

BRNO UNIVERSITY OF TECHNOLOGY
FACULTY OF BUSINESS AND MANAGEMENT

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DIRECTIVE NO. 2/2021
concerning study in doctoral programmes
at BUT FBM

Amendment to the BUT Study and Examination Rules

Pursuant to Article 51, Paragraph 1., of the BUT Study and Examination Rules (SER), the directives concerning the organization of study in doctoral programmes at the BUT Faculty of Business and Management (FBM) have the force of FBM in-house standards providing specifications of rules set out by the SER concerning the study in doctoral programmes offered by FBM.

The doctoral students and FBM teachers must comply with the SER internal regulation, with the FBM internal regulation, "Rules for Implementing Degree Programmes (IR), and with the present Directive Concerning Study in Doctoral Programmes at BUT FBM.

PART THREE
STUDY IN DOCTORAL PROGRAMMES

To Article 32
Individual Study Plan

3. After being set up, an Individual Study Plan (ISP) must be posted and updated in the BUT Information System (BUT IS). Next it must be printed out and signed by the doctoral student,

his/her Supervisor, head of the supervising department (Head), and, after being discussed by the Doctoral Board, by the chair of the Doctoral Board, and by the Dean of the Faculty.

- a) When registering for a doctoral programme, the student together with his/her Supervisor will set up an ISP posting it in the BUT IS Apollo in all tabs and details. Then, the ISP is binding in the first year of study with a view of the total length of study. The doctoral student and his/her Supervisor will verify the ISP in BUT IS Apollo by 15th September of the current academic year. In the event that the doctoral student is admitted to study only after this date, he or she must set up the ISP within 10 days after the admittance.

Subsequently, the ISP will be printed out by the Supervisor, signed by the doctoral student and the Supervisor and passed on to the secretariat of the supervising department to be signed by the Head. This approved and signed ISP will then be passed on to the Faculty Department for Creative Activity and Doctoral Study to be discussed at the next meeting of the Doctoral Board. The Department for Creative Activity and Doctoral Study will then see to it that the printed version of the ISP is signed by the chair of the Doctoral Board and by the Dean.

5. During the study, full-time doctoral students must complete practical teaching training by being assigned teaching in courses. As a rule, this training period of teaching 4 lessons a week on average will take place in the first four semesters. This obligatory teaching training is not paid for. The courses to be taught by a doctoral student will be determined by the Head following a discussion with the Supervisor. Combined-study doctoral students are not obliged to complete a practical teaching training with this obligation being replaced by the necessity to publish their research outcomes as specified by the ISP. This practical teaching training obligation does not apply to international doctoral students, to fee-paying doctoral students, or to the combined-study doctoral students of the Economics and Management programme. The teaching assignment must be registered by the BUT IS Apollo in the Schedules module. This registered teaching activity will be imported to the annual evaluation.

To Article 35 Evaluation and Supervision of ISP Fulfilment

2. By 31st July, a doctoral student must submit a report to the IS Apollo on the outcomes of his/her activities, so-called annual evaluation. This evaluation is required for the student to be admitted to the next year of study serving also as one of the sources for the Supervisor to write a final evaluation.

3. In the course of the academic year, the Supervisor must check on the doctoral student fulfilling his/her duties. In the event of a doctoral student not meeting his/her obligations, his/her doctoral scholarship may be reduced following a proposal by the Supervisor and approval by the Head. If the doctoral student's evaluation is unsatisfactory, the Supervisor may, following an opinion by the Head, propose to the Doctoral Board to approve the termination of study pursuant to Section 56, Paragraph 1, Item b) of the Act.

This procedure can also be initiated by the Head or by the Doctoral Board.

By 31st August, the Supervisor must submit a final report of the doctoral student's activities in the previous finished semester. After the report is approved by the doctoral student, by Supervisor, and by the the Head each year by the 31st August, the Supervisor, and by the

Head, the doctoral student will submit a printed annual report signed by the doctoral student, the Supervisor, and the Head to the Department for Creative Activity and Doctoral Study of the Faculty. These approved, printed out, and signed annual reports will be discussed at the next meeting of the Doctoral Board. The Department for Creative Activity and Doctoral Study will then see to it that the printed version is signed by the chair of the Doctoral Board and by the Dean.

To Article 37 Recognition of Passed Examinations

2. Examinations and class credits can only be recognized once. A passed examination or class credit remains in force five years from being completed. After this period of five years expires, the examination or class credit can no longer be recognized. For the application for an examination or class credit to be recognized, it must be submitted through the Department for Creative Activity and Doctoral Study to the Dean of the Faculty within two weeks after the enrolment to a next year of study. The application must be submitted by the doctoral student via BUT IS Apollo.

To Article 39 Application for State Doctoral Exam

3. To register for the State Doctoral Exam, a doctoral student must submit an application (generating it in Apollo) by the deadlines set out by the Academic Year Time Schedule. The Department for Creative Activity and Doctoral Study will only accept an application if all the documents have the formal requisites required. An application must include:

- a treatise on the subject of the dissertation (Treatise) written in Czech, Slovak, or English sized 30 to 35 standard A4 pages. Ten copies of the Treatise will be submitted to the Department of Creative Activity and Doctoral Study along with the current CV, list of the doctoral student's publications structured according to the RVVI methodology;
- opinion by the Supervisor on the Treatise;
- the name of the reviewer proposed by the Supervisor;
- minutes of the internal defence.

To Article 43 Procedure for the defence of a dissertation

2. A doctoral student must submit:

- a) five copies of a dissertation,
- b) ten copies of a dissertation summary,
- c) list of activities carried out during the doctoral programme including a list of papers published or accepted for publication or a list of engineering or artistic works with citations of and references to such papers or works,
- d) the published papers or works or manuscripts of such papers or works accepted for publication along with documents certifying the acceptance for publication,
- e) the opinion by the Supervisor on the dissertation.

3. To register for the defence of his/her dissertation, a doctoral student must submit an application (generated by the BUT IS Apollo). Before submitting such an application, the

doctoral student (following an approval by the Supervisor) must send an e-mail to the Department for Creative Activity and Doctoral Study to inform them:

- on the title of the dissertation, the English title, and the language in which the dissertation is written,
- the aims / structure of the dissertation,
- description of the task, the recommended literature.

The Department for Creative Activity and Doctoral Study will generate in BUT IS Apollo the definition of the dissertation, which will enable the doctoral student to insert in the BUT IS (Studis) the following items:

- key words,
- abstract,
- dissertation, summary, and
- other documents generated.

The doctoral student must submit the printed documents required for the defence of the dissertation to the Department for Creative Activity and Doctoral Study by the deadlines as specified by the Time Schedule of the Academic Year. The application must also include a document certifying the passing of an internal defence at the supervising department. Minutes are made of such an internal defence. The Department for Creative Activity and Doctoral Study will only accept an application if all the documents submitted have all the formal requisites required.

PART FIVE TEMPORARY AND FINAL PROVISIONS

To article 60 Temporary Provisions

In the event of a doctoral student being transferred to a different doctoral programme due to the existing one being no longer accredited, the provisions of the present Directive will be applied to protect the doctoral student from any harm.

doc. Ing. Vojtěch Bartoš, Ph.D.
Dean