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Brno University of Technology, Faculty of Business and Management

Dean's Decision no. 10/2017

concerning the organisation of a state doctoral exam and the defence of a doctoral thesis in the doctoral programme offered by BUT FBM

Preamble

This Decision is related to the BUT Study and Examination Rules and regulates the state doctoral exams and doctoral thesis defences as parts of doctoral programmes.

Part I. State Doctoral Exam

Article 1 State Doctoral exam

1. At a state doctoral exam (SDE), a doctoral student should show deep theoretical knowledge and expertise in his/her field of study and the ability to use such knowledge and expertise for advancing the theory in the field related to the doctoral thesis. The content of the SDE will be mostly based on the objectives of the doctoral programme (DS) and the student's individual study plan. For a DP taught in English, the SDE will be conducted in English.
2. The date of an SDE will be announced by the Dean of the BUT Faculty of Business and Management (the Faculty). The date will be posted on the Faculty's website.

Article 2
Registration for State Doctoral exam

1. A doctoral student may register for the SDE after completing all his/her study obligations required by the individual study plan and after a successful internal defence at the department of his/her supervisor.
2. A doctoral student must register for a state doctoral exam on the date listed in his/her individual study plan.
3. Along with the registration for an SDE, a doctoral student must submit:
 - a) a treatise on the theme of the dissertation (the Treatise). The Treatise must be submitted in ten copies each consisting of 30 to 35 A4 standard format pages written in the language of the doctoral programme (that is, Czech, Slovak, or English),
 - b) a CV,
 - c) list of the student's activities during his/her doctoral study including a list of the papers published and accepted for publication,
 - d) the opinion of the doctoral student's supervisor on the Treatise and the doctoral thesis,

Article 3
State Doctoral Exam Examination Board

1. The members of an SDE examination board will be chosen with respect to the doctoral student's study objectives according to the individual study plan.
2. The members of an examination board will be informed about the date of the exam in a letter and advised of the exam electronically via the BUT IS.
3. The sessions of a board will be conducted by its chair or by another board member appointed by the chair in justified cases.
4. The board chair will authorise one of the members, excluding the supervisor, to prepare and present the reviewer's opinion on the Treatise submitted by the doctoral student as a basis for the session of the examination board. If the external examiner fails to submit an opinion within one month of the date he/she was appointed, the examination board chair may authorise another examiner.
5. The external examiner's written opinion will be given to the doctoral student at least 10 days prior to the SDE taking place.

Article 4
Course of the SDE

1. The chair (a board member authorised by him/her if absent) will open the SDE, greet and introduce the doctoral student, informing the board of the student's doctoral thesis theme and list of his/her research publications published.
2. In a talk lasting about 15 minutes, the doctoral student will present the major ideas of the Treatise concerning the theme of the doctoral thesis, the results already achieved and the expected method of work on the doctoral thesis.
3. The supervisor (the board chair if absent) will inform the board about his/her opinion on the Treatise and on the doctoral student's work.
4. The external examiner will present the bulk of his/her opinion on the Treatise; the doctoral student will give his opinion on the external examiner's opinion, particularly on the objections, comments, and questions.
5. The chairing person will open a debate in which all the board members present may participate.
6. The doctoral student will be asked to respond to the questions and comments by the examination board members.

7. In a closed session, the examination board will evaluate the course of the SDE putting the final grade to vote.
8. The events of the SDE will be continually noted down in a report stored in the BUT Apollo information system, and the conclusions from the SDE summarized in a closed session. Subsequently, the report will be printed and signed by all examination board members.
9. The total duration of an SDE should not exceed 90 minutes. Each SDE is public.

Part II. Doctoral Thesis

Article 5 Defence of a Doctoral Thesis

1. A doctoral student may register for the defence of his/her doctoral thesis after passing a state doctoral exam.
2. A doctoral student will submit an application for the defence of his/her doctoral thesis using a form to be downloaded from the Faculty website.
3. Along with an application for the defence of his/her doctoral thesis, the doctoral student will submit:
 - a) five copies of the doctoral thesis,
 - b) 10 copies of an outline of the doctoral thesis,
 - c) list of the activities carried out during the doctoral student's study plus a list of the papers published and accepted for publication, or list of the engineering works created,
 - d) documents certifying the publication of the original results of work or the results accepted for publication (offprints),
 - e) the opinion of the doctoral student's supervisor on the doctoral thesis.

Article 6 Defence of Doctoral Thesis

1. If a doctoral student does not appear at the defence without excuse or if his/her excuse is not accepted, this will be equivalent to the student failing the defence. A written excuse should be sent to the Dean of the Faculty no later than the date of the defence. In exceptional cases, particularly for health reasons, an excuse may be accepted even additionally but no later than within 3 working days of the date of the doctoral thesis defence. The Dean will finally decide about the acceptance of an excuse. The student will be informed about the acceptance of his/her excuse via the BUT IS.

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