

UNIVERSITY OF PARDUBICE Faculty of Chemical Technology	
DIRECTIVE No. 3/2017 as amended by Amendments No. 1, No. 2, No. 3, No. 4	
Subject:	Principles for organising PhD studies by specialised councils and for defence of dissertation theses at the Faculty of Chemical Technology of the University of Pardubice
Scope of action:	students and academic employees of the FChT
Effective from:	issue date
Reference No.:	sfcht/213/17
Compiled and submitted by:	prof. Ing. Petr Němec, Ph.D.
Approved by:	prof. Ing. Petr Kalenda, CSc.

Article 1

This directive supplements Section 47 of the Act No. 111/1998 Coll., on Higher Education Institutions and on Supplements to some other Acts (The Higher Education Act), as amended (hereinafter referred to as the “Act”), and Part III of the Study and Examination Regulations of the University of Pardubice dated from 20th December 2016 (hereinafter referred to as the “SER UPa”).

Article 2

The activity of the specialised council is governed by the Art. 13 of the SER UPa. The specialised council meets minimally once per academic year. The meeting of the specialised council requires the participation of a majority of its members. The specialised council meets primarily to discuss and approve the individual study plans of PhD students who are starting their first year. The individual study plans must be approved within three months from the start of the academic year.

The chairman of the specialised council or member of the specialised council authorised by him shall compile a record, which will be submitted with the attendance list to the Study Department of the FChT and sent to all the members of the specialised council.

Article 3

(1) The individual study plan contains the subjects that the PhD student shall take exams in during the course of study. The selection of these subjects is proposed by the supervisor, who submits the material to the specialised council for approval. The subjects are chosen from the offer of specialised subjects, a list of which is provided in the accreditation materials for each PhD study programme. The number of prescribed subjects is determined by the accreditation material for the given study programme. Part of the study obligations in the doctoral study programme is the completion of part of the study at a foreign institution in the total length of at least one month. After approval of the individual study plan by the specialised council and the Dean of the faculty, the material including the prescribed exams becomes binding for the student.

(2) In accordance with Art. 14 of SER UPa, the PhD student with an application for a state doctorate exam is obliged to submit a written expert theses at least 20 pages in length. This thesis includes the present state of expertise based on literary research of the issue, which is the subject of the PhD dissertation thesis.

Article 4

The dissertation thesis must be a coherent work with the usual structure for publication in scientific magazines. The dissertation thesis must contain original and published results or results accepted for publication (Section 47(4) of the Act. The dissertation may take the form of an annotated set of at least 4 thematically related works of the PhD student published in magazines with an impact factor, provided with an introduction and a conclusion. The formatting of the work is governed by the respective the University of Pardubice directive.

Article 5

The minimum requirement for defence of the dissertation thesis is the co-authorship of the student on 2 peer-reviewed publications published or accepted for publication in a journal with an impact factor listed in the Web of Science Core Collection database with the designation "article", with at least one of the publications being the first-authored. Both of these publications must clearly demonstrate the student's contribution, and they must contain original results included in the dissertation thesis. The second publication can be replaced by a granted patent or a validated technology. The condition for applying a validated technology is its testing in production supported by a protocol and documentation of the technical results.

Article 6

The student generally publishes the results of their work along with their supervisor. When publishing the work the student always states the name of the educational workplace and the Faculty of Chemical Technology of the University of Pardubice next to their name.

Article 7

Together with the application to defend the dissertation thesis, the student will submit offprints or copies of the publications in which they publish the results of their scientific research work.

Article 8

To commence proceedings for defence of the dissertation thesis, it shall suffice if the student proves that the publications have been accepted for publishing in the given magazine and have successfully undergone reviewing procedures and are thus minimally in the "accepted" stage.

Article 9

The supervisor shall assess the correlation of the results in the published work with the result set forth in the dissertation thesis. The supervisor shall state this in its recommendation to defend the dissertation thesis.

Article 10

The committee for defence of the dissertation thesis is obliged to assess: (1) correlation of the results stated in the dissertation thesis and the submitted publications, (2) student's contribution to the submitted publications. The chairman of the committee shall specifically comment on both points in the protocol on defence of the dissertation thesis.

Article 11

If the foregoing requirements pursuant to Art. 5 of this Directive are not met, the dean shall suspend the proceedings for defence of the dissertation thesis based on a proposal from the chairman of the specialised council, until such a time when the conditions are met.

Article 12

The chairman of the specialised council is obliged to ensure fulfilment of the stipulated principles. Failure to fulfil this obligation may be a reason for dismissal of the specialised council by the dean.

Article 13

Temporary provisions

The study programme refers also to the field of study in cases concerning a field of study which was granted accreditation before 1st September 2016.

Article 14

Final Provisions

- (1) This directive shall come into validity on the issue date.
- (2) This directive shall come into effect on the issue date.

Pardubice, 17th July 2017

prof. Ing. Petr Kalenda, CSc.
Dean

The Amendment No. 1 to the Directive No. 3/2017 shall come into effect on 14th June 2019.
The Amendment No. 2 to the Directive No. 3/2017 shall come into effect on 15th May 2023.
The Amendment No. 3 to the Directive No. 3/2017 shall come into effect on 18th December 2023.
The Amendment No. 4 to the Directive No. 3/2017 shall come into effect on 1st January 2025.

Appendix No. 1 – Application to defend the dissertation thesis

**University of Pardubice
Faculty of Chemical Technology**

Application to defend the dissertation thesis

I hereby apply for the permission to defend my dissertation thesis titled:

in the study programme:

branch of study/specialization:

at the Faculty of Chemical Technology of the University of Pardubice.

With this application, I provide the following information:

Name, surname, title:

Date and place of birth:

Contact address:

Telephone:

E-mail:

Supervisor:

Documents attached to the application:

- a) 5 copies of the dissertation + file with a digital version of dissertation (do not sign a declaration in the dissertation! + one signed declaration separately)
- b) 15 copies of the thesis of the dissertation in English + digital version (thesis must be submitted in compliance with the Directive No. 1/2018 of the Faculty of Chemical Technology)
- c) Supervisor's recommendation
- d) Opinion of the head of the department
- e) List of all published works (including lectures and posters presented at scientific conferences)
- f) Reprints of two peer-reviewed publications (for one publication, specify the Impact Factor)
- g) Curriculum Vitae

Date:

Signature:

Note:

Dissertation must be submitted in compliance with the Directive No. 7/2019 of the University of Pardubice as amended by the Amendment No. 2.