

Internal regulations of the Faculty of Nuclear Sciences and Physical Engineering of the Czech Technical University in Prague approved by the Academic Senate of the Czech Technical University on June 19, 2019

doc. Ing. Jan Janoušek, Ph.D.

Chair of the Academic Senate of the Czech Technical University in Prague

The Academic Senate of the Faculty of Nuclear Sciences and Physical Engineering of the Czech Technical University in Prague, pursuant to Sec. 27 par. 1 letter b) and Sec. 2 par. 2 letter f) of Act N. 111/1998 Coll. on Higher Education as altered and amended by other Acts, and further amended and altered (hereinafter referred to as Higher Education Act) resolved to adopt the following Guidelines and Regulations for Doctoral Studies of the Faculty of Nuclear Sciences and Physical Engineering, Czech Technical University in Prague.

Guidelines and Regulations for Doctoral Studies of the Faculty of Nuclear Sciences and Physical Engineering of the Czech Technical University in Prague

The Guidelines and Regulations for Doctoral Studies of the Faculty of Nuclear Sciences and Physical Engineering, Czech Technical University in Prague (hereinafter referred to as Guidelines and Regulations for Doctoral Studies) in accord with the Study and Examination Rules for Students at CTU as amended (hereinafter referred to as "SERS") specify details for pursuing studies in doctoral study programmes offered by the Faculty of Nuclear Sciences and Physical Engineering (hereinafter referred to as "FNSPE"). The rights and obligations of student, supervisor, or the Doctoral Programme Board (hereinafter referred to as "DPB") and Doctoral Branch of Study Board (hereinafter referred to as "DBSB") stipulated by SERS are not affected by these Guidelines and Regulations for Doctoral Studies. Breach of student's obligations arising out of these Guidelines is considered to be breach of study requirements arising out of the study programme given by SERS.

Article 1 – Admission to the programme

1. Admission procedure to doctoral programmes is based on competitive selection and conforms to the relevant internal regulations of CTU and FNSPE as amended, and SERS in particular.
2. The admission procedure is announced and declared open by the Dean after preliminary consideration by the Dean's Advisory Board, as proposed by the respective head of department and as the general topics of doctoral dissertations were approved by the respective DPB or DBSB, as appropriate.
3. The departments in cooperation with the respective DPB or DBSB, as appropriate, ensure that the approved general topics of dissertations are electronically published.
4. Conditions for admitting foreign doctoral applicants fall under the internal regulations of CTU and FNSPE, as amended.

5. If a foreign student seeks admission to a doctoral programme accredited in Czech, the admission procedure is conducted in Czech (student may also use Slovak). The minutes of the admission procedure recorded by the Board of Admission shall state the applicant's mastery of the field as well as of Czech/Slovak, the prerequisite for entering the doctoral programme in Czech.

6. A foreign applicant seeking admission to a doctoral study programme accredited in English shall prove their competency in English by a language certificate or shall sit for an examination in English administered by the Department of Social Sciences and Languages of FNSPE. This Department shall determine and announce what certificates of language competency can be recognized for the respective academic year.

Article 2 - Course of study

1. The individual study programme of the doctoral student (hereinafter referred to as "ISP") on a full-time programme shall be designed so as to stipulate a minimum of two examinations in compulsory specialist courses in the first year of study and completion of the whole body of courses in the second year. In the combined form of study the time schedules of examinations are extended by half of the period, that is to 3 and 6 semesters respectively.

2. Any application for a change in the ISP shall take into account the requirements stated in paragraph 1 (see above), excepting applications giving reasons to justify serious and proven personal issues (acknowledged period of parenthood, protracted disease, etc.).

3. The Doctoral Programme Board and the Doctoral Branch of Study Board may impose requirements on students of the respective programme or field, academic year, and type of study to present the research results at student scientific conferences (or possibly fulfil such requirements in an alternative manner, e.g. giving a presentation at an international conference). Potential breach of these requirements, if imposed, is understood to be a breach of the academic requirements of the doctoral programme.

4. The DPB or DBSB, as the case may be, in accord with sec.26, par. 4 of SERS are also entitled to oblige full-time doctoral students of their respective study programme or branch of study to engage in teaching up to 4 classes per week for a period of 4 semesters and complete thus their teaching practice aimed to develop presentation skills.

5. Failure to fulfil their duties stated in the full-time doctoral student's ISP, in particular if they fail to take examinations in the respective year of study, gives grounds for reducing their doctoral fellowship in accord with sec.6, par.2 of the Rules for Granting Scholarships of CTU If notified by the Department of Science, Research and International Relations of student's failure to comply with their duties in the previous academic year to the minimum extent given in paragraph 1 (see above), the DBS/DBP are obliged to provide an incentive - without undue delay - to the Dean to reduce their fellowship, mentioning also any possible facts worthy of special consideration.

6. An application for a change in the form of study programme (i.e. full-time or combined) may be considered and granted only if in the previous academic year student duly met the requirements of their ISP. Consent to the requested change of form of study programme in the fourth or higher

year of study is conditioned by successful passage of the doctoral state examination. This regulation shall not apply if the grounds for application to change the form of study programme are verifiably protracted health or other personal issues worthy of special consideration (e.g. parenthood or care for the next of kin).

Article 3 - Language training

1. All FNSPE students on the Czech doctoral programme shall take a two-semester course in Academic English. On recommendation of the supervisor, student is entitled to register for one more - i.e. optional - foreign language.

2. Doctoral student shall sign in for both semesters of the course in the academic year they have chosen via the KOS registration system. Placement in the course of intermediate or advanced level is based on interview and placement test administered at the beginning of the respective academic year.

3. Language training is provided in regular seminars running for two semesters and starts in the winter semester. Course attendance is compulsory and student shall satisfy the course requirements laid down by the lecturer.

4. In exceptional circumstances (e.g. internship in a foreign country, health reasons) student - on agreement with the lecturer - may follow an individual programme curriculum and prove that they have satisfied the course requirements laid down by the lecturer.

5. Language training is concluded by a final written test and oral examination attended by student's supervisor or person authorised by them to represent student's training institution/department.

6. The Department of Social Sciences and Languages shall decide on which language certificate and on what condition it recognizes it to be equivalent to the examination administered by the Department staff.

7. Requirements and conditions of language training for students on the programme offered in English are within the competence of the Department of Social Sciences and Languages.

Article 4 - Doctoral dissertation

1. Doctoral dissertation shall include student's creative achievements in research published or verifiably accepted for publication in an impacted journal of student's field of science. The prerequisite condition for submission of the dissertation therefore is student's co-authorship in at least one paper published or accepted for publication in an impacted journal (according to Web of Science Core Collection or its possible future successor). In cases of special attention, namely in the case of an unusually protracted reviewing process of the manuscript, Chairman of the DPB or DBSB is entitled to allow an exception and exempt the student from this obligation. The resolution in writing inclusive of explanation is added to student's portfolio archived in the Department of Science, Research, and International Relations (hereinafter referred to as "DSRIR").

2. Published research results presented in the doctoral dissertation must express the results obtained during the doctoral programme taken at FNSPE, that is they must be published inclusive of the address of FNSPE and CTU (including more addresses is admissible), and full names of FNSPE and CTU

must be stated, that is "Faculty of Nuclear Sciences and Physical Engineering" and "Czech Technical University in Prague". In publications written in Czech or Slovak the address must be given as "Fakulta jaderná a fyzikálně inženýrská" and "České vysoké učení technické v Praze". Neither abbreviations nor any other alterations to the official name of CTU are admissible; only in case the publisher sets a limit to the number of characters in the name of the faculty, may it be replaced by the abbreviation "FNSPE" or "FJFI", as the case may be. Papers published in any other language but Czech, Slovak, or English must adopt the English nomenclature.

3. Formalities referring to dissertations in terms of their contents and graphics are laid down by the Dean's Directive on Dissertation Formats. Should a dissertation evidently not comply with the requirements of the Dean's Directive, DSRIR is entitled not to accept the dissertation submitted and return it to student, requesting formal changes.

4. Materials to be submitted by student with the dissertation are given by the Study and Examination Rules for Students at CTU. The dissertation shall not be accepted without them.

Article 5 - Responsibilities of supervisor

1. Student's supervisor is obliged to be present at the State Doctoral Examination and Defence of Dissertation of their student, unless impediments (as stated by the Labour Code) or long-term absence for stay abroad interfere with their duty. Under these circumstances the State Doctoral Examination or Defence of Dissertation conform to the Study and Examination Rules for Students at CTU, as amended. The Head of the respective Department shall make it possible for the supervisor to be present at the Examination and Defence.

2. The supervisor shall provide in writing an assessment of their student's full text of the dissertation ready for submission and forward it to student. Unless otherwise agreed, the supervisor shall elaborate the assessment without unnecessary delay, no later than one month after delivery of the dissertation to them.

Article 6 - Doctoral student fellowships

1. Fellowships of doctoral students follow the Rules for Granting Scholarships of CTU as amended.

2. Regular payment of doctoral fellowships of full-time students complies with the Dean's Directive on Doctoral Fellowships. The fellowship amounts to the sum allocated by the Dean with respect to the sum of financial means allocated for the fellowships.

Article 7 - Double degree doctoral programmes

1. Doctoral programmes offered at FNSPE CTU may also be offered in cooperation with a foreign university as double degree (or joint degree) programmes. To enrol on such programme, a valid agreement is required, signed between CTU or FNSPE and the foreign partner university or its composite unit, and/or a consortium agreement between a group of universities engaged in such scheme and CTU or FNSPE as a member university.

2. The prerequisite for embarking on a double degree doctoral programme is successful passage of an entrance examination administered either by one or

more of the partner universities, or administered jointly by all partner universities.

3. Each partner university appoints a supervisor to give guidance to student on a double degree programme. Responsibilities of the supervisors are equal.

4. At the beginning of the doctoral programme both supervisors shall agree on and discuss with the student the doctoral programme time schedule, taking into account that the programme shall be equally balanced. Afterwards, the time schedule is submitted for approval to the DPBE and FSBE and the relevant body of the foreign university.

5. During the doctoral study programme student shall abide by all requirements of the Study and Examination Rules for Students at CTU and of these Guidelines and Regulations for Doctoral Studies, being aware that their study obligations, as proven, assumed at the partner university are reciprocally recognized and taken into account.

6. The inter-university agreement specifies how to harmonise on contradictory formalities in study regulations of partaking universities (e.g. requirements on composition of boards, time-limits, etc.)

7. The nomination process of boards for joint State Doctoral Examinations or Defence of the Dissertation shall ensure equal representation of partner universities. Members of these boards nominated by FNSPE CTU shall fulfil the qualification requirements according to SERS.

8. The composition of the nominated boards for the joint State Doctoral Examination or defence of the doctoral dissertation is subject to the approval process as stipulated by SERS, that is their composition is considered by the DPB or DPBS, as the case may be, and the head of DPB or DPBS, as appropriate, submits the nominations for final approval and appointment to the Dean, as stipulated by the inter-university agreement.

9. Even if the State Doctoral Examination or dissertation defence is held before a joint examination board at the partner university, for the validity of its composition or of the dissertation defence to be recognized it is essential to make them public in a due way and at the appropriate time in accord with sec.29 par.4 and sec.30, par.8 of SERS, respectively. Student and their supervisor are responsible for timely delivery of all documents to the Department of Science, Research and International Relations.

10. The inter-university agreement stipulates the ratio of fees student shall pay to each partner university (i.e. fees according to Sec.58 par.4 of Act N.111/1998 Coll. on Higher Education and Article 11 of the Statutes of the CTU, inclusive of relevant fees for a programme taken in a foreign language, or corresponding fees of the foreign university

Article 8 – Interim and final provisions

1. The Guidelines and Regulations for Doctoral Studies were approved by the Academic Senate of FNSPE on May 13, 2019.

1. The Guidelines and Regulations for Doctoral Studies become effective on the day of approval.

Ing. Tomáš Hobza, Ph.D.

Chair

Academic Senate of FNSPE

Professor Ing. Igor Jex, DrSc.

Dean of FNSPE