

Dean's Regulation No. 2/2026

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

I. Academic year schedule

Academic year starts on September 1 and finishes on August 31 following year. For the purposes of recording study progress and checking fulfilment of requirements for advancement to higher years, the academic year is divided into individual semesters as follows:

- Winter semester of the relevant academic year lasts from September 1 to December 31
- Summer semester of the relevant academic year lasts from January 1 to August 31

II. 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 six months of enrolment:

- completed attendance record in WorkIS approved by the supervisor
- an individual study plan approved by the supervisor submitted within one month of enrolment in the study
- 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 nearest meeting.

III. Conditions for advancement to another year of study:

In each year of study, PhD students are obliged to fulfil specified obligations based on performed examinations, publishing activity and other obligations in PhD Study Programmes.

During their studies, doctoral students are required to actively present their results at a minimum of two conferences, one of which may be a student conference (e.g., Kostecké inspirování) or a departmental conference. At least one of the conferences must be an international scientific conference. A contribution or abstract in the proceedings or a presentation or poster at the contact centre UIS must be submitted as proof.

Part of the full-time study program is teaching practice, comprising a minimum of 192 teaching hours in total during the study period. This requirement is based on Article 8, paragraph 6 of the Study and Exam Rules for study of the Czech University of Life Sciences in Prague. This dean's regulation defines the activities that count towards teaching practice. Official consultations on bachelor's or diploma theses recorded in the university system will also be counted towards the 192 hours, at a rate of 30 hours per bachelor's or diploma thesis, as well as the preparation of opponent reviews of bachelor's and diploma theses, at a rate of five hours per review. Teaching practice is voluntary for students in the combined form of doctoral study.

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.

Individual obligations relate to the given year of study, which is defined as a period of twelve months from the start of the relevant year, and are specified below. The fulfilment of obligations for a given year is checked and evaluated by the relevant Doctoral board after the end of this period, usually at its next meeting; the Doctoral board meets at least twice during the relevant academic year.

Requirements for advancing to the second year of PhD study

- An individual study plan approved by the supervisor submitted within one month of enrolment in the study.
- Passed exam of at least one special subject or Academic English.
- Completed at least one Soft Skill course
- Completed attendance record in WorkIS approved by the supervisor.
- Submitted dissertation methodology approved by the supervisor within 12 months of enrolment in the study (electronically in the Contact centre UIS).
- Submitted literary research approved by the supervisor on the topic of the dissertation within 12 months of enrolment in the study in accordance with Dean's Regulation No. 4/2026 (electronically in the Contact centre UIS).

Requirements for advancing to the third year of PhD study

- Passed all relevant special subjects, and Soft Skills courses (hereafter as SSC). Proof of passing the exam or participation in the course must be submitted via the Contact centre UIS.
 - Special subjects and the Academic English exam
 - Didactic and Presentation Skills exam - SSC (mandatory for full-time students; record in UIS).
 - Statistical Methods course.
 - Academic Writing course – SSC (mandatory for full-time students).
 - Information Sources Processing – SSC (confirmed in the list provided by the SIC/Library).
- Active participation in a conference (submission of an abstract, presentation, or poster at the Contact centre UIS).
- Confirmation from the supervisor that it is feasible to submit a first-authored scientific article for publication in a Jimp journal as defined in the RIV M17+, M25+ Methodology (confirmation via the Contact centre UIS).

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Requirements for advancing to the fourth year of PhD study

- Active participation in the second conference (documenting the abstract, presentation or poster in the Contact centre UIS).
- 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.
- First-authored article in a scientific periodical Jimp according to the definition of the RIV M17+, M25+ Methodology published or accepted for publication (PDF of paper submitted in the Contact centre UIS).

Conditions for continuing studies after the standard period of study has expired and for using the maximum period of study:

- Completion of all study requirements, except for publication results leading to the defence of the dissertation.
- Submission of an application to the Contact centre UIS approved by the supervisor and head of the training workplace no later than one month before the end of the standard period of study. The dean decides on the continuation of studies after the end of the standard period of study.

Conditions necessary for the successful completion of studies by the end of the standard or maximum period of study

- Completed teaching practise
- Passing the state doctoral examination for students who enrolled before March 1, 2025
- Achieving a minimum of 240 credits for PhD study requirements, as determined by the relevant Doctoral board. The number of credits for individual doctoral student requirements is governed by Rector's regulation No. 5/2025 Credit System for Doctoral Study Programs at CZU

IV. Dissertation defence

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

1) A list of published papers indicating the applicant's contribution to the result (description of activities on the result and scope expressed in %). These results must be thematically related to the dissertation and must be recorded in the CZU Prague information system (CV application). 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.

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.

V. Dissertation format:

The dissertation can be submitted either in the form of a monograph or as a commented set of published articles. The requirements for each form of thesis are listed below.

Dissertation in the form of a monograph:

A dissertation in the form of a monograph must be at least 100 pages long (B5 format, standard font size 11-12) and usually has the following structure:

- An overview of the current state of the issue that is the subject of the dissertation and the professional literature dealing with the issues under investigation
- The objectives of the dissertation
- The chosen methods of processing
- Results of the dissertation, including new findings
- Discussion of the results and their comparison with the professional literature
- Conclusions and recommendations for the practical application of the findings or for the further development of the field of study
- List of references

Dissertation in the form of a commented set of published articles:

A dissertation prepared as a commented set of articles must contain at least three results meeting the following conditions:

1. An article published or accepted for publication in a journal in the Web of Science database with a non-zero Impact Factor index (hereinafter referred to as IF), where the student must be the first author in the group of authors. This condition is also fulfilled by the first author result in the RUV database.
2. An article published or accepted for publication in a journal indexed in the Web of Science database with a non-zero IF, where the student may be listed anywhere in the list of authors.
3. An article submitted for publication in a journal indexed in the Web of Science database with a non-zero IF, where the student must be the first author.

One of conditions 2 and 3 may also be fulfilled by a functional prototype of technical equipment, a patent application for an invention, a certified methodology, software or technical documentation created during research, development or innovation activities, or another application-based result of research, development or innovation. The same conditions as above apply to the author's ranking (i.e., the first author's publication can only be replaced by the co-author's result). If condition 1 is fulfilled by the first author's impacted article, one of the conditions 2 and 3 can also be fulfilled by a result in the RUV database.

In exceptional cases (e.g., when publishing in a prestigious journal with a Nature index as the first author), the Doctoral board may approve an exception, and the doctoral student may be the first author only on this article. However, the requirement of at least three publications remains.

A commented set of published 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 results defined above).
- 3) The commentary on articles (the commentary is intended to logically link the individual results, discuss them 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).

Both types of dissertations are required to be submitted in B5 brochure format; the template is available on the FZP faculty intranet. The language of the dissertation is Czech or English.

VI. Registration of publications

Students of 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.

VII. 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 – Suchbát, 165 00, Czech Republic, or Czechia.

VIII. Transitional provisions

For PhD students who began their studies before March 1, 2025 in a combined/part-time form, an internship abroad is voluntary.

Students who enrolled before the 2025/2026 academic year and have already completed and registered two conference contributions in the e-index, at least one of which is for active participation in an international conference, are considered to have fulfilled the international conference requirement.

This regulation comes into force on January 15, 2026 and repeals the Dean's Regulation No. 3/2024.

In Prague on January 15, 2026

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