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Brno University of Technology, Faculty of Business and Management

Dean's Decision no. 9/2017

Rules of the boards for doctoral state exams and doctoral thesis defences at BUT FBM

Part I.

State Doctoral Exam

Article 1

State Doctoral Exam Examination Board

1. The chair and members of the board will be appointed by the Dean following a suggestion by the Doctoral Board. Members of the board may also be an external examiner and the doctoral student's supervisor, the latter, however, cannot be the chair of the board.
2. The members of the state doctoral examination (SDE) board will be chosen with respect to a particular doctoral student's study field according to his/her individual study plan (ISP).
3. An examination board must have at least five members.
4. An examination board will have a quorum if at least three fifths of the number of its members are present. A proposal will be adopted by majority vote.

Article 2

Examination Board Session.

1. Each examination board session will be conducted by its chair. If the chair is absent, a member authorised by the chair (chairing person) will be conducting the session.
2. The chairing person will greet and introduce the doctoral student, open the SDE informing the board of the theme of the doctoral student's doctoral thesis and list of research publications.

3. In a talk lasting about 15 minutes, the doctoral student will present the principal ideas of a treatise on the thesis theme, the results already achieved and the expected method of work on the thesis.
4. The supervisor (the chairing person in the supervisor's absence) will inform the board about his/her opinions as to the doctoral student's treatise and work.
5. The external examiner (the chairing person in the external examiner's absence) will present the bulk of his/her review of the treatise.
6. The doctoral student will comment on the external examiner's review, particularly on the objections, comments, and questions therein.
7. The chairing person will open a discourse. During a state doctoral exam, the student should show deep theoretical knowledge in the area of the doctoral thesis proving the acquirement of the required knowledge and expertise from the study including the methodological foundation of scientific work. The discourse topic must be based mainly on the theme of the doctoral programme, the doctoral thesis, and individual study plan. Part of the doctoral exam will be a discussion related to the theme of the doctoral thesis based on the treatise submitted by the doctoral student. All members of the examination board present may take part in the discourse.
8. The board members may write their questions and comments on registered sheets.
9. The doctoral student will be asked to respond to the questions and comments by the examination board members.
10. In a closed session, the members of the examination board will evaluate the course of the SDE and vote on the grade.
11. The doctoral student will receive a grade of "succeeded" or "failed".
12. The graded "succeeded" must be adopted by majority vote.
13. In the event that a student receives the grade "failed", a justification of this must be included in the report and communicated orally to the doctoral student.
14. After the closed session is finished, the chairing person will inform the doctoral student whether he or she has passed or failed the SDE.
15. The total duration of the SDE should not exceed 90 minutes.

Article 3

Report

1. The events of the SDE will be continually entered in a report stored in the BUT Apollo information system and, at a closed session of the examination board, the conclusions of the SDE will be summarized. The report must be written in the language in which the doctoral programme has been accredited. Subsequently, the report will be printed and signed by the examination board members present.

2. The chairing person will be responsible for the correctness and completeness of the report.
3. The questions and comments by the board members pursuant to Part I, Article 2, Paragraph 8 of this Decision will constitute an annex to the report. Such sheets will contain the name of the doctoral student asked, the date of the SDE and signature of the board member asking the question.

Part II.
Defence of Doctoral Thesis
Article 1
Doctoral Thesis Defence Board

1. The dissertation must be defended before a doctoral thesis defence board. The chair and members of the board will be appointed by the Dean following a suggestion by the Doctoral Board. The supervisor cannot be a member of a doctoral thesis defence board.
2. The external examiners appointed by the Dean can also be members of the board.
3. A doctoral thesis defence board must have at least five members. At least two board members must be persons who are not members of the BUT academic community.
4. A doctoral thesis defence board will have a quorum if at least three quarters of its members are present. A proposal will be adopted by majority vote.

Article 2
Examination Board Session.

1. Each examination board session will be conducted by its chair. If the chair is absent, a member authorised by the chair (chairing person) will be conducting the session.
2. The chairing person will greet and introduce the doctoral student, open the defence and inform the board of the doctoral thesis theme and the doctoral student's list of research publications. In a talk lasting about fifteen minutes, the doctoral student will present the objectives, methods used, solutions, and the main results of his/her doctoral thesis.
3. The supervisor (the chairing person if not present) will inform the board about his/her opinions as to the doctoral thesis to be defended and about the doctoral student's study.
4. The external examiners (the chairing person if not present) will present the bulks of their reviews.
5. The doctoral student will take a stand on the external examiners' opinions, particularly on their objections, comments, and questions.
6. The chairing person will open a discussion in which all persons present may participate.
7. The board members may write their questions and comments on registered sheets.

8. The doctoral student will be asked to respond to the questions and comments by the examination board members.
9. In a closed session, the doctoral thesis defence board, in the presence of the supervisor and the external examiners, will evaluate the defence and decide about its result by secret ballot.
10. For the defence of his/her doctoral thesis, the student may receive the grade "succeeded" or "failed".
11. The grade "succeeded" must be adopted by majority vote.
12. After termination of the closed session, the chairing person will inform the doctoral student whether he/she has defended the doctoral thesis.
13. As a rule, the defence of a doctoral thesis should not last longer than 2 hours.

Article 3 Report

1. The events of the defence of a doctoral thesis defence will be entered continually in a report stored in the BUT Apollo information system. After deciding about the result of the doctoral thesis defence, the board will adopt a justification of its decision by majority vote. The conclusions by the doctoral thesis defence board must also include the requests if any for changes in the doctoral thesis outline as well as requests if any for modifications necessary for its publication. The report will be written in the language in which the doctoral programme has been accredited. Subsequently, the report will be printed and signed by the examination board members present.
2. The questions and comments by the board members pursuant to Part II, Article 2, Paragraph 7 of this Decision will constitute part of the report. Such sheets will contain the name of the doctoral student asked, the date of the doctoral thesis defence and signature of the board member asking the question.
3. The opinions of the external examiners and of the supervisor must be annexed to the report.
4. The chairing person will be responsible for the correctness and completeness of the report.

Final provisions

This Decision will come into force on the date of issue.

In Brno 26. 06. 2017

doc. Ing. et Ing. Stanislav Škapa, Ph.D.

Dean of BUT Faculty of Business and Management