



FAKULTA  
ARCHITEKTURY  
ČVUT V PRAZE

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FA CTU GUIDE



FOR PH.D. STUDENTS

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**Welcome to FA CTU**

**FA CTU WEBSITE ~ UP-TO-DATE INFORMATION  
ON EVERYTHING YOU NEED!**



# 01

## CONTACTS

### FA CTU ADDRESS

Faculty of Architecture CTU  
Thákurova 9  
166 34 Praha 6 – Dejvice

### CTU ADDRESS

Czech Technical University in  
Prague  
Jugoslávských partyzánů 1580/3  
160 00 Praha 6 – Dejvice

## Department of Science, Research and the Arts

You can contact the Doctoral Studies Coordinator for all matters related to your studies. Department of Science, Research and the Arts is primarily responsible for registering students for studies, checking the implementation of the individual study plan, and submitting all documents for the state examinations, including applications for the dissertation defence. It is possible to submit requests for transfers, interruption of studies, cancellation of enrolled subjects and other related matters. The department also handles the scholarship agenda and administration related to the admission procedure.

HEAD OF DEPARTMENT FOR SCIENCE, RESEARCH AND THE ARTS	room <b>150</b>
COORDINATOR FOR PH.D. AND POSTDOCTORAL STUDENTS IN ENGLISH	

 **Mgr. Gabriela Thompson** ..... **gabriela.thompson@fa.cvut.cz**  
**+420 224 356 228**

COORDINATOR FOR CZECH SPEAKING PH.D. STUDENTS PH.D. ANNUAL WORKSHOP ORGANIZER	room <b>642</b>
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 **Ing. arch. Jana Zdráhalová, Ph.D.** ..... **zdrahalova@fa.cvut.cz**

## Department of Science, Research and the Arts

You can contact the Vice-Dean for Science, Research and the Arts with more complex questions about your studies. His responsibilities include, for example, curriculum planning, admissions and review procedures, tuition fees and scholarships, care for students with special needs, timetabling, monitoring and evaluation of teaching, and cooperation with educational institutions.

The Vice-Dean for Science, Research and the Arts represents the Dean in academic matters.

VICE-DEAN FOR SCIENCE, RESEARCH AND ARTS	room <b>508</b>
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 **prof. Ing. arch. Petr Vorlík, Ph.D.** ..... **vorlik@fa.cvut.cz**  
**+420 224 356 284**

# 02

## BASIC INFORMATION

## Study Programmes

Doctoral studies take place in an accredited study programme:

<b>1.</b>	<b>ARCHITECTURE AND URBANISM (A+U)</b>
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- fields of study:
- Architecture, Theory and Creation (ATT)
  - Urban Design and Spatial Planning (UUP)
  - History of Architecture and Monument Conservation (DAPP)
  - Architecture, Building and Technology (AST)
  - Landscape Architecture (KA)

<b>2.</b>	<b>SMART CITIES (SC)</b>
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- field of study:
- Smart Cities

Doctoral studies take place in two forms of study:

**Full-time study:**  
the standard period of full-time study is four years (during the doctoral student's normal attendance at the teaching institution)

**Combined study:**  
the standard period of combined study is four years. The study block in combined study is scheduled for 6 semesters.

Graduates will receive a Ph.D.

### Period of Study

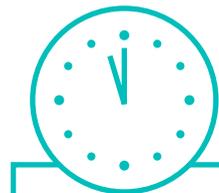
The period of study is the time from the first enrolment to the completion of the studies. All interruptions of studies are included in the period of study. The exception is interruptions for a recognised period of parenthood for student-parents, which do not count towards the period of study. The scholarship is paid only to full-time students. It shall be paid for a period of study that does not exceed the standard

period of study; this period of study shall include any period of previous unsuccessful studies in doctoral programmes in any form of study.

The dissertation must be submitted no later than 6 years after enrolment. A student who fails to submit his/her dissertation by this deadline and who has not properly excused this fact or whose excuse has not been accepted by the Dean shall be terminated from the study. The study must be completed within 7 years of enrolment. Special rules apply to students with children under the age of three.

### Doctoral Students at the Departments

Doctoral students belong to individual departments at the faculty according to the jurisdiction of their supervisor. The departments may organise events for doctoral students beyond joint activities. These include, for example, regular joint meetings of supervisors and Ph.D. students – so-called dock clubs, seminars, presentations, discussions on upcoming grant applications, etc.



**The dissertation must be submitted no later than 6 years after enrolment.**

## Duties of a Doctoral Student



### DUTIES OF A DOCTORAL STUDENT INCLUDE

#### Completion of subjects

Submission of the text „State of the Art“ to the supervisor

Preparation of the study and defence of its debate

#### State doctoral examination

##### At least 4 conference papers

published in proceedings (or 2 articles in a peer-reviewed journal or chapters in a peer-reviewed book), half of them in English (maybe also German or French). Possibly a combination of both (2+1).

##### Active participation in the doctoral workshop

until the study is defended

##### Scientific research or teaching activities

It is up to the head of the department to decide whether to require his/her Ph.D. students to engage in teaching activities or to employ them in other work for the department, such as engaging in research. The scope of such work is 2-3 days per week.

##### Foreign internship in full-time study

Part of the student's obligations in the doctoral study programme is to study at a foreign institution for at least one month or another form of direct participation in international cooperation, especially participation in an international creative project with results published or presented abroad.

## Programme Boards

1

### ARCHITECTURE AND URBANISM

#### Chairman

prof. Ing. arch. Michal Kohout

#### Internal members

prof. Dr. Ir. Henri Hubertus Achten, Ph.D.  
prof. Ing. arch. Petr Vorlík, Ph.D.  
prof. PhDr. Pavel Kalina, CSc.  
prof. Ing. arch. Jan Jehlík  
doc. Ing. arch. Jakub Vorel, Ph.D.  
doc. Dr. Ing. Martin Pospíšil, Ph.D.  
doc. Ing. Daniela Bošová, Ph.D.  
doc. Ing. arch. Ivan Plicka, CSc.

#### External members

Ing. arch. Pavel Hnilička Dipl. NDS  
doc. Ing. arch. Jakub Kynčl  
prof. Ing. arch. Petr Hruša  
prof. Ing. Josef Chybík, CSc.  
RNDr. Jiří Sádlo, CSc.  
doc. Dr. Ing. Alena Salašová

2

### SMART CITIES

#### Chairman

prof. Ing. Ondřej Přibyl, Ph.D.

#### Internal members

prof. Dr. Ing. Miroslav Svítek, dr. h. c.  
FEng. EUR ING  
doc. Ing. Tomáš Horák, Ph.D.  
prof. Ing. arch. Karel Maier, CSc.  
doc. Ing. Akad. arch. Jiří Klokočka  
prof. Ing. Tomáš Zelinka, CSc.  
doc. Ing. arch. Jakub Vorel, Ph.D.  
prof. Ing. arch. Zuzana Pešková, Ph.D.

#### External members

prof. Ing. Václav Cempírek, Ph.D.  
prof. Ing. Miroslav Vozňák, Ph.D.  
prof. Ing. Aleš Janota, PhD. Euring.  
doc. Mgr. Tomáš Apeltauer, Ph.D.  
prof. RNDr. Luděk Sýkora, Ph.D.

All important information can be found on the [FA website](#) under [Study / General / Doctoral degree](#).

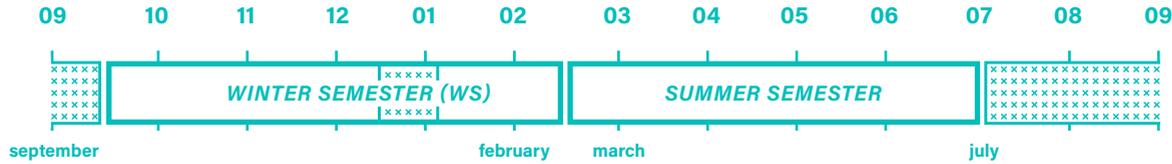
# 03

## Academic Year Calendar

The semester has a total of 13 weeks of classes, 6 weeks of winter exam period, 6 weeks of summer exam period.

After the 13th week of teaching in WS there are 2 weeks of winter holidays.

## THE ACADEMIC YEAR



### Important Deadlines →

- september**
  - enrolment for students starting doctoral studies
  - enrolment in continuing studies, valid for all students throughout their studies
  - information meeting for first year doctoral students
  - submission of the doctoral student's evaluation for the past semester
  - deadline for applications for the state doctoral examination and dissertation defence (winter term)
- october**
  - doctoral workshop
  - submission of an individual study plan for first year students
- february**
  - submission of the doctoral student's evaluation for the past semester
  - state doctoral examination and dissertation defence (winter term)
  - deadline for applications for the state doctoral examination and dissertation defence (summer term)
- april**
  - deadline for submission of applications for admission to doctoral studies
- may**
  - deadline for applying for the doctoral workshop
- june**
  - state doctoral examination and dissertation defence (summer term)
- august**
  - deadline for submission of the short paper for the doctoral workshop

# 04

## CTU/ISIC Student Card

**You will need the card for:**

- entrance to the FA building and other parts of CTU
- access to classrooms and lecture rooms at the FA
- access to FSv via the connecting bridge
- payment at the canteens, Archicafe and Mega Buf Fat at FSv
- lending books in the CTU and NTK libraries
- parking in the FA building
- for printing on self-service printers
- loan of tools in the workshops

## WHAT IS GOOD TO HAVE/KNOW FROM DAY ONE

*To arrange an appointment at the CTU Card Publishing House in Prague, create an electronic reservation so you don't have to wait in line for a long time.*

You can get your card at the CTU Card Publishing House Bechyňova 3. Issuing a CTU student card is free of charge. The first CTU/ISIC student card costs 380 CZK, the renewal of the card costs 180 CZK (you cannot pay with a credit card). ISIC cards for first-year students can be issued from 1 September at the earliest. In order to be issued one of the cards, you must have an active account in the IS CTU, which is usually 1-2 days after enrolment. The application can only be processed in person, upon presentation of an ID and a colour photograph (passport format, light background), or you can have a digital photograph taken on the spot.

### Access to KOS

What is KOS? It is a study information system into which you will enter your individual study plan. At the same time, you will register for all exams through it. After passing them, you will see your grade and you can check the number of subjects you have completed.

### Login to CTU Applications

- After enrolment, you will receive a student ID card for entry to the FA building at the CTU Card Publishing House (Bechyňova 2571/3, 160 00

Prague 6-Dejvice) and you will be assigned an email address with the @cvut.cz extension. At the FA, you will receive an email address with the @fa.cvut.cz extension from the IT department on the second floor. You can change both assigned passwords.

These addresses are valid for the entire period of study and only they receive information from teachers, from the Department of Science, Research and Art or from the KOS. Mail from the faculty address can be forwarded to your private mail.

- You can access the eduroam internet network on usermap. Eduroam is a secure and global roaming WiFi infrastructure developed and operated by the international research and education community. It allows students, researchers and staff of participating organisations to access the Internet wherever the eduroam network is available.

- The entire CTU uses the Microsoft Teams platform to work in the online space. Teams combines everything you need into one shared workspace where you can chat, hold meetings, share files and work with other applications. To access Teams, use your CTU account login credentials in the format: username@cvut.cz and your CTU password.

- To access KOS you use the same login details as for your CTU account.

### Wi-Fi FA Connection

**CTU-FA-Students**  
password: FAs3xs3x

**eduroam**  
login name:  
cvutlogin@cvut.cz

\*cvutlogin is your KOS login name. You can set your own password at usermap after logging in as KOS.



## 3 STEPS HOW TO GET CTU ID CARD

1

2

3

Activate your account in the IS CTU → Arrive in person with your ID to the CTU Card Publishing House → Have your photo taken

# 05

## STUDY PROCESS OF DOCTORAL STUDIES

### Enrollment

Students in all years of the doctoral programme are required to enrol at the beginning of each academic year in accordance with the instructions of the Science, Research and Arts Department. A student may be excused from enrolment for serious reasons if he/she notifies the Department of Science, Research and the Arts in writing before the start of enrolment. If a student fails to attend the next year of enrolment without an excuse, his/her studies will be terminated pursuant to Section 56(1)(b) of the Higher Education Act. The doctoral student's self-assessment shall be submitted at the time of enrolment. The form can be downloaded from the doctoral studies website

### Supervisor

The supervisor is the guarantor of the doctoral student's professional programme and the topic of his/her dissertation. In particular, the doctoral student consults with him/her on matters related to his/her studies. The supervisor has the right to participate in all meetings concerning the doctoral student's subject of study, including any meetings of the disciplinary committee. The supervisor shall comment on all requests made by the doctoral student and shall be informed without undue delay of the decision taken on them. If the topic of the dissertation requires specific guidance or professional consultation that cannot be provided by the supervisor, a maximum of two specialist supervisors may be appointed to provide an agreed part of the doctoral student's professional training. The specialist supervisor is normally a leading expert and is proposed by the supervisor.

### Individual Study Plan ISP

Each doctoral student studies according to his/her own individual study plan. The ISP is the basic document of the doctoral student's individual professional education. It is drawn up by the doctoral student in agreement with the supervisor. The ISP is submitted

for approval to the chair of the programme's board no later than one month after the start of the studies. Once approved, the ISP is binding. The ISP contains the title of the dissertation, the selected subjects, the deadlines for their completion, the date of completion of the study and the independent scientific research activities of the doctoral student related to the dissertation. The ISP is completed twice - once in electronic form in KOS (described in the chapter How to create an individual study plan in KOS) and the second time in paper form. The form is available on the doctoral studies website. Signed by you and your supervisor, please submit it to the Office of Science, Research and Arts.

Part of the ISP of a full-time Ph.D. student may include teaching practice, serving primarily to develop presentation skills.

In particular, changes in the ISP or in the study programme may include:

- choosing another subject
- change of ISP time schedule (extension of studies)
- interruption of studies
- change of study form – transfer from full-time to combined form or vice versa
- change of supervisor.

Part of the student's obligations in the doctoral study programme is the completion of an internship at a foreign institution of at least one month or another form of direct participation of the student in international cooperation, especially participation in an international creative project with results published or presented abroad.

### Support for Doctoral Students' Internships to Foreign Universities and Research Institutes

For internships abroad, there are two types of stays – study and work. Study visits are available to school staff and require the FA to have a bilateral agreement with the university. Study visits are short-term, from 5 to 30 days, or long-term, from 2 to 12 months.

## HOW TO CREATE AN INDIVIDUAL STUDY PLAN IN KOS

1. [www.kos.cvut.cz](http://www.kos.cvut.cz) → Enter your login name and password (you have received from the CTU ID card publishing house)
2. Subjects → Individual study plan
3. You can add subjects by code or name - both can be found in the Study Plan. The doctoral student chooses his/her own subjects in cooperation with his/her supervisor according to the focus of his/her dissertation.
- ! FILL IN ALL THE SUBJECTS IN THE ISP. THAT YOU PLAN TO STUDY THROUGHOUT YOUR DOCTORAL STUDIES.
4. Select a deadline - by when you plan to complete the subject. The latest deadline for completing the subjects can be found in the section Doctoral student obligations (depends on the nature of the full-time/ combined study).
5. Choose whether it is a compulsory, elective or professional language subject.
6. Add subject, repeat for all subjects you wish to take during your studies. This also applies to study and the state final exam - the codes for these 'subjects' can be found in the updated Study Plan. The latest date for the defence of the study and the state final examination can be found in the section Doctoral student obligations (depending on the nature of the full-time/ combined study).
7. It is possible to enrol in subjects from other faculties by arrangement with the department teaching the subject.
8. Once you have created the ISP, ask the supervisor to approve it (they will approve it by pressing a button in their KOS interface). You can freely remove and add subjects before the supervisor approves the ISP.
9. The ISP created in KOS does not need to be printed.

### ! INDICATES THE SUBJECTS YOU WILL BE TAKING IN THE CURRENT SEMESTER.

If the subject is listed in the following semester, the abbreviation of the current semester will appear in the 'action' field. For example, for the subject registration in the **winter semester 2020/21**, this is the action **B201**. Click on this action to enrol the subject in this semester. Subjects listed in the summer semester or next year will get their 'action' when their time comes, it is not possible to enrol them now (but they remain ready in your ISP).

Subject enrolment can be cancelled in the Subjects section → PhD student's subjects list.

You can always change your ISP at the time of enrolment (September). To do this, a new ISP must be created in KOS (the original ISP will remain there) and a new signed paper version must be brought to the Science, Research and Arts Department.

If the ISP is returned for revision, the reason for this (incorrectly placed subjects in the compulsory, elective sections, incorrect subject deadlines....) should be identified. If the student is unsure, he/she should find out if the ISP has been returned by the supervisor, department head, or programme board representative and consult either the supervisor or the science department secretary.



**Important**  
**downloadable forms**  
**can be found on the**  
**faculty's website.**



*As part of the doctoral studies, it is necessary to take 6 subjects and a professional language subject.*

Work placements do not require a bilateral agreement with the company and are only long term, ranging from 2 to 12 months. Specific details can be found [here](#).

### Subjects

Subjects are one-semester. The latest date for completion of the subjects is the end of the 4th semester. The ISP includes two compulsory core theoretical subjects, as well as one compulsory subject in the field of scientific information and

a professional language, which are common to all DSP specializations. Another compulsory subject is a subject of profiling basis specific for the chosen field of study (ATT, UUP, DAPP, AKT or KA) and at least one compulsory elective subject, which the doctoral student chooses with the consent of the supervisor and with regard to the focus of his/her dissertation. The compulsory elective subject may be drawn from the offer of the entire doctoral study programme.

## 1 ARCHITECTURE AND URBANISM - SUBJECTS

TYPE / SPECIALIZATION	NAME	GUARANTOR
Compulsory*	Methods of Scientific Research	prof. Ing. arch. Karel Maier, CSc.
	Philosophy and Sociology	doc. PhDr. Oldřich Ševčík, CSc.
	Information for Research and Science	Mgr. Michaela Morysková
	Foreign Language	PhDr. Kateřina Valentová
Architecture, Theory and Design	Theory of Architecture	prof. Ing. arch. Vladimír Šlapeta, DrSc., Mgr. Martina Sedláková, M.A., Ph.D.
	Issues of Contemporary Architectural Design	doc. PhDr. Jana Tichá, Ph.D.
Urbanism and Spatial Planning	Theories of Spatial Planning	prof. Ing. arch. Karel Maier, CSc.
	Statistical Methods	doc. Ing. arch. Jakub Vorel, Ph.D.
	Information Technology and Development Modelling	doc. Ing. arch. Jakub Vorel, Ph.D.
	Urban and Regional Economics and Management	prof. Ing. arch. Karel Maier, CSc.
	Ecology	prof. Ing. Petr Sklenička, CSc.
History of Architecture and Monument Conservation	Urban Design	prof. Ing. arch. Jan Jehlík
	Selected Topics in Theory of Heritage Preservation	doc. Ing. arch. Milena Hauserová, CSc.
	Semiotics of Architecture	prof. PhDr. Pavel Kalina, CSc.
	History of Architecture	prof. PhDr. Pavel Kalina, CSc.
Architecture, Construction and Technology	Surveys of Historical Structures	doc. Ing. Michael Rykl, Ph.D.
	Building Structures, Materials and Technologies	doc. Ing. Vladimír Daňkovský, CSc.
	Theory and Technology of Buildings Internal Environment	doc. Ing. Daniela Bošová, Ph.D.
	BIM and Integrated Building Design	doc. Ing. Vladimír Daňkovský, CSc.
	Architecture and Load-Bearing Structures	doc. Dr. Ing. Martin Pospíšil, Ph.D.
Landscape Architecture	Engineering Informatics	prof. Dr. Henri Achten
	Landscape Infrastructure	doc. Ing. arch. Ivan Plicka, CSc.
Foreign Language	Landscapes in Process - Trend and Trajectories	Ing. Vladimír Sitta
	English	PhDr. Kateřina Valentová

\* common to the whole programme

## 3 SMART CITIES - SUBJECTS

TYPE	NAME	GUARANTOR
Compulsory*	Solutions of Smart and Resilience Cities	prof. Dr. Ing. Miroslav Svítek, dr.h.c., FEng, EUR ING
	Smart Cities in Context of Contemporary Thinking	Mgr. Martina Sedláková, M.A., Ph.D.
	Foreign Language	PhDr. Klára Lancová, Ph.D.
Compulsory elective	Smart Mobility	prof. Ing. Ondřej Příbyl, Ph.D.
	Mathematical Methods of Data Analysis	doc. Ing. Ivan Nagy, CSc.
	Theory of Spatial Development	prof. Ing. arch. Karel Maier, CSc.
	Research Methodology	prof. Ing. arch. Karel Maier, CSc.
	Sustainable Cities and City Logistics	doc. Ing. Tomáš Horák, Ph.D.
	Integration of Urban Systems	doc. Ing. arch. Akad. arch. Ir. Jiří Klokočka
	Modeling for Territory Development	doc. Ing. arch. Jakub Vorel, Ph.D.
	Data Mining and Big Data	doc. Dr. Ing. Tomáš Brandejský
	Technology and Security of Sensor Networks	doc. Ing. Václav Jirovský, CSc.
	Traffic Microsimulation	Ing. Jan Krčál, Ph.D.
Optional	Urban Construction	prof. Ing. arch. Jan Jehlík
	Scientific English	prof. dr. ir. Henri Achten

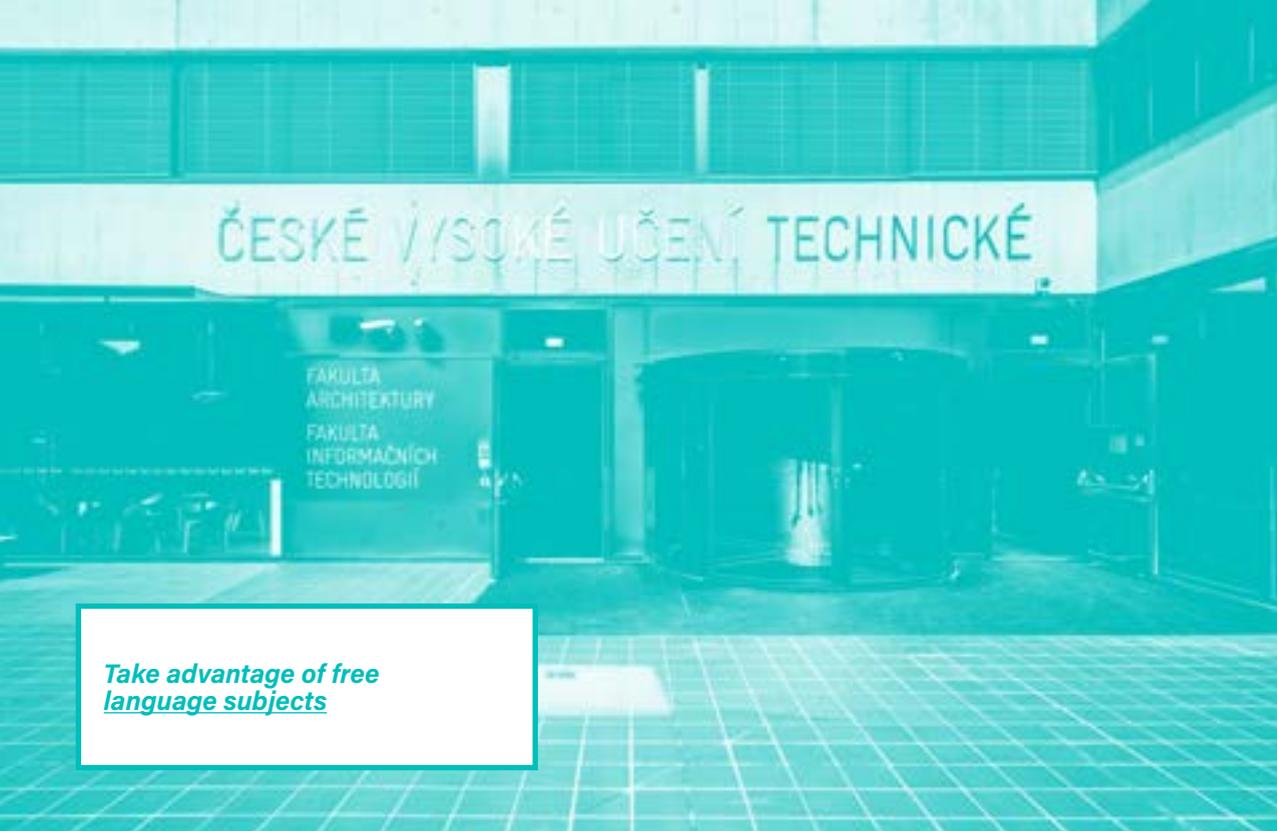
In the case of a student coming from another faculty or from another university, the supervisor has the possibility to add up to two additional subjects from the Master's programme of the FA CTU. In justified cases (e.g. interdisciplinary focus of the dissertation), additional subjects from other study fields at the DSP of the FA CTU or from study programmes at other faculties of the CTU or at other universities may be added to the ISP. Individual subjects are defined by time in the ISP. In the event that a doctoral student has successfully completed the subjectwork that is the content of the compulsory subjects of this DSP in a more specialized study at another school (e.g., Philosophy

or Information for Research and Science at the Faculty of Philosophy, a general state language examination at a school authorized to conduct state language examinations, etc.), the examination at the other school may be recognized instead of the examination in the DSP.

The ISP also defines the doctoral student's independent scientific research activities related to the dissertation, pedagogical activities (full-time study) and a compulsory foreign internship in accordance with the Study and Examination Regulations of the CTU in Prague.



*In some subjects, due to the smaller number of students in doctoral studies and the different nature of the subjects, the subjects take the form of seminars, consultations, often individual.*



Take advantage of free language subjects

## STUDY PROCESS OF DOCTORAL STUDIES

### Teaching of Foreign Languages

Teaching of foreign languages is provided by the Cabinet of Languages on the 2nd floor. You can sign up for English, German or French lessons. Ph.D students in English can take the Ph.D. language test directly, but an initial consultation at the beginning of the academic year is recommended. Doctoral students can take the Doctoral Professional English subject at two levels - intermediate and advanced. If a sufficient number of participants can be gathered, doctoral subjects in other languages (French, German) will be opened, otherwise doctoral students will use the subjects for the Bachelor's degree. In case of interest, Ph.D. students can attend extra language subjects, either a professional language for Bachelors,

see the Language Teaching timetable on the FA website, or a general language in the preparatory subjects of Lifelong Learning. Another way to improve your foreign language skills is to enrol in free language subjects organised by the ISC CTU (International Student Club CTU in Prague). The subjects are taught by exchange students from all over the world, Czech students and foreigners living in Prague for a long time.

More detailed information about language teaching can be found on the website of the [Cabinet of languages, Department 15126](#).

Before the beginning of the semester, contact the teachers of selected courses and arrange the conditions and requirements.

### Study Block and Defence of the Study

The study block represents a group of enrolled study subjects, research activities and preparation of a study for the dissertation. The study block is scheduled in the ISP for a maximum of 4 semesters for full-time study or a maximum of 6 semesters for combined study. As a standard, the subjects should be taken in the first two semesters of full-time study or in the first four

semesters of combined study. The second and third semesters of full-time study, or the fifth and sixth semesters of combined study, should be devoted to the completion of research and the preparation of the dissertation study.

A doctoral student who fails to fulfil all the study obligations prescribed in the study block by the end of the 6th semester from the start of the study (in the case of full-time study or by the end of the 9th semester (in the case of

### FULL-TIME STUDY - FULFILLMENT OF STUDENT OBLIGATIONS

Basic info: standard period of study 4 years (eligibility for scholarship), maximum period of study 7 years, submission of the dissertation within 6 years, if the student interrupts, the period of interruption is INCLUDED in the maximum period of study

semester	deadlines		active participation in ws and term of abs. study		4 conference papers published in proceedings or 2 articles in a peer-reviewed journal or chapters in a peer-reviewed book		date of defence of the state doctoral examination		deadline for submission of the dissertation + defence								
	active participation in the Ph.D. workshop	deadline for submission of the state of the art to the supervisor	active participation in ws and term of abs. study	active participation in ws and term of abs. study	4 conference papers published in proceedings or 2 articles in a peer-reviewed journal or chapters in a peer-reviewed book	4 conference papers published in proceedings or 2 articles in a peer-reviewed journal or chapters in a peer-reviewed book	date of defence of the state doctoral examination	date of defence of the state doctoral examination	deadline for submission of the dissertation + defence	deadline for submission of the dissertation + defence	9.	10.	11.	12.	13.	14.	
	→	→	→	→	→	→	→	→	→								
	period of eligibility for the scholarship									without scholarship							
ultimate deadline						→	ultimate deadline for completion of the study							→	ultimate deadline for submission of the dissertation	→	maximum study period

### COMBINED STUDY - FULFILLMENT OF STUDENT OBLIGATIONS

Basic info: students do not receive a scholarship, completion of the study block by the 9th semester, maximum duration of study 8 years, submission of the dissertation within 7 years

semester	deadlines		active participation in the Ph.D. workshop		deadline for submission of the state of the art to the supervisor		active participation in ws and term of abs. study		4 conference papers published in proceedings or 2 articles in a peer-reviewed journal or chapters in a peer-reviewed book									
	active participation in the Ph.D. workshop	deadline for submission of the state of the art to the supervisor	deadline for submission of the state of the art to the supervisor	active participation in ws and term of abs. study	active participation in ws and term of abs. study	4 conference papers published in proceedings or 2 articles in a peer-reviewed journal or chapters in a peer-reviewed book	4 conference papers published in proceedings or 2 articles in a peer-reviewed journal or chapters in a peer-reviewed book	9.	10.	11.	12.	13.	14.					
	→	→	→	→	→	→	→	→	→	→								
	without scholarship																	
ultimate deadline											→	ultimate deadline for completion of the study			→	ultimate deadline for submission of the dissertation	→	maximum study period

# STUDY PROCESS OF DOCTORAL STUDIES

*The study block is completed by passing all prescribed subjects, doing research and submitting a study for the dissertation.*

combined study) shall be terminated. The subject of study and evaluation in the Study Block is governed by the Study and Examination Rules of the CTU in Prague.

## **State of the Art**

By the end of the third semester of the present study (and by the end of the fifth semester of the combined study), the doctoral student must submit to his/her supervisor a text of 10 standard pages entitled State of the Art or the state of knowledge of the given issue (in the Czech, European, world context). In it, he/she will present the problem addressed, the objectives of the research, the research questions and the state of knowledge of the subject. The work concludes with the literature cited. This document is a basis for further study, it can be elaborated into a study. Failure to do so will result in a reduction of the scholarship.

## **Publication Activity of the Doctoral Student**

During their studies, Ph.D. students are obliged to publish their results in peer-reviewed journals and at peer-reviewed conferences. Peer review provides an external peer review of the research and is thus an indispensable step towards the successful completion of the Ph.D. studies. An article in a peer-reviewed journal or a conference paper presented in a conference proceedings written by the doctoral student together with his/her supervisor can also be evaluated as a publication activity of the doctoral student. Failure to fulfil the doctoral student's publication obligation will result in a reduction of the scholarship.

The end of the study block in professional activity is a study, which is a written preparation for the dissertation. It contains a summary of the state of the world (state of current knowledge), supplemented by the results of own work in the field of the dissertation topic.

These results can also be presented by a set of publications submitted by the doctoral student. The doctoral thesis is submitted by the doctoral student with the supervisor's evaluation by the end of the 4th semester (in the full-time form of study) or by the end of the 6th semester (in the combined study). Opposition and debate on the SDP usually takes place in the following semester and is governed by the Study and Examination Rules of the CTU in Prague. The supervisor, the head of the training department and the members of the Programme Board (PB) as selected by the Chairman of the PB participate in the debate with the Ph.D. student. The Chairman of the PB The head of the training department shall appoint at least one opponent of the study, and in the case of a multidisciplinary study, at least two opponents, each from a different group of disciplines. The opposing opinions shall be prepared on the prescribed form.

In the discussion, the study is subjected to a critical evaluation, in which the correct conception of the research, its methodological grounding, including the appropriateness of the chosen research methods and techniques, and the scientific usefulness of future work is considered. On the basis of the discussion, the title and scope of the dissertation are determined and binding recommendations for the further progress of the work are given to the doctoral student. The debate may be conducted in a foreign language.

## **ORCID**

For you as a future scientist – a publishing author, it is important to be clearly identified in citation databases (Web of Science or Scopus) and to be able to link your identity to your own research results. In addition to the inherent problem of an ambiguous author name, which can be changed, abbreviated, given in different settings, etc., there are a number of identifiers under which the author is listed in different systems. Over time, it has become necessary to merge these identifiers under one unifying unified entry.

*The doctoral workshop is compulsory for all students in the doctoral programme.*

*The date of the State Doctoral Examination is determined annually by the Academic Year Calendar of the FA CTU.*

For this purpose, Ph.D. students are required to create an ORCID (Open Researcher and Contributor ID). To obtain an ORCID ID in the CTU information system, use your usermap account; more detailed information can be found on the [CTU library website](#).

## **Doctoral Workshop**

Every year the Faculty of Architecture organizes a doctoral workshop for its doctoral students. It is a two-day meeting of doctoral students, their supervisors and external guests. It is held once a year in autumn. The exact date is always determined at the beginning of the calendar year. The aim of the workshop is to provide a platform for students to present their dissertation topic, state of knowledge of the subject, chosen methodology, or partial results. It is a simulation of standard scientific conferences, which our graduate students often do not have much experience with. The essence is thus also to get feedback from supervisors or external guests.

Prior to the workshop, students must 1. submit an application form with a short annotation, 2. submit a text of three to four standard pages (short paper) summarizing the objectives, knowledge gap, methodology, partial results and literature used, 3. submit the presentation itself, which is then posted on the [Colloquium website](#). All deadlines are listed on the doctoral website under the [doctoral workshop link](#).

During the presentation itself, each student has a set time for their own interpretation, followed by comments from the audience.

The workshop is compulsory for doctoral students who do not have a closed study block - thus each doctoral student will normally present two or three times. Absence of active participation in the workshop leads to a reduction of the monthly scholarship, according to the rules of the self-assessment form.

If students already have experience with peer-reviewed conferences, it is possible in exceptional cases

to agree in advance to substitute a presentation at a doctoral workshop with participation in a peer-reviewed national/international conference. However, participation in the workshop is also highly recommended in order to inform each other about Ph.D. research at the FA and to establish collaboration with other Ph.D. students.

## **State Doctoral Examination**

The aim of the State Doctoral Examination (SDE) is to verify the scope and quality of the doctoral student's knowledge, his/her ability to acquire new knowledge, evaluate it and use it creatively in relation to the chosen field of the doctoral study programme and the topic of the dissertation. A discussion of the dissertation topic is also part of the SDE. A condition for the SDE is previous successful completion of the study block, including successful completion of the debate over the SDP.

SDE takes place in front of the examination committee. The examination committee shall consist of at least five members. The supervisor and the supervisor-specialist are not members of the committee. At least two members of the examination committee may not be employees of CTU.

The doctoral student submits a written application for the execution of the SDE on the prescribed form to the Department for Science, Research and Arts, no later than within the deadlines set by the Academic Year Schedule of the FA CTU. The application shall include a list of the doctoral student's publications (projects), including their possible reviews. The supervisor and the head of the training department comment on the application, and the chair of the PB approves the holding of the SDE.

The process of the SDE and the announcement of the result are public. The evaluation of the SDE process is not public. The final overall assessment of the SDE is graded as 'pass with distinction', 'pass' or 'fail'.

# STUDY PROCESS OF DOCTORAL STUDIES

If the result of the evaluation of the examination committee for the SDE is 'fail', the doctoral student may repeat the SDE no more than once, at the earliest after three months from the date of the failed examination. In the case of a repeated 'fail' result of the SDE, the study shall be terminated. In the case of a repeated examination, the result cannot be a 'pass with distinction'.

## Dissertation

The dissertation is the result of a solution to a specific scientific problem or artistic task specified in the dissertation objectives; it demonstrates the doctoral student's ability to work independently in a creative manner and must contain original scientific or artistic results published or accepted for publication by the dissertation author. A set of scientific publications or accepted manuscripts, accompanied by an integrating text, may also be considered as a dissertation.

The dissertation is written in English, Czech or Slovak. Applicants may, with the approval of the Dean, submit a dissertation in any of the other world languages. Other matters concerning the dissertation shall be determined by a binding regulation of the Dean of the Faculty. If the dissertation does not meet the formal requirements, it may not be accepted for further proceedings by the Department for Science, Research and Arts. If the dissertation does not meet the substantive requirements, it is returned to the doctoral student with specific comments for revision (completion) at the initiative of the Vice-Dean or the PB. In case of ambiguity, the Dean decides.

A doctoral student may request the initiation of the procedure for the defence of his/her dissertation only after having passed the SDE, by submitting a written request for permission to defend his/her dissertation, accompanied by the dissertation in four copies and in electronic form in PDF format, a curriculum vitae, the

supervisor's opinion and a list of his/her own publications (projects) including their reviews.

The dissertation is opposed by at least two opponents, who are appointed by the Dean on the proposal of the head of the training department or supervisor and after approval by the PB. In the case of multidisciplinary dissertation topics, the opponents are appointed in such a way that both fields of work are represented; if necessary, a third opponent may be appointed. Only distinguished experts in the relevant scientific or artistic field may be opponents, at least one of whom must be a professor, associate professor or doctor of sciences (DrSc. or foreign equivalent) and at most one of whom must be an employee of the CTU. At least two of the opponents are holders of the scientific degree of Ph.D., CSc. or equivalent (an exception for the DSP at the FA CTU is provided for in Article 30, paragraph (4) of the CTU Study and Examination Rules). In the case of a dissertation submitted in the ATT specialization as an architectural work of art, at least one of the opponents is a professional art critic active in the relevant field (e.g. architecture, scenography, etc.).

The dissertation defence is public, including the announcement of the results; the evaluation of the results of the dissertation defence is private. The result is announced by the Chairman of the dissertation defence committee immediately after the decision of the committee.

The dissertation defence committee decides on the outcome of the dissertation defence by secret ballot with at least two-thirds of its members present. The overall evaluation is 'defended' or 'not defended'. A doctoral student may repeat an unsuccessful dissertation defence no more than once. For the detailed subject of the defence, see the relevant provisions of the Study and Examination Rules of the CTU in Prague.

## Evaluation

The following grading scale is compulsorily used in the evaluation of studies:

1	excellent
2	pass
3	fail

## Scholarship

The scholarship is paid only to full-time students. It is paid for a period of study that does not exceed the standard period of study; all periods of previous unsuccessful studies in doctoral programmes are included in this period of study.

The amount of the scholarship for first-year full-time students is CZK 12,000 per month. This amount is paid monthly.

If a student fails to fulfil the study obligations resulting from the individual study plan, the internal regulations of the CTU or the Regulations for Doctoral Studies, the scholarship may be reduced. For this purpose, the student submits a completed self-assessment form, located on the doctoral studies website, twice a year, always with the beginning of a new semester.

## Supporting Students in Becoming Parents

If a student becomes a parent during his/her doctoral studies, he/she has 2 options to adjust his/her studies.

They report to the Department of Science, Research and Arts a recognised period of parenthood (RPP). The RPP begins for the mother at the eighth week before

the expected date of delivery and ends when the child reaches the age of three. Should the father apply for RPP, the start of RPP corresponds to the time of the child's birth.

### The student may:

- 1) study further. He/she will retain his/her status as a student if he/she is a full-time student, receiving a doctoral scholarship for 4 years. The dissertation must be submitted within 6 years from the beginning of the studies, the total period of studies must not exceed 7 years.
- 2) interrupt his/her studies. In the case of interruption due to a recognised period of parenthood (RPP), this period is not counted towards the total period of study. During this period, the doctoral student does not have the status of a student, so he/she cannot receive other scholarships within the framework of the faculty's activities. If the student is a full-time student, he/she does not receive a doctoral scholarship during this period.

## Evening Lectures

The Faculty organises evening lectures for the public or regular lecture series such as November Talks or Monuments (Památky). Here, unrepeatable topics are presented by renowned Czech and foreign guests - leaders in their field. We regularly inform you about all planned lectures on our website and Facebook pages.

To make sure you do not miss any important events, you can subscribe to the [faculty e-newsletter](#) (in Czech), which is sent out approximately once every two weeks.

## LIST OF ABBREVIATIONS

SDE	state doctoral examination
ISP	individual study plan
PB	programme board
RPP	recognised period of parenthood
SGS	student grant competition

SVK	student research conference
RIV	register of information on results
RUV	register of artistic outputs

# 06

## RESEARCH PROJECTS

### Research Projects

The essence of the research work your Ph.D. prepares you for is advancing knowledge in your field, and one possible source of funding is working on research projects. In the Faculty of Architecture, you have the opportunity to apply for SGS (Student Grant Competition), SVK (Student Research Conference) projects or to participate in the internal competition of the University Strategic Management Support Programme. These projects are announced annually by the Czech Technical University and represent the easiest way to fund your research project.

[Important links and news from SGS / SVK.](#)

Other projects may be provided by the Grant Agency of the Czech Republic [www.gacr.cz/en/](http://www.gacr.cz/en/), the Technical Agency of the Czech Republic [www.tacr.cz/en/](http://www.tacr.cz/en/), the Ministry of Culture of the Czech Republic and other providers. These projects are larger and you will probably be invited to participate by your supervisor or more experienced colleagues. There are many projects and calls for proposals, for more information please contact the project manager

PROJECT MANAGER	room <b>235</b>
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 **Mgr. Barbora Seifertová** ..... [seifertova@fa.cvut.cz](mailto:seifertova@fa.cvut.cz)  
Mgr. Barbora Seifertová. **+420 224 356 244**

### V3S and RUV Database

All research outputs produced by the doctoral student must be entered by the doctoral student into the [university's V3S database](#). The deadline for data collection is the end of March each year, but we recommend entering all data continuously, e.g. immediately after publication. Sort the information according to the categories offered by the database. The information you enter into V3S is only available internally at the faculty/university. Those outputs that you submit to RIV ([Register of Information on Results](#)) are subsequently visible to everyone.

All artistic outputs created by a doctoral student must be entered by the doctoral student into the RUV database ([Register of Artistic Outputs](#)). The deadline for data collection is the end of January each year. Enter the results according to the segments that the application recognizes.

You may enter one output only once, either in RIV or RUV. The outputs are reflected in the evaluation of the faculty, individual departments and you personally, so it is important that you monitor both databases and enter your outputs into them.

V3S AND RUV COORDINATOR	room <b>722</b>
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 **Mgr. Jan Calta** ..... [jan.calta@fa.cvut.cz](mailto:jan.calta@fa.cvut.cz)  
**+420 224 356 352**

[V3S](#)

[RUV](#)

# 07

## ADDITIONAL USEFUL INFORMATION

### CIPS - Centre for Information and Consulting Services of CTU

CIPS provides a unique range of counselling services free of charge to all CTU students: academic, psychological, socio-legal, spiritual, speech and coaching. Special emphasis is placed on dealing with situations of academic risk. The centre provides students with a safe environment where, in addition to information and professional counselling, they can get inspiration for their lifestyle, discover new areas of life and acquire skills that will help them in their professional and personal life.



### When is the faculty open?

**MONDAY TO FRIDAY 6.30-22.00**  
**WEEKENDS 8.00-20.00**

Closed on holidays.



### Library

7th floor, room 722  
MON 13.00 -18.30  
TUE-THUR 10.00 -11.30, 13.00 -18.30  
FRI 9.00 -11.30

[E-catalogue of the library of FA CTU](#)

### Archicafe

1st floor (ground floor)  
MON-THUR 8.30-17.30  
FRI 8.30-14.00

### Menza University Canteens

The Student House is located just behind the FA building, the newest Technical Canteen is in Jugoslávských partyzánů street near the Rectorate of CTU. The canteens offer meals from breakfast to dinner, even for vegetarians. Meals can be paid for in cash or with a CTU/ISIC student card. Students have a discount on 90 meals per month when paying with a student card. The card can be used in any canteen and in academic restaurants in Strahov, in the premises of Masaryk dormitory, in the KOKOS restaurant in Kladno and in the pizzeria in the Student House. Money can be deposited on the card directly in the canteen at the cash desk, the minimum deposit is CZK 100.

[To make sure you do not miss any important events, subscribe to the faculty e-newsletter](#)

