

Dean's Regulation No. 1/2022

Specification of the Obligations of PhD Study Programmes Students of FES CZU Prague

I. Conditions for advancement to another year of study:

In each year of study, always by September 30, the PhD student must meet the minimum requirements stated in point A) Publishing Activity, and point B) Other Study Requirements. Whether or not these requirements are met will be assessed in the annual evaluation by the relevant Field of Study Board. In particular in full-time studies, the PhD student is also obliged to perform the tasks imposed on him or her by the supervisor or the department head, and to keep records of his or her presence at the designated workplace with the consent of his or her supervisor or department head.

A) Publishing Activity

Fulfilment of outputs in the SaR will be checked according to the information entered into the CV information system (<http://cv.czu.cz>) and according to manuscripts and confirmations submitted via Contact centre in the UIS to the Science and Research Office (S&R). For the purposes of this Regulation, a scientific article means an article in a periodical with an impact factor, or in a scientific periodical in the SCOPUS database with an assigned Scientific Journal Ranking index, i.e. categories J_{imp} and J_{SC} as defined by the RIV M17+ Methodology*. The following minimum requirements for outputs in S&R are set for the individual years of PhD Study Programmes at FES:

1st year

Active participation in at least one conference. The requirement is fulfilled by attending student (e.g. Kostelecké inspirování, ArcData Student GIS Project, etc.), department, national, or international scientific conference. A contribution must be proven by abstract in conference proceedings, presentation or poster.

2nd year

- a) First scientific article (J_{imp} , J_{SC}) in ongoing proceedings (must be proven).
- b) Second active participation in a second scientific conference, proven by abstract in conference proceedings, presentation or poster. The conference can be replaced by another so-called category I result - Publication Results according to the RIV M17+ Methodology*.

3rd year

- a) First scientific article (J_{imp} , J_{SC}) at least accepted (proof of acceptance).
- b) Second scientific article (J_{imp} , J_{SC}) sent for review proceedings or in ongoing proceedings (must be proven). This condition is not necessary if the first scientific article has been accepted for printing in J_{imp} and the PhD student is the first author.
- c) The PhD student must be specified as the first or only author for at least one scientific article.
- d) Third active participation in the presentation of the results of his or her work at a recognized expert forum, scientific conference, symposium or seminar; fulfilment is confirmed by a supervisor who can also determine a specific form of presentation.

The required publication outputs may be completed before being required in this Regulation.

* Methodology of evaluation of results of research organizations and of completed M17+ programmes.

B) Other Study Requirements

The following minimum study requirements are set for individual years of study in the PhD Study Programme at FES:

1st year

- A completed study plan approved by the supervisor within one month of commencement of studies in the PhD Study Programme.
- Submitted dissertation methodology approved by the supervisor within twelve months of commencement of studies in the PhD Study Programme.
- Submitted literature review on the topic of the dissertation pursuant to the Dean's Regulation No. 10/2019.
- At least one exam passed (*an exam means a special exam and an English language exam, which has been replaced by Academic English course since the academic year 2019/2020*).
- Accomplished Research Methodology course, replaced by Information Sources Processing course for PhD students who started their studies since the academic year 2019/2020.
- Didactic and presentation skills exam (compulsory for full-time students only).

2nd year

- At least three exams passed (*applies to students enrolled before ac. year 2020/2021; an exam means a special exam and an English language exam, which has been replaced by Academic English course since the academic year 2019/2020*).
- At least two exams passed (*applies to students enrolled since ac. year 2020/2021; an exam means a special exam and an English language exam, which has been replaced by Academic English course since the academic year 2019/2020*).

3rd year

- All special exams passed (*an exam means a special exam and an English language exam, which has been replaced by Academic English course since the academic year 2019/2020*).
- Accomplished Statistical Methods course for PhD students who started their studies since the academic year 2019/2020.
- Accomplished Academic Writing course for PhD students who started their studies since the academic year 2019/2020.
- In order to advance to the fourth year of study, it will be necessary to prove total teaching experience for the duration of studies, i.e. at least 192 teaching hours that will be recorded in the university system <http://is.czu.cz>. This condition is based on the Study and Examination Rules for Study in the PhD Study Programmes of the Czech University of Life Sciences Prague, Article 8, paragraph 6. This regulation also defines exceptions to the required teaching experience. The 192 hours will also include official consultations of bachelor's and master's theses registered in the university system in the amount of 30 hours per one bachelor's or master's thesis and providing opponent reviews of bachelor's and master's theses with a time allotment of five hours per review.

The obligation to prove teaching experience applies to students in full-time PhD studies. Teaching experience is optional for students in the combined (part-time) PhD studies.

- Foreign internship for at least four weeks; upon approval by the Field of Study Board, a foreign internship can be replaced by the student's active participation in an international research project with results published or presented abroad. Active participation means a real presence of a student abroad for a certain period of time. This obligation is voluntary for students in the combined form of doctoral studies. This obligation does not apply to students of the PhD Study Programmes who began their studies in the 2016/2017 academic year and earlier.

4th year – i.e. until the end of the standard study period

- Passing the State Doctoral Examination.
- Dissertation defence.
- Meeting of the minimum of 240 credits for PhD students study obligations, given by the relevant Field of Study Board. The definition of the amount of credits is determined by the Rector's Directive No. 02/2018 Credit system of PhD study programmes at CZU Prague.

II. Dissertation defence

To apply for passing a dissertation defence the student submits:

1) list of publications, including their participation in the results (input extend and %). The student must submit the application for passing a dissertation defence at least two months before the last day of their entire PhD study period. The defence will only be allowed if the list contains at least one article published or accepted for publication in the Web of Knowledge database journal with an assigned Impact Factor index (IF) or the SCOPUS database journal with an assigned Scientific Journal Ranking index (SJR), where the student must be stated at the first place in the team of authors. The article relates thematically to the dissertation and the publication must be recorded in the CZU Prague Information System.

All FES CZU Prague Field of Study Boards have set the condition that a defence will only be permitted if at least one article relating thematically to the dissertation of the PhD student is published or accepted for publication in a journal with an IF (J_{imp})¹. If the PhD student is not specified in this article in the first place of the team of authors, it will be necessary to submit for the defence an article in the SCOPUS database journal (J_{sc}) where the PhD student will be the first author.

2) professional CV

3) approval of the department in the form of minutes of the dissertation discussion at the department, which must take place at least one month before the dissertation defence date

4) dissertation file uploaded into the UIS at least two months before the dissertation defence date.

Three hard copies of the dissertation, which must be identical to the uploaded digital file, must be submitted to the Department of Science and Research at least one month before the dissertation defence date.

In addition to the thesis type dissertation, whose basic structure is specified in the Study and Examination Rules of the Czech University of Life Sciences Prague for Studies in PhD Study Programmes, Article 11, paragraph 2, it is also possible to submit a dissertation for defence in the form of a commented set of published articles. It is recommended to print it out as a B5 booklet, the template is available on the FES webpage.

Commented set of articles dissertation – requirements:

A dissertation prepared as a commented set of articles must contain at least three publications published or accepted for publication in a Web of Knowledge database journal with an assigned IF or in a SCOPUS database journal with an assigned nonzero SJR. The PhD student must be specified as first or corresponding author of at least two these publications. In exceptional cases (e.g. upon publication in a prestigious periodical with a Nature index as the first author) the Field of Study Board can approve an exception and the PhD student may be the first author in just this one article.

¹The requirement of an article with an IF does not apply to the students of the Applied and Landscape Ecology study programme with the dissertation topic in the fields of spatial planning and landscape architecture who started their studies since the academic year a 2022/2023.

It also applies that at least one of the three articles must be published or accepted for publication in the Web of Knowledge database journal with an assigned IF¹. It is highly recommended to publish in Q1 and Q2 journals (using AIS) as this supports the intended FES research performance. A commented set of articles always consists of at least the following three main chapters:

- 1) The introduction (elaborated in the form of literature review, extent at least 15 pages).
- 2) The real work.
- 3) The commentary on articles (the commentary should logically link individual articles, discuss on published results with other scientific sources and formulate conclusions based on the attached articles. The commentary should be at least 15 pages long).

¹The requirement of an article with an IF does not apply to the students of the Applied and Landscape Ecology study programme with the dissertation topic in the fields of spatial planning and landscape architecture who started their studies since the academic year 2022/2023.

III. Registration of publications

Students in the PhD Study Programmes of FES CZU Prague in full-time and combined (part-time) studies are obliged to continuously register their publications in the CZU information system (CV application). All evaluations of the publication activity of PhD students will be done solely based on this record. This obligation also applies to the students who have passed a state doctoral exam and are preparing for a dissertation defence.

IV. Author's Address

For articles that concern dissertations and were created as part of PhD studies, students in the PhD Study Programmes of FES CZU Prague are obliged to specify their address (or their second address) as FES CZU Prague. The valid form of affiliation is determined by the Dean's Regulation No. 04/2018 in the English version as follows: Faculty of Environmental Sciences, Czech University of Life Sciences Prague, Kamýcká 129, Praha – Suchdol, 165 00, Czech Republic, or Czechia.

V. Transitional Provisions

The tightening of the requirements for a commented set of articles dissertation, i.e. at least two publications for which the PhD student is the first or a corresponding author, will firstly relate to students who commence their first year in the 2018/2019 school year. For those who are already studying, the condition of at least one publication where the PhD student is specified in the first place applies.

This regulation becomes valid on May 25, 2022 and cancels the Dean's Regulation No. 13/2020.

In Prague on May 25, 2022

prof. RNDr. Vladimír Bejček, CSc.
Dean of FES CZU Prague