



**FACULTY
OF ELECTRICAL
ENGINEERING
CTU IN PRAGUE**

Dean's Directive for State Doctoral Examinations at CTU FEE

Article 1

Introductory Provisions

1. This directive sets out, in accordance with the Government Regulation No. 274/2016 Coll., on standards for accreditation in Higher Education, Study and the Examination Code for students at CTU (SEC) and the Doctoral Study Code for FEE (DSC), details concerning the state doctoral examination, namely: it regulates the state doctoral topics, conditions of registering for the examination, composition of the examination committee, the course of the examination and the possibility to re-sit it.
2. The state doctoral exam (SDE) may only be taken by a doctoral student when he/she has completed a study block and taken an exam in the English language.
3. The aim of the SDE is to verify the scope and quality of the doctoral student's knowledge, his/her competence to learn new knowledge, assess them and use them creatively with respect to the chosen branch in the doctoral study program and topic of the dissertation thesis. A professional debate on the dissertation thesis proposal discussing the degree of its completion is also a part of the SDE.

Article 2

State Doctoral Examination Topics

1. The Study Program Branch Board (BB) writes out and announces the topics in which students may be examined at the latest at the beginning of the semester in which the SDE is to take place.
2. The supervisor, together with the student applying for the SDE, will specify the topics which correspond to the studied branch in the doctoral study program, are linked to the topic of the intended dissertation thesis and are also linked to the courses studied within the study block. Topics will be outlined in the application for the SDE.
3. The Chairman of the BB approves this topic list, and thus they become a matter of the respective SDE.
4. Members of the SDE board are familiarized with the topics.

Article 3

Examination Committee

1. The examination committee including its chairman is appointed by the Dean at the proposal of the BB Chairman discussed by the BB.

2. Ministry of Education, Youth and Sports (MŠMT) can appoint other members of the committee from important experts in the given field.
3. Members of the committee may only be those professors, associate professors and important external experts who have conducted and published significant scientific work in the past 5 years or have had significant results in their scientific activities and have met with international response or impact of their results. The publishing activity does not concern external experts. Experts who are not professors or associate professors must be approved by the FEE Scientific Council.
4. There are at least five members in the committee, where at least two members are not employees of CTU.
5. The committee for the given study branch may be stable or appointed ad hoc.
6. The supervisor of the doctoral student who is taking the SDE is obliged to be present at the exam, including its non-public part, however, may not be a member of the committee, and thus is not eligible to vote.

Article 4

Application and Procedure for the SDE

1. A student applies to take the SDE at least 6 weeks before the period in which the SDE is going to take place. The application is submitted on the required form to the Office for Science and Research. Part of the application is:
 - a) a list of all publications (including potential public acceptance) and a copy of the three most important ones; as to the published books, only the front page is attached,
 - b) a record of completed obligatory courses from the KOS system (print set) signed by the applicant,
 - c) a written list of the chosen topics signed by the Branch Board Chairman.
2. The supervisor, the head of the supervising department, the Branch Board Chairman and the Dean all give their statement concerning the application. The exact date of the SDE is proposed by the BB Chairman in the period specified by the faculty.
3. The supervising department arranges the following documents for the SDE:
 - a) the doctoral study, its review and a record of defense,
 - b) a list of student's publications with the potential public acceptance,
 - c) significant publications or their copies.
4. The SDE date must be announced at least 2 weeks in advance.

Article 5

Course of the Examination

1. The course of the SDE and its result announcement are public. The assessment of the course of the examination is non-public.
2. During the SDE, the student is asked about the topics listed in the application for the SDE. Next, a debate of the thesis proposal and student's publications is held.
3. The committee decides the result of the SDE in a non-public vote.

4. The committee for the SDE may adopt a resolution when at least two thirds of the members are present. The grading scale of the SDE is "passed with honors", "passed", "failed".
5. The examination committee firstly votes between the "passed" and "failed" grade. The result "passed" must be voted for by an absolute majority of all present members. Otherwise, the result is "failed".
6. If the result is "failed", the committee adopts a statement which justifies its decision.
7. If the result is "passed", the committee then votes between the "passed with honors" and "passed" grade. The grade "passed with honors" must be voted for by an absolute majority of all present members. Otherwise, the result is "passed".
8. The course and results of the SDE are recorded on the form (SDE protocol, Protokol o SDZ in Czech) which is signed by the chairman of the examination committee for the SDE. The vote is recorded on a form which is signed by the chairman of the examination committee for the SDE and all its present members.
9. Upon passing the SDE, the doctoral student is issued a confirmation of SDE completion. This confirmation is a copy of the form (SDE protocol) signed by the chairman of the examination committee for the SDE.

Article 6

Repeating the Examination

1. In the case that the committee for the SDE rules "failed", the doctoral student may only repeat the SDE once. This may happen not earlier than three months from the date of the failed examination.
2. If the SDE is repeated, the resulting grade may never be "passed with honors".
3. If the student does not pass the SDE repeat, the study is terminated in accordance with § 56 par. 1 Letter b) of the Act on Higher Education Institutions (failure to meet the requirements assigned within the study program in accordance with the SEC).

Article 7

Temporary Provisions

1. The Branch Board for Study in a Doctoral Study Program (BBP) together with the Branch Board for Study Branches (BBB) serve as the Branch Board (BB) in the Doctoral Study Program P2612 Electrotechnics and Informatics divided into branches accredited before the effective date of the Higher Education Act No. 137/2016 Col. Amendment. Their activity and mutual competence are laid down by the SEC.
2. This directive comes into effect on January 19, 2018.

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Dean