty (30) days, with the day of departure and the day of return being counted as one half day. In justified cases (e.g. parenthood), the internship can be spread over several separate weeks.
- (2) The plan, content and outcomes of the internship must be discussed and approved by the supervisor, the head of the training centre, and the chairman of the ORP before departure.
- (3) In exceptional cases, the internship may be replaced by participation in a long-term international creative project with results published or presented abroad or another form of pre-approved participation in international cooperation approved by the head of the training centre and the chairman of the ORP at the suggestion of the supervisor.
- (4) The internship must be completed before submitting an application for the defence of a dissertation and documented in said application.

Article 13

International Scientific Conferences

Students are required to actively participate with a contribution in English or another world

language at at least one international scientific conference. Participation in such a conference must be completed before submitting an application for the defence of a dissertation and documented in said application.

Part IV
ASSESSMENT

Article 14
KOS

The basic tool for recording and monitoring student activity is the IS CTU (KOS) system.

Article 15
Semester Activity Report

- (1) Evaluation of student activity results is carried out by means of a Semester Activity Report, in which the student lists the results of his/her scientific and creative activity for the past semester and assigns them a point value in line with the instructions therein. The student must also summarise his/her performance of study obligations.
- (2) The semester activity report also includes an assessment by the supervisor and is approved by the head of the training centre and the chairman of the ORP. The supervisor clearly states in a Semester Activity Statement whether he recommends the student continue his/her studies without changes or, with a detailed justification, whether he/she recommends continuing with a change to another form of study or suggests termination of studies.
- (3) Failure to complete and submit the Semester Activity Report to the VVUČ Department by the specified date is considered failure to fulfil study obligations.

Article 16
Scholarships

- (1) A full-time student who properly fulfils the study obligations set out in the ISP is, in accordance with the Scholarship Regulations of CTU in Prague (hereinafter referred to as "SŘ"), during the standard period of study, entitled to the award of a scholarship consisting of: a) a monthly entitlement, b) non-entitlement, c) annual entitlement.
- (2) Monthly entitlement and annual entitlement scholarships are determined by the Rector's Order. The amount of the non-entitlement portion is determined for exceptional results in pedagogical and creative activities, participation in research projects or submission of a dissertation before the expiry of the standard period of study, based on the information given in the Semester Activity Statement from the previous semester. The non-entitlement portion of the scholarship is awarded according to Article 6, subsection 3 of the Study Rules by the dean, the Rector, upon the proposal of the supervisor, the head of the training institute or the chair of the ORP.
- (3) If the student does not fulfil the study obligations arising from the ISP, the internal regulations of CTU or these FA Doctoral Study Regulations, the dean or rector may reduce the eligible part of the scholarship according to Article 6, paragraph 5 of the SŘ.

Part V
STUDENT SCIENTIFIC CONFERENCE AND STATE OF KNOWLEDGE

Article 17
Student Scientific Conference FA

- (1) FA CTU organises a student scientific conference every year, wherein students present the

topic of their dissertation, the state of knowledge in the given field, the chosen method of research work and partial results of their research thus far.

- (2) Participation in the FA student scientific conference is mandatory for students until the end of the second (2nd) semester. Non-participation in this conference is considered a failure to fulfil study obligations.

Article 18

State of Knowledge

- (1) The State of Knowledge Report, of at least ten (10) standard pages of text, contains a brief introduction of the given topic, the objectives of the research work, research questions, the current state of knowledge in the given area (in the Czech, European and world context), and the literature used.
- (2) The State of Knowledge together with the prescribed protocol containing the signature of the supervisor shall be submitted by the student to the Department for Science, Research and Artistic Activities by the end of the second (2nd) semester. Failure to submit a State of Knowledge is considered a failure to fulfil study obligations.

Part VI

DISSERTATION STUDIES

Article 19

Dissertation Studies

- (1) The summary Study for the Dissertation, of at least twenty (20) standard pages, contains an introduction to the topic, the objectives of the research work, research questions, proof of the novelty of the topic, the current state of knowledge in the given area (in the Czech, European and global context), an analysis of the methodology (including a description of research methods), partial results of the students' current research in the field of the dissertation (these may take the form of published professional texts) and the literature used.
- (2) In the full-time form of study, the student submits his/her Study for the Dissertation to the supervisor by the end of the third (3rd) semester, in the combined form of study by the end of the fifth (5th) semester.

Article 20

Dissertation Study Discussion

- (1) The discussion of the Study for the Dissertation is governed by the guidelines of Article 27, Paragraph 10 of the SZŘ.
- (2) The Commission must have at least five (5) members. It is attended by the supervisor, the head of the training centre, a member or member of the ORP (on the recommendation of the chair of the ORP), an opponent designated by the head of a training centre, and other invited experts in the relevant field.
- (3) The opponent must not hold an academic position at the training centre, must have professional expertise in the relevant field and hold a degree of at least a Ph.D. or its equivalent. The opponent prepares his/her assessment on the prescribed form.
- (4) On the basis of the debate, the committee will express agreement/disagreement with the wording of the Study for the Dissertation and agreement/disagreement with the continuation of the study or a proposal to change its form. The committee also approves or modifies the final title of the dissertation. In the event of an unsuccessful defence of the Study for the Dissertation, the student is invited to revise the Study for the Dissertation and a deadline is set for a corrective debate no later than in the following semester.
- (5) The minutes of the debate are drawn up on the prescribed form. The training centre will ensure the transmission of these minutes, the assessment and the text of the Study for a Dissertation at the Department for Science, Research and Artistic Activities in the case of full-time study by the end of the fourth (4th) semester at the latest or, in the case of combined

study, by the end of the sixth (6th) semester. The corrective debate over the Study for a Dissertation must be carried out at the latest in the following semester.

Part VII

STATE DOCTORAL EXAMINATION

Article 21

State Doctoral Examination

The conduct of the State Doctoral Examination (hereinafter referred to as 'SDZ') is governed by Article 29 of the SZŘ. Doctoral students are required to pass the SDZ in full-time studies by the end of the seventh (7th) semester, in combined studies by the end of the ninth (9th) semester (with a possible extension of a maximum of one (1) year based on a reasoned request approved by the dean). In the event of a retaking of the SDZ, the student must pass the examination no later than one (1) year after the failed SDZ.

Part VIII

Dissertation

Article 22

Dissertation

- (1) The conditions for the dissertation are regulated by Article 28 of the SZŘ.
- (2) In accordance with Article 28(1) of the SZŘ, a dissertation is the result of solving a specific scientific problem or artistic task specified in the objectives of the dissertation. It demonstrates the doctoral student's ability to work independently in a creative way and must contain the original results of scientific or artistic work published or accepted for publication by the author of the dissertation.
- (3) If the core of the student's scientific work is a work of art, it is necessary to supplement this work in the dissertation with a description of the starting points and current knowledge in the given area, research goals and questions, the methodology used, prove the originality and novelty of the topic, critically evaluate and analyse the results, to place them in the domestic and international context, and to summarise the contribution to knowledge in the given field. The description must meet the standard criteria of a professional text.

Article 23

Continuous Research and Development of the Dissertation

The student is obliged to devote his/her dissertation work consistently and to develop it continuously throughout the entire period of study and to consult with the supervisor and other experts in the field.

Article 24

Share in a Possible Set of Works

If the student submits a dissertation as a set of published works with a connecting introductory text, he/she must be the author of at least two thirds of the entire text.

Article 25

Application for the Defence of a Dissertation

The application to defend the dissertation includes documents on completion of an internship, documents on active participation at an international conference, both signed by the supervisor and the head of the training institute, and extracts from the V3S and/or RUV system showing publication and creative activity, divided into texts and works related to the topic of the dissertation and other texts and works, to the extent prescribed by Article 9, paragraph 2 of these Rules of Doctoral Study of the FA.

Article 26

Dissertation Defence

Defence and evaluation of the dissertation are governed by Article 30 of the SZŘ.

Part IX

GRADUATION

Article 27

Completion of Studies

Failure to comply with the requirements laid down in these Rules of Doctoral Study of the FA shall be considered as failure to comply with the study requirements arising from the study programme on the basis of Article 20, paragraph 3 of the SZŘ, and study shall be terminated in accordance with Article 56, paragraph 1, letter b) of the Act and Article 34, paragraph 7, letter b) of the SZŘ. The decision-making process in this matter shall be subject to Article 68 of the Act.

Apart from the cases given by the SZŘ, doctoral studies are terminated in accordance with these Rules of Doctoral Studies of the FA in the event of:

- a) failure to complete a study block within the deadlines specified in Article 7 and failure to comply with obligations under Article 7, paragraph 2,
- b) a negative assessment by the supervisor in the semester activity statement according to Article 15, paragraph 2, or failure to submit the semester activity statement according to Article 15, paragraph 3, and a current proposal to terminate study by the head of the training centre and the chair of the ORP,
- c) failure to submit the State of Knowledge Report according to Article 18,
- d) a negative evaluation by the supervisor in the semester report on activity according to Article 15, paragraph 2, or non-submission of the semester report on activity according to Article 15, paragraph 3, and the concomitant proposal for graduation by the head of the training institution and the chairman of the ORP,
- e) failure to submit an SDZ or a repeated SDZ within the terms specified in Article 21.

Part X

TRANSITORY AND HARDSHIP MEASURES

Article 28

Adjustment of Study Conditions

Students with specific needs or pregnancy, childbirth and parenthood issues, as well as persons who have taken a child into foster care, are entitled to adjustment of study conditions according to Article 1, Paragraphs 5 and 6 of the SZŘ.

Article 29

Interruption of Study in Recognised Periods of Parenthood

Deadlines set out in Art. 5-7 of these rules do not run during the period of interruption in the recognised period of parenthood.

Article 30

Exemption for Recognised Periods of Parenthood

Students who have applied for registration of recognised periods of parentage before 1.1.2020 are not subject to the time limits referred to in Article 19(7) of the Study and Examination Regulations.

Article 31

Distance Form of Debate on a Study for a Dissertation

In accordance with Article 27, paragraph 13 of the SZŘ, the debate on the study for the dissertation can be held remotely in exceptional cases. A proposal is submitted by the head of the training centre, with the ORP's comment (Article 21 paragraph 3f SZŘ) and approved by the dean.

Article 32

Distance Participation in the State Doctoral Examination or Dissertation Defence

- (1) In accordance with Article 30, paragraph 15 of the SZŘ, the dean may, at the proposal of the ORP, permit the remote participation of individual members of the committee, supervisors or opponents. Typically, it is possible to use this exception for the participation of an opponent or a member of the commission from abroad. The Chair and the student must be physically present at all times.
- (2) A prerequisite for remote participation is appropriate technical provision allowing remote visual and vocal participation of those absent during the defence and voting of the entire board in electronic form guaranteeing the anonymity of the voting members. The minutes must explicitly state the remote participation.

Article 33

Exception for Internships

The requirement of Article 12 of these FA Doctoral Study Rules does not apply to students enrolled before 1/1/2019.

Article 34

Exemption for Debate over a Dissertation Study

Obligations set forth in Articles 19 and 20 of these FA Doctoral Study Rules to submit a Study for Dissertation in full-time study by the end of the third (3rd) semester and in the combined study by the fifth (5th) semester and hold a debate on the Study for Dissertation in full-time study by the end of the fourth (4th) semester and in combined study up to the sixth (6th) semester shall not apply to students with studies commenced before 31.8.2023.

Article 35

Exception for the State Doctoral Examination

The obligation to pass the State Doctoral Examination in full-time study by the end of the seventh (7th) semester and in combined study by the end of the ninth (9th) semester laid down in Article 21 of this Code of Doctoral Study of the FA does not apply to students whose studies commenced before 31.8.2023.

Article 36

Exemption

Should the application of this regulation result in excessive harshness, the dean may, in accordance with Article 36 (3) of the SZŘ, allow an exemption in rare cases (e.g. family or health problems). This exemption is requested by the student on a prescribed form, provided with the consent of the supervisor, the head of the training centre and the chair of the ORP. The dean informs about the granting of the exemption at the next meeting of the ORP. The exemption cannot violate the limitation of the maximum study period, which is laid down in Article 3 (8) and (9) and Article 19 (7) of the SZŘ.

Part XI

FINAL PROVISIONS

Article 37

Department of Science, Research and Artistic Activity

The Department for Science, Research and Artistic Activities is the coordinator of doctoral studies. In cases where the dean decides on study matters, the students apply to the dean with written applications also through the Department for Science, Research and Artistic Activities.

Article 38

Forms and Records

The aforementioned doctoral study processes are accompanied by appropriate forms and records, accessible on the FA doctoral study website. Students, committees, opponents and opponents are obliged to use these forms and records.

Article 39

Extraordinary Situations

In cases that are not dealt with by the Statute of CTU, the Statute of FA, SZŘ, SŘ or these FA Doctoral Study Rules, as well as in disputed cases, the dean shall decide.

Article 40

Approval Process

These FA Doctoral Study Rules were discussed by ORP Design on 11/05/2023, ORP Architecture and Urbanism on 30/05/2023, the Scientific and Artistic Council of FA on 07/06/2023 and approved by the Academic Senate of FA on 21/06/2023.

Article 41

Effect

These FA Doctoral Study Rules become valid and take effect as of their date of approval by the Academic Senate of CTU.

doc. Ing. arch. Jan Jakub Tesař, Ph.D., v. r.
Chair AS FA ČVUT

doc. Ing. arch. Dalibor Hlaváček, Ph.D., v. r.
Dean FA ČVUT