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| Title: | **Rules of Procedure of the Doctoral Programme Board Established for Doctoral Programmes of the Faculty of Technology of TBU in Zlín** |
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**Article 1**

**Basic provisions and activities carried out by the Doctoral Programme Board**

1. The activities of the Doctoral Programme Board established for doctoral programmes (hereinafter referred to as the “DPB”) of the Faculty of Technology of TBU in Zlín (hereinafter referred to as the “FT”) are defined in § 47 of the Act No. 111/1998 Coll. on Higher Education Institutions and on Alterations and Amendments to Other Acts (hereinafter referred to as the “Act”), and in Article 34 of the TBU Study and Examination Regulations (hereinafter referred to as the “SER”).
2. An individual DPB shall be constituted for each doctoral programme accredited at the FT.
3. The members of the DPB are significant representatives of the relevant specialization or of related specializations. No more than two thirds of the members of the DBP may be employed at TBU in Zlín.
4. The appointment and removal from office of individual members of the DPB shall adhere to Article 34 Paragraph 1 of the SER.
5. The term of office of a member of the DPB is either defined in the letter of appointment or shall expire on the date when the member is removed from office by the Dean.
6. The membership of the DPB is non-transferable.
7. The Chairperson of the DPB is the respective guarantor of the degree programme.
8. The Deputy Chairperson of the DPB shall be appointed by the Dean following a nomination by the Chairperson of the Doctoral Programme Board.
9. If the Chairperson of the DPB is absent, he/she shall be substituted to the full extent by the Deputy Chairperson.

**Article 2**

**Meetings of the Doctoral Programme Board**

1. Meetings of the DPB shall be convened by its Chairperson as required, however, at least once per year. The Chairperson shall also convene a meeting of the DPB, if he/she is requested in writing or in electronic form to do so by at least one third of the members of the DPB, and that no later than within one month of receipt of the request.
2. Meetings of the DPB are chaired by the Chairperson of the Board; if the Chairperson is absent, then by the Deputy Chairperson.
3. The agenda for and the form of a meeting of the DPB shall be proposed by the Chairperson.
4. Meetings of the DPB shall take the form of:
	1. A meeting with direct participation by the members of the DPB.
	2. Controlled communication with all members of the DPB by means of information and communication technology (hereinafter referred to as “*by correspondence”*).
5. If a meeting of the DPB is held in accordance with Paragraph 4 Letter a), then:
	1. Each member of the DPB shall receive the agenda in writing or in electronic form no later than two weeks prior to the meeting date along with the supporting documents for the meeting. Amendments and alterations to the meeting agenda may be proposed by each member of the DPB no later than upon commencement of the meeting.
	2. The agenda of a meeting must be approved by the DPB prior to the commencement of the meeting.
	3. Members of the DPB are obliged to attend the meeting, or duly report their absence from the meeting if they are unable to attend the meeting personally due to serious reasons.
	4. Meetings of the DPB shall be open to the public, except for the part in which a secret ballot is carried out.
	5. In cases deserving special consideration, the Chairperson of the DPB may declare the meeting as non-public.
	6. The DPB is able to constitute a quorum if at least half of all members are present.
	7. The DPB usually adopts resolutions by public vote. A secret ballot may take place if it has been proposed by any of the present members of the DPB and if it has been approved by an absolute majority of the present members of the DPB.
	8. A resolution is adopted by public vote as well as by a secret ballot, if an absolute majority of all the members present vote in favour of it. In case of equality of votes, the Chairperson’s vote decides.
6. If the meeting of the DPB is held in accordance with Paragraph 4 Letter b), then:
	1. All members of the DPB shall be sent the meeting agenda and supporting materials in electronic form.
	2. The agenda of the meeting shall not be approved, and any amendments to the agenda sent by the members of the DPB along with their comments on the submitted materials shall be discussed at the next meeting of the DPB.
	3. The Chairperson shall submit the draft resolution to all members of the DPB, thus seeking their opinion, and shall inform them about the deadline within which they should submit their comments in writing or in electronic form. If a member of the DPB fails to express his/her opinion within the deadline set, it shall be presumed that he/she disapproves of the draft resolution. A resolution shall be adopted if at least two thirds of all members of the DPB cast their vote and if an absolute majority of all members of the DPB vote in favour of the resolution. The Chairperson shall immediately inform all members of the DPB on the ballot result in writing or in electronic form.
	4. Voting *by correspondence* cannot be used in cases specified by the Act in which a resolution must be adopted by a secret ballot.
7. In the period between meetings of the DPB, the Doctoral Programme Board shall be represented by its Chairperson in accordance with Article 34 Paragraph 7 of the SER.
8. The administrative duties of the DPB shall be carried out by the Chairperson.
9. Minutes shall be taken of each meeting of the DPB; the copies thereof shall be sent by the Chairperson to the Dean. The Chairperson shall ensure that the Minutes are filed in accordance with the Regulations for Document Filing and Shredding, as amended, and that in cooperation with the office of the relevant Vice-Dean. All Board members shall receive the Minutes via electronic mail.

**Article 3**

**Activities carried out by the Doctoral Programme Board**

In compliance with Article 34 Paragraph 5 of the SER, the DPB carries out particularly the following activities:

1. Nominates supervisors for the relevant degree programme and course and submits the nominations to the Dean.
2. Recommends topics proposed for doctoral theses and any alterations thereto for approval to the Dean.
3. Discusses changes in the structure and in the staffing of course units included in a degree programme, and submits the relevant proposals to the Dean.
4. Submits proposals for nomination of members of the entrance examination board for the relevant degree programme to the Dean. The entrance examination board submits its proposals for admission of applicants for study to the Dean.
5. Gives its opinion as to the maximum number of doctoral students to work under one supervisor.
6. Gives its opinion on individual curricula of doctoral students and on any alterations to the curricula.
7. Discusses the annual assessments of doctoral students submitted by their supervisors; on this occasion, the Chairperson of the DBP shall convene a meeting between all students and members of the Doctoral Programme Board, where students shall present the fulfilment of the individual curricula, with emphasis on the experimental part of theses.
8. Recommends that studies of a doctoral student who failed to fulfil his/her duties should be terminated by the Dean; the doctoral student and his/her supervisor are usually invited to discuss the termination of studies.
9. Assesses the supervisors’ performance and submits the conclusions to the Dean.
10. Assesses, at least once per year, the level of implementation of a degree programme and the status of studies of particular students and submits the conclusions to the Dean or to statutory representatives of legal entities which participate in the implementation of the relevant degree programme.
11. Initiates and discusses proposals for alterations to a degree programme depending on the relevant requirements of the accreditation.
12. Recommends to the Dean nominations for members of the Doctoral Programme Commission. Members of the Doctoral Programme Commission shall be appointed and removed from office by the Dean.
13. Recommends, according to nominations proposed by the relevant supervisor, the following officials for approval: Chairpersons and members of doctoral examination boards (hereinafter referred to as “DEB”) and Chairpersons and members of doctoral thesis defence boards (hereinafter referred to as “DTDB”). A doctoral examination board is usually composed of members of the Doctoral Programme Commission. Members of the Doctoral Programme Commission usually form at least a half of members of the doctoral thesis defence board.
14. Initiates proposals for alterations to a degree programme depending on the relevant requirements of the accreditation.
15. If a supervisor fails to fulfil his/her duties, the DPB shall propose to the Dean that the eligibility to act as a supervisor in the relevant doctoral course is cancelled.

**Article 4**

**Other provisions**

1. Each member of the DPB may submit a request in writing to the Dean for a termination of his/her membership of the DPB. In such a case, the Dean may, without any other procedure, terminate the membership and shall announce this fact at the nearest meeting of the DPB.
2. Members of the DPB are not entitled to receive reimbursement for expenses related to their membership.

**Article 5**

**Legal force**

This Directive abrogates the Rules of Procedure of the Doctoral Programme Board Established for Doctoral Programmes of the Faculty of Technology of TBU in Zlín - DS/02/2017 from 15 May 2017. This Directive shall come into force on 1 September 2019.