

## Dean's Regulation No. 3/2024

### Specification of the Obligations of PhD Study Programmes Students of FZP CZU Prague

#### **I. Verification of eligibility to continue studies for the full-time form of the study (first year)**

Full-time students must complete the following obligations in their first year of study within seven months of enrolment (usually by 30 April):

- 100% attendance in WorkIS approved by the supervisor
- approved study plan
- passed exam of at least one special subject or Academic English
- completed at least one Soft Skill course

The fulfilment of these obligations is monitored and evaluated by the relevant Doctoral board at its meeting by the end of June at the latest.

#### **II. Conditions for advancement to another year of study:**

In each year of study, always by September 30, the PhD student must meet defined requirements based on performed examinations, publishing activity and other obligations in PhD Study Programmes. Whether or not these requirements are met will be assessed in the annual evaluation by the relevant Doctoral Board at the beginning of the academic year.

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 through the application WorkIS.

##### **1st year**

- A study plan drawn up and approved by the supervisor within one month after the start of studies in the PhD Study Programme (electronically entered into the IS and approved by the supervisor).
- Dissertation methodology submitted and approved by the supervisor within 12 months after the start of the PhD Study Programme (electronically in the Contact Centre).
- Literature Review on the dissertation topic submitted and approved by the supervisor within 12 months after the start of the PhD Study Programme according to the Dean's Regulation No.5/2024 (electronically in the Contact Centre).

##### **2nd year**

- Passed all relevant special subjects, Academic English and Soft Skills courses (hereafter as SSC). Proof of passing the exam or participation in the course is submitted via the Contact Centre.
  - Special subjects and the Academic English exam
  - Didactic and Presentation Skills exam - SSC (mandatory for full-time students; confirmed outside UIS).

- Statistical Methods course – SSC (students who have started their studies from the 2019/2020 academic year).
- Academic Writing course – SSC (full-time students who started their studies from the 2019/2020 academic year).
- Information Sources Processing – SSC (confirmed in the list provided by the SIC/Library) - from the academic year 2019/2020.
- 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 (confirmation via the Contact Centre).
- Confirmation from the supervisor that it is feasible to submit a first-authored scientific article in a Jimp journal as defined in the RIV M17+\* Methodology (confirmation via the Contact Centre).

### **3rd year**

- Active participation in the second conference (documenting the abstract, presentation or poster in the Contact Centre), one conference can be replaced by another result of the so-called Category I - Publication results according to the RIV M17+\* Methodology.
- First-authored article in a scientific periodical Jimp according to the definition of the RIV M17+\* Methodology sent to the editorial office or under review (confirmation of the editorial office documented through the Contact Centre).
- Teaching practice cumulatively for the duration of the study, to the extent of at least 192 hours of teaching experience, which will be recorded in the university system <http://is.czu.cz>. This requirement is based on the Study and Examination Regulations for Studies in PhD Study Programmes of the Czech University of Life Sciences in Prague, Article 8, paragraph 6. Official consultation of bachelor or master theses registered in the university system will also be counted towards the 192 hours at the rate of 30 hours per bachelor's or master's thesis, as well as the preparation of thesis reviews with a time limit 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 Doctoral 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 Doctoral 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 the CZU.

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

### III. Dissertation defence

The query for permission to defend must be submitted via the Contact Centre at least two months before the expiry of the standard period of study. In this query the candidate shall submit:

1) A list of publications indicating the applicant's contribution to the article (description of activities on the article and scope expressed in %). 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 FZP CZU Prague Doctoral 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 (Jimp)<sup>1</sup>. 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 (JSC) 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 three months 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 Science and Research office at least one month before the dissertation defence date.

In addition to the thesis type dissertation, whose usual 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 1, it is also possible to submit a dissertation for defence in the form of a commented set of published articles. Both types of dissertations are recommended to be submitted in B5 booklet format, with the chapters describing the research itself forming separately publishable outputs. The template is available on the faculty website.

#### 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. The PhD student must be specified as the first 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 Doctoral Board can approve an exception and the PhD student may be the first author in just this one article. However, the obligation of at least three publications remains.

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<sup>1</sup>The 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 is highly recommended to publish in Q1 and Q2 journals (using AIS) as this supports the intended FZP research performance.

A commented set of articles always consists of at least the following three main chapters:

- 1) The introduction (the introduction aims to introduce the reader to the subject and provide the necessary theoretical background to the topic, the length of the introduction is at least 10 pages of text in B5 format, standard font size 11-12p.
- 2) The real work (at least three publications published or accepted for publication in a Web of Knowledge database journal with an assigned IF).
- 3) The commentary on articles (the commentary is intended to logically link the individual articles, discuss the published results with other scientific sources and formulate conclusions based on the attached papers. The expected length of the commentary is at least 10 pages of text in B5 format, standard font size 11-12p.

#### **IV. Registration of publications**

Students in the PhD Study Programmes of FZP 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 FZP CZU Prague are obliged to specify their address (or their second address) as FZP 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. The verification of eligibility to continue studies applies to students who will be enrolled in the 2024/2025 academic year

This regulation comes into force on June 26, 2024, and repeals the Dean's Regulation No. 7/2023.

In Prague on June 26, 2024

prof. RNDr. Michael Komárek, Ph.D.  
Dean of FZP CZU Prague