

*On 11 July 2018, pursuant to Section 36, paragraph 2, Act No. 111/1998 Coll., on Higher Educational Institutions and on Amendments and Supplements to Other Acts (Act on Higher Educational Institutions), the Ministry of Education, Youth and Sports registered the Study and Exam Rules for Study in Doctoral Study Programmes of the Czech University of Life Sciences Prague under no. MSMT-21932/2018.*

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**STUDY AND EXAM RULES FOR STUDY IN  
DOCTORAL STUDY PROGRAMMES OF THE  
CZECH UNIVERSITY OF LIFE SCIENCES PRAGUE  
[ČESKÁ ZEMĚDĚLSKÁ UNIVERZITA V PRAZE]  
DATED 11 JULY 2018**

# **Study and Exam Rules**

## **for Study in Doctoral Study Programmes**

# **of the Czech University of Life Sciences Prague**

## **dated 11 July 2018**

### **Article 1**

#### **Introductory Provisions**

(1) The Study and Exam Rules for Doctoral Study Programmes of the Czech University of Life Sciences Prague (hereinafter “Study and Exam Rules”) are an internal regulation of the Czech University of Life Sciences Prague (hereinafter “CULS”) pursuant to Section 17, paragraph 1, letter g) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendment and Supplements to other Acts (Act on Higher Education Institutions), as amended, (hereinafter the “Act”), and they determine the conditions for study at CULS in Doctoral Study Programmes (hereinafter “DSP”).

(2) These Study and Exam Rules are binding for all DSP students in all forms of study, and for academic staff and other persons taking part in scientific education of DSP students carried out at individual CULS faculties (hereinafter the “faculties”) within accredited DSPs.

### **Article 2**

#### **Doctoral Study Programme, Forms and Study Period**

(1) The DSP is focused on scientific research and independent creative activities in the field of research or development.

(2) The ability to carry out independent scientific work is demonstrated via the preparation and public defence of a thesis, publications and other formal presentations of own scientific and research activities, including taking the State Doctoral Exam (hereinafter the “SDE”).

(3) The Rector or his designated Vice-Rector are responsible for the organization, administration and checking of studies in the DSP on the level of CULS, and the Dean or his designated Vice-Dean at faculties. Faculties keep records of studies in the DSP, as well as student ID cards in cooperation with the CULS Study and Information Centre.

(4) Studies in the DSP are organized as full-time and combined studies. The main focus of the full-time form of study in the DSP is organized preparation for the scientific work of the DSP student carried out at a training institute. The combined form of study in the DSP is a combination of full-time and distance forms during the course of the educational process. The standard period of study in the full-time and combined form of studies is three or four years from the date of enrolment in studies according to the approved standard period of study in the accreditation of the study programme.

(5) A list of accredited DSPs that CULS provides, including the form of teaching and the standard period of study, are published on the public part of the CULS website.

### **Article 3**

#### **Doctoral Degree Board**

(1) A Doctoral Degree Board is established for accredited DSP provided by a faculty. The Board monitors and evaluates the studies and guarantees their level. The Doctoral Degree Board is responsible to the Dean for its activities.

(2) The Doctoral Degree Board has at least seven members, at least two of whom are not CULS employees.

(3) The term of office of the Doctoral Degree Board coincides with the period of accreditation of the DSP. Members of the Doctoral Degree Board may hold this office repeatedly.

(4) Members of the Doctoral Degree Board are appointed and dismissed by the Dean upon approval by the scientific board of the faculty. Members of the Doctoral Degree Board may be professors, associate professors and experts with the scientific rank or academic title of “doctor” approved by the scientific board of the faculty. The Chairman of the Doctoral Degree Board generally proposes changes in the structure of the Doctoral Degree Board to the Dean of the faculty.

(5) The Doctoral Degree Board is headed by the Chairman. The Chairman is the guarantor of the relevant doctoral study programme.

- (6) The Doctoral Degree Board primarily carries out the following activities:
- a) Checks and assesses the ongoing study in the DSP; and at least once per year it submits the results to the Dean of the faculty where the DSP is taking place;
  - b) Ensures the updating and the development of the DSP and initiates proposals for its modifications;
  - c) Guarantees the content orientation and scientific profile of the programme, determines SDE subjects, optional subjects, foreign experience and other study obligations of DSP students;
  - d) approves newly established individual study plans and assesses, at least once per a year, the fulfilment of study plans by students of DSP, as well as the fulfilment of other obligations, with reference to the provisions of the Dean;
  - e) Nominates members for admission examination committees, SDE examination committees and committees for the defence of a doctoral thesis;
  - f) On a regular basis, at least once a year before the start of admission proceedings, discusses the general topics or thematic areas for the doctoral thesis and supervisors for these topics.
- (7) Doctoral Degree Board meetings are convened by its Chairman as necessary, but at least once per year. Minutes are taken of these meetings, which are published.
- (8) The Doctoral Degree Board has a quorum if more than the absolute majority of all of its members are present. Valid resolutions of the Doctoral Degree Board require the consent of two-thirds of present members, as well as during voting procedures per rollam.
- (9) Doctoral Degree Board meetings are governed by the Rules of Procedure of CULS Doctoral Degree Boards, which is issued via an internal regulation of CULS.

#### **Article 4 Supervisor**

- (1) Supervisors guide students during their entire studies in the DSP. Supervisors are nominated by the subject area boards. Supervisors must be actively publishing professors, associate professors or other experts with the academic title Doctor of Sciences (abbreviated as “DrSc.” and “DSc”). Supervisors are nominated or recalled by the Dean, with the approval of the relevant scientific board. A list of supervisors, including locations where supervisors are available, is published on the public section of the university web.
- (2) An employee of another legal entity that is involved in educational, scientific and research, development, innovation or other creative activities who meets the requirements specified in paragraph 1 may also be appointed a supervisor.
- (3) Supervisors guide DSP students in their studies, and they primarily:
- a) work with DSP students in compiling their individual study plans;
  - b) provide consultations to DSP students when they are preparing their theses, in particular with regard to methodological issues;
  - c) in cooperation with the head of the training institute, supervisors ensure the involvement of DSP students in scientific and teaching activities, as well as their participation in scientific seminars and conferences;
  - d) check the fulfilment of the individual study plans of DSP students, and each year they submit to the Dean of the relevant faculty proposals for measures for pursuing the fulfilment of study objectives.
- (4) Supervisors take part in the SDE and thesis defence, but without the right to vote.
- (5) If the topic of a thesis requires specific guidance or professional consultations that the supervisor cannot do, a consultant will be appointed who will ensure with the supervisor the agreed part of the studies of the DSP student. A consultant is usually a leading expert with scientific rank or academic title of “doctor”, and they are nominated by the supervisor. Upon approval by the Doctoral Degree Board, the consultant is appointed by the Dean.
- (6) Upon discussion with the Doctoral Degree Board, the Dean may change the supervisor during the course of studies.

## **Article 5**

### **Rights and Obligations of Students of the Doctoral Study Programme**

- (1) DSP students are members of the academic community of the faculty, and to such students relate the rights and obligations arising from the law and the internal regulations of CULS and the faculty for the relevant form of study. The basis of study obligations is the fulfilment of the individual study plan under the guidance of a supervisor and other eventual obligations, in accordance with the provisions given by the Dean.
- (2) DSP students studying in the full-time form of study are entitled to 6 weeks of holidays in a calendar year.
- (3) DSP students may interrupt their studies according to the rules defined in Article 8, paragraph 7, letters c) and d).
- (4) A student card is document on the studies of a DSP student.
- (5) DSP students shall be obliged to inform the faculty at which they are enrolled for DSP studies of their delivery address, or the address of their data box, in writing and through the study department of the faculty, as well as of not being present at the delivery address for more than one month. Specifically, students will inform the department of science and research of the faculty within five business days of each change.
- (6) Students shall be obliged to handle entrusted property and equipment gently and considerately.
- (7) Students shall be obliged to immediately compensate damages to property and equipment that they caused.
- (8) Students shall be obliged to pay fees by the set deadline associated with study pursuant to Section 58, paragraph 4 of the Act, i.e. the fee for study in a foreign language and other fees associated with studies, as well as payments for provided administrative acts and services in the amount pursuant to Article 25 of the Statute of the Czech University of Life Sciences Prague.
- (9) Students shall be obliged to return all borrowed aids and items by the set deadline, or to compensate losses thereof.
- (10) Students shall be obliged to regularly check their CULS inboxes and information published via the CULS information system.

## **Article 6**

### **Admission to Study**

- (1) Admission for study in the DSP is governed by Sections 48 to 50 of the Act and Article 22 of the Statute of the Czech University of Life Sciences Prague. Admission proceedings in the DSP are carried out on the dates announced on the public part of the CULS website, usually once per year.
- (2) The deadline for submitting applications for study, admission requirements, the date and method of verifying of their fulfilment, as well as the maximum number of admitted students will be published by the faculty on the public part of the faculty's website at least four months before the final deadline for submitting applications for study.
- (3) Admission proceedings take place via entrance exams. Entrance exams consist of a professional discourse, which should allow for the evaluation of the applicant's capability of independent scientific and research activities, and knowledge of the relevant field on the basis of documents on the creative activities of the applicant, in particular master's theses and publications. During his or her entrance exam, the applicant will demonstrate corresponding knowledge of at least one world language.
- (4) Applicants will be informed of the dates of entrance exams at least 14 days in advance.
- (5) Entrance exams are held before an admission committee; the Chairman and members of the committee are appointed by the Dean upon nomination by the Doctoral Degree Board from amongst associate professors, professors and other experts from the faculty with the scientific rank or academic title of "doctor".
- (6) The Dean will decide on whether or not to accept an applicant for study on the basis of the results of the entrance exam, on the basis of the head of the training institute, and upon verification of the fulfilment of the conditions for admission.
- (7) Study applicants must be informed about the results within 15 days after the entrance exams are taken. A report on the course of the admission proceedings will be published on the public part of the faculty's website within 15 days after the admission proceedings are completed.

**Article 7**  
**Enrolment in Studies**

- (1) Communication of the decision of being admitted for study will entitle the applicant to enrol for studies in the DSP. The applicant will become a student in the DSP on the date of his or her enrolment in studies, by the deadline set out in accordance with the conditions of the announced admission proceedings. Enrolment in studies is considered confirmation of the enrolment sheet via the DSP student's signature.
- (2) An applicant who cannot arrive for enrolment in studies for serious reasons may request an alternative date at the latest within 5 business days after the set date for enrolment in studies; the Dean will decide on whether or not the reasons are permissible.
- (3) An applicant who does not arrive for enrolment in studies on the set date and does not request an alternative date pursuant to paragraph 2 loses the right to enrol in studies.
- (4) A person whose studies in the DSP were interrupted will again become a DSP student on the date of repeated enrolment in studies.

**Article 8**  
**Individual Study Plan and Amendments Thereto**

- (1) Studies in the DSP take place according to the individual study plan under the guidance of a supervisor, or with participation by a consultant.
- (2) DSP students compile their individual study plans in cooperation with the supervisor in accordance with the general structure of study of the accredited DSP within 30 days from the beginning of studies.
- (3) The main content of the study in the DSP is systematic creative scientific work on the topic of the thesis. As part of the study plan, the student takes part in the following in a prescribed scope:
  - a) attends courses which enhance and deepen his or her knowledge of the broader scientific context over and above studies in the master's study programme (hereinafter the "compulsory courses");
  - b) attends courses which enhance his or her specialisation studied as part of the DSP programmes (hereinafter the "electives"),
  - c) takes part in leading and preparations of the didactics of bachelor or master study programmes;
  - d) presentation of the results of his or her work at least once a year at a recognized professional forum, scientific conference, symposium or seminar; compliance with this regulation is assessed by the supervisor, who may also determine a specific form of presentation;
  - e) completing at least 4 weeks of foreign internship; upon approval by the Doctoral Degree Board, completing an internship may be replaced by active student's participation in an international research project with its results published or presented abroad;
  - f) other activities that were approved by the relevant subject board (specifically the elaboration of dissertation thesis).
- (4) The methodology of the dissertation thesis, elaborated by the student of the DSP and approved by the supervisor, must be presented at latest twelve months after the start of studies in DSP. The form, contents, ways and deadlines for submission of the methodology, are set by the provisions of the Dean of the relevant Faculty.
- (5) The DSP studies include studies at other universities, scientific worksites and other institutions, even those that are abroad. Students normally take a professional examination at another CULS faculty, or at another university, also abroad.
- (6) The studies include teaching experience, which is meant to develop presentation skills. This experience generally takes place during four semesters with an average work load of four hours a week in one academic year; the overall involvement of a student in the full time form of studies may only exceed six hours a week provided that the student agrees therewith in writing. Exceptions from such teaching experience are permitted by the head of the training institute upon agreement with the supervisor.
- (7) Changes in an individual study plan may be implemented as follows:
  - a) Changes in study contents or time schedule - a proposed change in the individual study plan is permitted by the Dean upon the request of a DSP student supplemented with an opinion from the supervisor, in connection with the yearly specification of the individual study plan, or even beyond its date. Changes may only be made twice during the entire study period, in justified cases an additional change can be authorised by the Dean;

- b) A change to the individual study plan which a DSP student is entitled if the student submits to the faculty a confirmation that he or she is a representative of the Czech Republic in a sports discipline, issued by the sports organization representing such a sports discipline in the Czech Republic; such a DSP student will be entitled to such changes in the individual study plan in relation to this fact. This will allow the student to take part in representing the Czech Republic, and the student will have time for the necessary preparation;
  - c) The Dean permits interruption of studies on the basis of the student's request approved by the supervisor and head of the department; studies can only be interrupted twice, and the total period of interruption cannot exceed two years; if the reasons for interruption of study cease to exist, at the request of the student, the Dean may cancel the interruption before the expiration of the period of interruption; the Dean will also determine the conditions and the date of re-enrolment in studies; if a person whose studies in the DSP were interrupted does not arrive for re-enrolment in studies within the specified time after the expiry of his period, the student's studies will be terminated pursuant to Section 56, paragraph 1, letter b) of the Act;
  - d) DSP students are always entitled to interrupt studies in relation to pregnancy, childbirth, maternity leave or taking a child into parental care that replaces family care on the basis of the decision of the relevant authority pursuant to the Civil Code or legal regulations regulating state social support pursuant to Section 54, paragraph 2 of the Act, for the recognized period of parenthood, not exceeding three years of age of the child. The period of study interruption for the recognized period of parenthood does not count toward to the total period of study interruption;
  - e) In accordance with Section 54, paragraph 1 of the Act, in relation to care for a child, a DSP student is entitled to extend the period for the fulfilment of study obligations, and for fulfilling the conditions for enrolling in the next semester or year by the period for which the student's maternity leave would last, under the condition that student does not interrupt studies during this period;
  - f) The person will not be a CULS student during the period of study interruption;
  - g) In accordance with Section 68 of the Act, the decision of the Dean on study interruption must be in writing; a DSP student may appeal the Dean's decision pursuant to Section 68, paragraph 4 of the Act.
  - h) The Dean may permit a change in the form of study on the basis of a request with the agreement of the supervisor and head of the department; the request must include a proposal to modify the individual study plan. A change in the form of study does not affect the study period.
- (8) Transfer to study in a different DSP is not possible, with the exception of a decision on admission to an alternative DSP at CULS pursuant to Section 80, paragraph 5 of the Act.
- (9) Studies in the DSP last at most for the standard study period.
- (10) With the consent of their supervisor and the Doctoral Degree Board, students may fulfil part of their studies in the DSP abroad. The conditions for studies, method of recognizing part of the studies, including exams and thesis defence, are regulated by a contract concluded between CULS and the foreign institution.

### **Article 9**

#### **Exams and Enrolment in a Subsequent Year of Studies**

- (1) During studies in the DSP, DSP students must pass the following exams:
- a) exams in compulsory subjects;
  - b) exams in electives;
  - c) SDE pursuant to Article 10.
- (2) Exams are done with individual subject guarantors, or with examiners, who have been authorised by the subject area board. The results of exams are written in the students study report and the CULS information system, classified into grades "passed" or "failed". Exams and the SDE can be repeated at most twice.
- (3) A DSP student may enrol into a subsequent year of studies in the DSP after having fulfilled all of the conditions set by the individual study plan, and after fulfilling other requirements of the relevant subject area board, or the provisions set by the Dean. A record is entered in the CULS information system.
- (4) The supervisor discusses with the students, at least once per semester, the fulfilment of their individual study plan. At least once a year, generally at the end of an academic year, the supervisor prepares an annual evaluation of the student in a DSP, which will be submitted to the Dean, after having been discussed at the supervisor's office, and at the relevant subject area board. Details concerning the length, form and language

requirements of the yearly evaluation can be specified by the Dean. The supervisor's evaluation of the DSP student includes a proposal concerning subsequent studies in DSP:

- a) continuation;
- b) continuation with criticism, in which case the reproach must be substantiated, corrections proposed, methods and dates proposed for checking if, and how, the corrections were implemented;
- c) termination.

### **Article 10 State Doctoral Exam**

(1) DSP students may take the SDE after passing the prescribed exams and fulfilling all other study obligations set out by their individual study plans. The SDE takes place prior to the defence of the dissertation thesis, but it may also take place on the same day as the defence of the dissertation thesis.

(2) The SDE is a comprehensive assessment of the extent and quality of knowledge of a studied field, the capacity to acquire new knowledge, evaluate, and creatively use it in relation to the DSP and thesis topic. The SDE has two subject areas: general, which include DSP scientific disciplines, and specialised, which are related to the topic of the thesis. The SDE also includes an expert discourse on the issues of the thesis, eventually a defence of the thesis of the PhD dissertation. The obligation to present the thesis of the dissertation for defence in the SDE, the form, contents, and language requirements of the PhD dissertation thesis, are set in accordance to the provisions of the Dean, based on the recommendation of the relevant DSP subject area board.

(3) The Dean appoints the Chairman and members of the exam committee for SDE upon the nomination of the Doctoral Degree Board. Members of the exam committee are professors, associate professors or important experts from the relevant scientific field approved by the relevant scientific board. The Ministry of Education, Youth and Sports may appoint other members of the exam committee from amongst important experts from the relevant field. The exam committee has at least five members. At least one member of the committee must not be a CULS employee. Permanent committees for the SDE can be appointed for individual DSP.

(4) DSP students submit requests to take a SDE on a prescribed form upon fulfilment of the conditions specified in paragraph 1. The supervisor and head of the training institute will make statements regarding the request.

(5) The Dean determines the date of the SDE upon agreement with the Chairman of the exam committee of the SDE. The SDE must take place at the latest within four months after the DSP student submits his or her request pursuant to paragraph 4. The date of the SDE must be published at least 2 weeks beforehand on the public part of the faculty's website.

(6) The SDE is held in front of a commission in oral form. The course of the SDE and announcement of the results are public. The evaluation course of the SDE is not public. The outcomes of the SDE graded with "passed" is conditional on the outcome of "passed" in all SDE subjects. If a student fails one or more subjects, or the expert discourse on the issue of the thesis, the student must repeat the SDE in its entirety.

(7) The exam committee will issue a record of the SDE on a unified form, and the record of the SDE will be entered in the CULS information system. If a student fails the SDE, the SDE can be repeated, however only after sixty calendar days following the failed SDE exam.

### **Article 11 Thesis Defence**

(1) In his or her dissertation thesis, the student submits the results of his or her scientific work that he or she achieved during his or her studies. The thesis must include original findings which were published in at least one publication published or accepted for publication in the Web of Knowledge journal database with an allocated Impact Factor index (hereinafter "IF") of non-zero in the year it was published, or in the SCOPUS journal database with an allocated Scientific Journal Ranking index (hereinafter se "SJR") of non-zero in the year it was published. The DSP student must be the first author in at least one such publication. These are the minimum requirements; upon the ordinance of the Dean, the faculty may create stricter requirements for individual doctoral study programmes upon the proposal of the relevant Doctoral Degree Board. The thesis will usually have the following structure:

- a) an overview of the current state of the issue that is the topic of the thesis, as well as of scientific literature dealing with the subjects under investigation;
- b) the goal(s) of the thesis;

- c) chosen methods for elaboration,
- d) the results of the thesis, including new findings;
- e) conclusions and recommendations for using the findings for practical purposes or for the further development of a scientific discipline;
- f) list of used scientific literature.

(2) The thesis may also be in the form of a commented file of published articles. The file must have at least 3 publications published or accepted for publication in the Web of Knowledge journal database with an allocated IF, or in the SCOPUS journal database with an allocated SJR under the conditions specified in paragraph 1. These are the minimum requirements, and, upon the ordinance of the Dean, the faculty may create stricter requirements for DSP upon the proposal of the Doctoral Degree Board.

(3) Upon the proposal of the Doctoral Degree Board, via an ordinance of the Dean, the Dean of the faculty will determine the detailed requirements for publication of the results and the scope and form of the thesis, including the language.

(4) DSP students will defend their dissertation theses before a committee for defence of the dissertation theses, whose members and Chairman are appointed by the Dean upon the nomination of the Doctoral Degree Board. The thesis defence is public. The committee has at least seven members: Chairman, members of the Doctoral Degree Board, opponents and other experts, all with at least the scientific ranking or academic title of “doctor”. In the event of a greater number of members, the total number of committee members must be odd. The supervisor, or a consultant, will attend the defence but is not a member of the committee and does not have voting rights. At least three of the members may not be CULS employees, and two of them must be members of the Doctoral Degree Board of the relevant DSP.

(5) Dissertation theses are evaluated by three opponents, at least two of whom are not CULS employees, while at least one must be an associate professor or professor or the holder of the scientific ranking of “doctor of science”, and all of them must at least have the scientific ranking or academic title of doctor. The thesis defence committee has a quorum if at least two thirds of its members are present. At least two opponents must be present at the thesis defence. The opponent must be present if his or her evaluation is negative. A successful thesis defence requires the consent of the majority of all of the committee members. The defence is public. The committee decides on the result of the defence in a non-public meeting via a secret vote and will grade it using the words “passed” or “failed”.

(6) DSP students may submit a request to the Dean to permit a thesis defence upon the fulfilment of all of the obligations set out by the DSP, together with an SDE application, or if the student has already taken the exam and received the “passed” grade. Before submitting the request, an electronic version of the thesis must be entered into the CULS information system. The following requirements for permitting the defence can be found on the prescribed form:

- a) three printed copies of the thesis that must be identical to the electronic version entered into the information system;
- b) a list of published works;
- c) professional CV;
- d) a record of the thesis being discussed at the training institute with an opinion of the training institute.

(7) The Dean will determine the date of the thesis defence upon agreement with the Chairman of the thesis defence committee. The thesis defence must take place at the latest within four months after the DSP student submits his or her request pursuant to paragraphs 4 and 5. The date of the thesis defence must be published at least 2 weeks beforehand on the public part of the CULS website.

(8) The thesis will be publically accessible at least 5 business days before the date of the defence in a printed version at the department of science and research of the relevant faculty, or in an electronic version in the CULS information system.

(9) The committee for defence of the dissertation theses will keep a record on the course of the thesis defence and adopted resolutions, which will be signed by the Chairman of the thesis defence committee. A protocol will be made on the voting, which will be signed by all of the voters. The record and protocol will be submitted to the Dean.

(10) If a thesis is not defended, the DSP student may rewrite it and submit it for defence one additional time, but at the earliest within six months and at the latest twelve months after the unsuccessful defence. The DSP student’s studies will be interrupted until the date determined for the repeated defence. This interruption will not count toward total time of the study interruption pursuant to Article 8, paragraph 7, letter c).



(11) On the basis of successful completion of studies in the DSP, the graduate will receive a university diploma and a supplement to the diploma. The university diploma and supplement to the diploma will generally be given to the graduate at the CULS graduation ceremony.

(12) The thesis is publicized electronically via the CULS information system. One printout will be stored in the library of the CULS Study and Information Centre.

### **Article 12**

#### **Proceedings on Declaring Invalidity of a State Doctoral Exam, Part Thereof, or a Thesis Defence**

(1) If the circumstances specified in Section 47c, paragraphs 2 and 3 of the Act occur, proceedings will be initiated on declaring the invalidity of the SDE or part thereof, or a thesis defence.

(2) The proceedings will occur pursuant to Sections 47c to 47e of the Act, and the Rector only appoints a seven-member committee for a specific case. The Rector appoints the Vice-Rector for Science and Research as the Chairman of the review committee. The other 5 members of the review committee are appointed by the Rector from amongst professor, associate professors or other experts, and the Rector will appoint one member from amongst the DSP students of CULS.

(3) The review committee acts through the majority of votes of all of its members. If one of the members of the review committee requests as such, voting on the opinion regarding declaring invalidity of taking the SDE or part thereof, or thesis defence, shall be secret.

(4) The resolution of the review committee must be substantiated. Written substantiation is part of the record from the review committee meeting.

### **Article 13**

#### **Termination of Studies**

(1) Studies in the DSP are duly terminated by passing the SDE and thesis defence.

(2) Studies in the DSP are also terminated pursuant to Section 56, paragraph 1 of the Act:

- a) upon termination of studies by a personal request pursuant to Section 56, paragraph 1, letter a) of the Act, on the date of the delivery of a written declaration to the Dean;
- b) upon failing to attend subsequent enrolment in studies after a study interruption within 5 business days after the expiration of the period which the studies were interrupted;
- c) on the recommendation of the study area board, or of the supervisor, in case that a student in DSP does not fulfil the requirements of the individual study plan and the obligations prescribed by the relevant subject area board, or other requirements of the Dean, in accordance with Art. 56, Sect. 1 b) of the act, on the date on which the decision gained legal force;
- d) upon exclusion from studies pursuant to Section 65, paragraph 1, letter c), or Section 67 of the Act, on the date when the decision comes into legal effect;
- e) upon expiration of the standard period of study;
- f) for other reasons specified in Section 56, paragraph 1, letters c) to g) of the Act, on the date set out in Section 56, paragraph 2 of the Act.

(3) The provisions of Section 68 of the Act and these Study and Exam Rules apply to the decision-making procedure on the matters specified in paragraph 2.

(4) Pursuant to Section 68, paragraph 3, the first act in the matters of termination of studies pursuant to paragraph 2, letter b) is a request for a statement regarding the documents of the decision. The request will be made electronically via the CULS information system in the form of a file for download, and the address of the specified document will be sent to student's inbox. The date of delivery of the request shall be considered the first day following the day when the decision is made accessible to the student. The deadline for making a statement is 10 days.

(5) Students shall be entitled to waive their right to submit an appeal against the decision in writing. In such a case the decision shall come into legal force on the date of the delivery of the waiver of the right to submit an appeal against the decision to CULS.

(6) DSP students whose studies are terminated shall be obliged to immediately settle all of their obligations toward CULS.

**Article 14**  
**Delivery of Decisions**

- (1) CULS delivers documents to students on its own or through a postal service, unless these Study and Exam Regulations stipulate otherwise. If a student informs CULS of the address of his or her data box, delivery pursuant to the previous sentence is carried out exclusively through the data box.
- (2) The following are delivered to the addressee's own hands:
  - a) decision on terminating studies;
  - b) decision on study interruption;
  - c) other decisions where this is determined by law.
- (3) If it is not possible to deliver a document in proceedings pursuant to Section 68 of the Act due to the fact that the DSP student did not fulfil his or her obligation specified in 5, paragraph 5, or if it is not possible to deliver a document to the delivery address specified by the DSP student, or the address of the data box specified by the DSP student, the document will be delivered via a public announcement; CULS shall not be obliged to appoint a guardian for the student.
- (4) Pursuant to these Study and Exam Rules, the time period for carrying out an act counted from the delivery means the date of the actual takeover of a document by the addressee, the date of alternate delivery, or the day after the date of delivery to a data box.

**Article 15**  
**Special Provisions**

- (1) Studies in the DSP are take place using a credit system, if the study programme is accredited in this way, or if the Dean of the relevant faculty decides as such.
- (2) If the DSP takes place at several faculties, DSP students will be enrolled in studies at the faculty at which the supervisor carries out his or her activities.
- (3) According to the focus of the student's work, the supervisor or head of a department will ensure the possibility to use equipment at other CULS worksites, or worksites outside of CULS.

**Article 16**  
**Interim and Closing Provisions**

- (1) To DSPs accredited before 1 September 2016 apply the measures specified in Article II, paragraph 4 of Act no. 137/2016 Coll. During the validity period of their accreditation, their division into fields of study will be preserved. During this period, fields of study are perceived as study programmes pursuant to the relevant provisions of these Study and Exam Rules relating to the rights and obligations of DSP students.
- (2) The study obligation specified in Article 8, paragraph 3, letter f) does not apply to DSP students who began their studies in the 2016/2017 academic year and earlier, so long as this obligation was not determined in the individual study plan of the student. Upon agreement with the supervisor, the student may add it to his or her individual study plan.
- (3) The Study and Exam Rules of the Czech University of Life Sciences Prague for Doctoral Study Programmes registered by the Ministry of Education, Youth and Sports on 29 March 2017 under reference no. MŠMT - 7774/2017 are hereby cancelled.
- (4) These Study and Exam Rules were approved pursuant to Section 9, paragraph 1, letter b) of the Act by the CULS Academic Senate on 14 June 2018.
- (5) These Study and Exam Rules shall become valid pursuant to Section 36, paragraph 4 of the Act on date they are registered by the Ministry of Education, Youth and Sports.
- (6) These Study and Exam Rules shall become effective on 1 October 2018.

prof. Ing. Petr Sklenička, CSc., in his own hand  
Rector