

UNIVERSITY OF PARDUBICE Faculty of Chemical Technology	
DIRECTIVE No. 3/2025	
Subject:	Principles Governing the Organisation of Doctoral Studies by Subject Area Boards and the Defence of Dissertations Within the Faculty of Chemical Technology at the University of Pardubice
Scope of applicability:	All departments of the Faculty of Chemical Technology at the University of Pardubice, students, supervisors and guarantors of doctoral study programmes
Effective from:	1 September 2025
Reference number:	UPCE/dfcht/00016285/2025
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Approved by:	prof. Ing. Petr Němec, Ph.D.

Article 1

Introductory Provisions

- (1) This Directive regulates procedure for the organisation of doctoral studies by Subject Area Boards and for the defence of dissertations within the Faculty of Chemical Technology at the University of Pardubice (hereinafter referred to as “FChT UPCE”).
- (2) The Directive is issued in accordance with Section 47 of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendment and Supplementation of Other Acts (the Higher Education Act), as amended (hereinafter referred to as the “Higher Education Act”) and in accordance with Section III of the Study and Examination Regulations of the University of Pardubice (hereinafter referred to as “SER UPCE”).
- (3) The Directive applies to all students of doctoral study programmes conducted within FChT UPCE, supervisors, specialist supervisors, members of Subject Area Boards, guarantors of doctoral study programmes and other employees involved in the provision of doctoral study.

Article 2

Subject Area Board

- (1) The course and quality of study in the respective doctoral study programme is monitored and evaluated by the Subject Area Board, whose powers are defined in Article 13 of SER UPCE.
- (2) The Subject Area Board meets in person at least twice per academic year.
- (3) Meetings of the Subject Area Board are convened by its chair or a member of the Subject Area Board authorised by the chair. The Subject Area Board is quorate and may pass resolutions if a majority of its members are present. The Subject Area Board adopts decisions by passing resolutions.
- (4) The chair of the Subject Area Board or an authorised member of the Subject Area Board takes minutes of the meeting, which are distributed to all members of the Subject Area Board and

forwarded together with the attendance list to the Study Department of FChT UPCE no later than one week after the meeting of the Subject Area Board.

Article 3

Organisation of Studies and Obligations Associated with Study in Doctoral Study Programmes

- (1) The study of a student in a doctoral study programme (hereinafter referred to as “doctoral student”) is conducted under the supervision of a doctoral supervisor (hereinafter referred to as “supervisor”) according to an individual study plan (hereinafter referred to as “ISP”). The ISP (Appendix No. 1) and any amendments thereto shall be drawn up by the supervisor together with the doctoral student. The supervisor submits the ISP or any amendments thereto to the Subject Area Board for approval.
- (2) The Subject Area Board shall discuss and approve the ISP proposals of doctoral students without undue delay, although no later than one month after enrolment in the respective study programme. If the submitted ISP does not meet the requirements and conditions specified in Dean’s Methodological Guideline No. 1/2025, the Subject Area Board may return it to the supervisor for revision.
- (3) The ISP contains the doctoral student’s study obligations as defined in Appendix No. 1 to this Directive, which are continuously monitored by the supervisor and the Subject Area Board.
- (4) The ISP includes subjects in which the doctoral student takes examinations during the course of their studies. Subjects are chosen from the offer of specialised subjects, a list of which is included in the accreditation materials for the respective doctoral study programme and in Directive No. 5/2025 Subjects for Students of Doctoral Study Programmes Within the Faculty of Chemical Technology at the University of Pardubice.
- (5) The ISP also specifies the scientific research and creative activities of the doctoral student, the results of which are usually published by the doctoral student together with their supervisor. When publishing their work, students always state the name of their supervising department and FChT UPCE next to their name.
- (6) The study obligations of a doctoral student enrolled in a study programme conducted in Czech include teaching activities in bachelor’s and master’s study programmes conducted by the Faculty of Chemical Technology at the UPCE, this being for a maximum of 5 hours per week.
- (7) The study obligations of a doctoral student include completing part of their studies at a foreign institution for a period of at least one month without interruption.
- (8) After approval by the Subject Area Board and the Dean of FChT UPCE, the ISP is binding for the student.
- (9) Evaluation of the fulfilment of an ISP is governed by Directive No. 4/2025 Evaluation of the Fulfilment of an Individual Study Plan of a Doctoral Student.

Article 4

Dissertation

- (1) The dissertation must be a comprehensive work structured in a manner customary for publications in scientific journals. The dissertation must contain original and published results or results accepted for publication (Section 47(4) of the Higher Education Act). A dissertation may take the form of a commented collection of at least five thematically related papers by the doctoral student, published in journals with an impact factor registered in the Web of Science

Core Collection as “articles.” The collection must be accompanied by an introduction and a conclusion. The formal layout of the papers is governed by Directive No. 7/2019 of the University of Pardubice – Rules for the Submission, Publication and Layout of Theses.

- (2) The minimum requirement for defence of a dissertation is co-authorship by the student of two peer-reviewed publications published or accepted for publication in a journal with an impact factor registered in the Web of Science Core Collection database as “articles”, whereas the doctoral student must be the first author of at least one publication. In both of these publications, the student’s contribution must be clearly demonstrable and the publications must contain original results contained in the dissertation. For initiation of proceedings for the defence of a dissertation, it is sufficient for the student to prove that the publications have been accepted for publication in the given journal and have successfully passed the peer review process, and are therefore at least in the “accepted” stage. The second publication may be replaced by a granted patent or proven technology. The condition for the application of proven technology in this case is its testing in production, supported by a record and technical documentation of the results.
- (3) The supervisor shall assess the relationship between the results specified in Paragraph 2 of this Article and the dissertation and state his or her opinion in the recommendation for defence of the dissertation.

Article 5

State Final Examination

- (1) The course of study is duly completed by a state final examination consisting of the defence of the dissertation, the procedure for which is governed by Article 15 of SER UPCE.
- (2) The doctoral student submits the application for the state final examination to the Dean via the Study Department after fulfilment of all his or her study obligations specified in the ISP. The application for the state final examination, together with a list of the required documents, is attached as Appendix No. 2 to this Directive.
- (3) The Examination Committee for the defence of the dissertation (hereinafter referred to as “Committee”) is obliged to clearly state in the record of the defence of the dissertation its opinion with regard to:
 - a) the relationship between the results presented in the dissertation and the results specified in Article 4, Paragraph 2;
 - b) the doctoral student’s contribution to the submitted results of scientific research and creative activities (Article 4, Paragraph 2).
- (4) If the Committee finds that the requirements specified in points a) and b) of Paragraph 3 of this Article have not been sufficiently met, the Chair of the Committee shall terminate the defence of the dissertation and submit a proposal to the Dean to discontinue the proceedings for the defence of the dissertation. A doctoral student may withdraw his or her application for the state final examination at any time until the start of the closed session of the Examination Committee. (Article 15, Paragraph 16 of SER UPCE). In both cases, the doctoral student may reapply for the state final examination after having met the requirements specified in Paragraph 2 of this Article.

Article 6

Compliance With Principles

The chair of the Subject Area Board is responsible for ensuring compliance with these principles. Failure to comply with this obligation may constitute grounds for dismissal of the chair or the Subject Area Board by the dean.

Article 7

Transitional and Final Provisions

- (1) This Directive shall become valid and effective on 1 September 2025.
- (2) This Directive applies to students enrolling in the first year of a doctoral study programme starting in the academic year 2025/2026. FChT Directives No. 3/2017 and 9/2019 do not apply to these students.

In Pardubice, on 13 August 2025

prof. Ing. Petr Němec, Ph.D.
Dean

Appendices:

Appendix No. 1 – Individual Study Plan for a Doctoral Student and Evaluation of its Fulfilment

Appendix No. 2 – Application to Take the State Final Examination in a Doctoral Study Programme