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**Article 1**

**Basic provisions**

The submission of doctoral theses adheres to the Act No. 111/1998 Coll. on Higher Education Institutions and on Alterations and Amendments to Other Acts (Higher Education Act), as amended, to the TBU Study and Examination Regulations (hereinafter referred to as the “SER”), to the Rules for the Process of Study in Degree Programmes Carried Out at the Faculty of Technology, and to the Rector’s Directive “Scientific Publications”.

**Article 2**

**Procedure for submission of doctoral theses**

1. The person responsible for the fulfilment of requirements regarding doctoral theses is the student, who is obliged to provide evidence of the fact that all formalities have been fulfilled, and that in the form of a cover letter, where the student shall particularly define the manner of fulfilment of requirements regarding the type and number of publications and his/her share in the creation process of the publications. Furthermore, the student’s cover letter shall contain a declaration evidencing the fulfilment of the requirement regarding a fellowship abroad, in compliance with the Government Decree No. 274/2016 Coll. on Standards for Accreditation in Higher Education.
2. The cover letter must be approved by the student’s supervisor.
3. The student shall submit the cover letter along with his/her doctoral thesis in electronic form, his/her application for a defence of his/her doctoral thesis and a record on the internal defence to the Chairperson of the relevant Doctoral Programme Board.
4. The Chairperson of the Doctoral Programme Board or a member of the Doctoral Programme Commission authorized by the the Chairperson of the relevant Doctoral Programme Board shall elaborate, usually within 10 working days, an assessment of the doctoral thesis in question, and that using the submitted documents. The Chairperson of the Doctoral Programme Board shall inform the student, the student’s supervisor and the R&D officer in charge about the said assessment. Usually, the person who elaborates the assessment of the doctoral thesis is, subsequently, appointed as the external examiner or as the Chairperson of the Doctoral Thesis Defence Board.
5. The assessment shall in particular specify as to whether the thesis meets the usual standards set for doctoral theses in the given scientific discipline and whether the student has fulfilled all requirements set for doctoral theses.
6. If the assessment is negative, it shall contain all deficiencies, exhaustively defined, which the student is obliged to remove and, subsequently, the student shall ask the Chairperson to give a new assessment of the thesis. After the Chairperson of the Doctoral Programme Board has given a positive assessment of the thesis, the student may submit his/her application for a defence of his/her doctoral thesis to the R&D Office; when doing so, the student is required to meet the deadlines listed in Article 3.

**Article 3**

**Time schedule for submission of documents for a doctoral thesis defence**

1. **No less than eight weeks** prior to the planned date of the defence, the doctoral student shall submit the following documents to the R&D officer in charge:
2. Application for a doctoral thesis defence, including names of the appointed members of the Commission, in compliance with Article 49 and 50 of the SER of TBU in Zlín. The planned doctoral thesis defence date must be agreed upon between the supervisor and all members of the Commission in advance.
3. Doctoral thesis – 5 copies
4. Doctoral Thesis Summary – corresponding to the number of members of the Commission + 2 additional copies
5. Overview of all activities carried out by the student throughout his/her studies in a doctoral programme, including a list of publications and of papers accepted for publication or a list of his/her engineering products or works of art as well as references to these products and works (i.e. citations).
6. Statement made by the co-authors confirming the doctoral student’s contribution to a particular paper, if it refers to a thematically arranged collection of papers published with an accompanying text structured in accordance with Article 48 of the SER of TBU in Zlín.
7. Opinion on the doctoral thesis given by the supervisor of the doctoral student
8. Record on the internal defence
9. Outputs of R&D activities registered in the ISI Web of Knowledge or Scopus databases, in compliance with the Rules for the Process of Study in Degree Programmes Carried Out at the Faculty of Technology, effective as of the date of commencement of studies.
10. Within **one month** of the day on which the doctoral thesis was submitted, the external examiners appointed in the application for the doctoral thesis defence shall do a written review on the doctoral thesis, in compliance with Article 52 of the SER of TBU in Zlín.
11. Doctoral thesis reviews written by external examiners must be sent to all members of the Doctoral Thesis Defence Board no later than **fifteen days** prior to the date of defence.
12. Doctoral theses shall be made available to view to the public at the R&D Office, and that **five working days** prior to the doctoral thesis defence date.

This Decree shall come into force on 1 September 2019.