

*Doc. Ing. Jan Janoušek, PhD  
Chairman of the Academic Senate of the Czech Technical University in Prague*

*The Academic Senate of the Faculty of Biomedical Engineering pursuant to § 27 (1) b) and § 33 (2) e) f) of the act N. 111/1998 Sb. On Universities and on amendment of other acts (further only as the “act”) agreed on the following Rules of doctoral degree studies at the Faculty of Biomedical Engineering of the CTU:*

## **Rules of the doctoral degree studies at FBME CTU**

### Article 1. Preliminary provisions

1. Studies at CTU – Faculty of Biomedical Engineering ( further only as the FBME) is implemented in accredited doctoral degree study programs in the full time or combined forms which are listed on the official board (úřední deska) (see <http://www.fbmi.cvut.cz/fakulta/uredni-deska>).
2. The conditions of the studies are governed by the act N. 111/1998 Sb. on Universities , as amended, and the internal regulations of the CTU namely by:
  - Status of CTU in Prague
  - Study and examination rules for students of the CTU in Prague (further only as the SER of CTU),
  - Disciplinary rules for CTU students,
  - Scholarship rules of the CTU in Prague,

and by these Rules of doctoral studies at FBME CTU which stipulate, pursuant to art. 20 of SER CTU, the details of studies in accredited doctoral degree study programmes at FBME CTU.

### Article 2. Branch board

1. SER of CTU, namely article 21, governs the activities of the branch board (further only as the BB). Study at FBME is managed by the branch board of the study program, which at FBME simultaneously fulfills all the tasks of the branch board of the study branch (in compliance with art. 21, (2) SER CTU).
2. The chairperson of the BB can carry out activities and decisions of the BB after having discussed them with members of the BB, pursuant to art. 21 (7) a) to e) of SER CTU. Even electronic voting (pursuant to SER art. 21, (8)) can be used in the decision making process. A written record of the decision making process is made.

### Article 3. Supervisor and supervisor - specialist

1. The role of the supervisor and supervisor specialist, their rights and obligations are set in SER CTU art. 23 and 24.
2. The supervisor continuously checks whether the Individual study plan (ISP) is being fulfilled (art.23 (9) SER). At the end of each semester, s/he submits the evaluation of the student in a written form on the prescribed form “Výsledky zkoušek a pravidelné semestrální hodnocení doktoranda” (“Results of the exams and regular semestral evaluation of the PhD student”) to the head of the training institution and after its approval to the chairperson of the BB. The written evaluation is filed in the personal file of the student at the relevant doctoral study department.

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#### Article 4. Admission Procedure

1. The CTU Status governs the conditions of the admission procedure.
2. The head of the training institution guarantees that the listed topics of the dissertation theses (pursuant to art.23 of CTU SER (3)), proposed by the head of the training institution in cooperation with the supervisor and approved by the BB, fall within the research profile of the training institution. They are usually connected with the research grants solved or planned by the training institution.
3. The supervisor is invited to the admission procedure of those applicants, who are admitted for the topics of the dissertation theses proposed by him/her. Pursuant to art.23 (3) of CTU SER the supervisor has the veto right during the admission procedure while deciding if the applicants will be admitted for the topics proposed by him/her.
4. Within the admission procedure, the applicant is obliged to state whether he/she has already studied a doctoral degree study program, where, which branch and when, if this fact cannot be found in the register of students.

#### Article 5. Enrolment to studies and termination of studies

1. The enrolment procedure follows art. 22, (1) and (4) of SER CTU.
2. The enrolment to the first year takes place at a department for doctoral degree studies on the dates stated in the decision on admission.
3. Students of the full time and combined forms must appear for the enrolment to the higher year at the department for doctoral degree studies on the set dates.
4. If the student fails to appear for the enrolment, the procedure follows art. 22, (4) of SER CTU.
5. Doctoral degree studies are completed :
  1. By a due defense of the dissertation thesis (art. 34, ( 2 ) of SER CTU),
  2. By an application of the student to terminate the studies (art. 34, ( 7a) of SER CTU)
  3. In case of failure to fulfil the study obligations (art. 34, ( 7b) of SER CTU), namely in the following cases:
    - a. failure to fulfil the ISP pursuant to art. 6 which is ascertained during the regular semestral check of the ISP pursuant to art. 6, ( 3 and 4)
    - b. failure to defend the discussion over the topic on a set date,
    - c. exceeding the maximal length of the studies,
    - d. if the PhD student fails to submit the dissertation thesis within 7 years from the commencement of the studies,
    - e. failure to enrol into each year,
    - f. if the student does not have a prepared and approved ISP within 2 months from the commencement of the studies; this point does not apply if the reasons for failure to prepare it were provably caused by the supervisor or the training institution,
  4. By expulsion from the studies due to a disciplinary transgression pursuant to act (§ 65 (1) c) or § 67) – i.e. when the decision on expulsion from the studies gained legal force (art. 34, (7e) SER CTU).

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5. In case of revocation or extinguishment of the study program (art 34, (7c and 7d) of SER CTU).

#### Article 6. Individual study plan, its changes and checks

1. While working with the Individual study plan (ISP) the procedures pursuant to art. 26 of SER CTU apply.
2. If the ISP is not prepared within the timelimit set in art. 26 (1), the doctoral degree study department shall call upon the the supervisor and the Phd student in writing to submit the ISP within two months from the commencement of the studies. In case of failure to keep this prolonged timelimit the procedure pursuant to art. 5, (5), point 3f applies.
3. The full time students must have pedagogical practice of 4 lessons per week in the average pursuant to art 26 (4) of SER CTU. FBME prefers if they teach subjects connected with the studied field.
4. (a) By the end of the second semester of the studies the student must pass an exam from at least 2 professional subjects.  
(b) By the end of the study block the student must pass the exams from selected subjects, an exam from the English language, he/she must write a study to the discussion and must have passed the discussion over the dissertation thesis.  
(c) If the accreditation file of the given study program does not stipulte otherwise, the student must have at least two publications connected with the topic of the PhD thesis by the date of submission of the dissertation thesis in a renowned peer reviewed journal. One must be printed, the other one can be accepted for print and in case of more authors, and the contribution of the student must be clearly stated.
5. The English language exam can be replaced by a proof of having reached the C 1 level according to the European Framework of Reference. The official converter between the passed test and the European Framework of Reference applies in order to determine the level.
6. The exam from the English language can be replaced by drafting a written scientific discussion to the dissertation thesis, which will then be discussed in English language. If English is a mother tongue of the student, a *certificate of competence* pursuant to art. 27 (2) OF SER of the CTU replaces the exam from the English language.
7. Studied subjects are selected from the list of subjects in the Study plan of the doctoral study in compliance with the rules set in the accreditation of the study program and with respect to the topic of the dissertation thesis. Subjects opened as doctoral subjects at another CTU faculty or at a different university can be applied to (pursuant to art.27 (5) SER CTU) according to the data in the valid accreditation of the particular study program. Up to two subjects from the master study program in a given branch accredited at FBME can be exceptionally accepted as the compulsory professional subjects if the PhD student has substantial gaps in knowledge of that particular field in which this subject is taught and the PhD student has not passed it in the master study program (in compliance with art.27 (5)).
8. Studied subjects must differ from the subjects, which the student passed in bachelor or master study program.
9. In case of recognition of exams from previous studies, the procedure follows art.31 of SER CTU on recognition of subjects. The recognition is carried out by the Dean based on a proposal from the

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supervisor and recommendation from the chairman of the Branch Board taking into consideration the content, extent and manner of termination and the time which has passed from their passing.

10. The results of the exams and fulfilment of other obligations (art.27 (6) SER CTU) are recorded in the information systems by the tutor within seven days at the latest from passing the exam. In justified cases, (if the tutor is an extern etc.) the result shall be recorded into the information system by the employee of the department for doctoral degree studies based on written information of the relevant tutor. The tutor is obliged to pass this information 7 days at the latest from passing the exam.
11. The supervisor shall check the fulfillment of the ISP at the end of each semester. The result of the check will be submitted on a prescribed form to the head of the training institution after having been approved by the doctoral degree study department. The Dean, based on the proposal of the Vice Dean for research and international relations, shall take this evaluation into consideration while determining the scholarship for the following period. Failure to fulfil the ISP can lead to termination of studies pursuant to sec. 5 (5). In case of students who have already passed the final PhD state examination, the supervisor does not have to submit the ISP in writing for a check each semester.

#### Article 7. Written scientific discussion

1. Study to the discussion is a written preparation for the dissertation thesis. The subject matter of the study shall be:

- the summary of the state of the art of the topic of the dissertation thesis
- current results concerning the topic of the dissertation thesis by the student ( can be replaced by the set of publications of the student)
- proposal of further procedure in preparation of the dissertation thesis

2. The student shall submit two bound copies of the scientific discussion to the doctoral degree study department within 4 weeks at the latest prior to the termination of the study block after having agreed with the supervisor and the head of the supervising department. The chairperson of the Branch Board shall set the place and time of the scientific discussion at least two weeks in advance based upon the proposal of the head of the training institution in compliance with art.7 (1) . The doctoral degree study department shall invite the PhD student there.

3. The head of the training institution will appoint one or two reviewers for the scientific discussion. The reviewer must be a specialist in the relevant field who holds at least a PhD or CSc degree. At least one of the reviewers must not be from the training institution. The PhD student must be acquainted with the reviewer's (reviewers') and supervisor's evaluation at the latest two days before the discussion takes place.

4. For every scientific discussion, the chairperson of the branch board appoints the members of the examination board. The members of examination board are: supervisor, head of training institution and chairman of the branch board or any other member of a specialist board appointed by the chairman (art.27 (10) of Study rules of CTU) The supervisor and reviewer, (reviewers) are members of the board with a right to vote but they cannot chair the board.

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5. The board is quorate if over one half of its members are present, at least 3 members. The board passes a resolution on the results of the scientific discussion by majority of votes according to art.6 of these rules. If there is a disagreement concerning the results of the study, the boards decides on the reasons of this disagreement. The board decides by majority of votes on the grade of the English exam in case this exam is passed in the form of a scientific discussion and its defence in English. In case of equality of votes, the chairperson of the board makes the final decision.

6. The result of the scientific discussion may be one of the following possibilities:

- consent with conclusions of the study and thus agreement to continue the studies
- disagreement with the results or conclusions - student will rewrite the study and submit it again within a time limit set by the chairman of the branch board, at the latest 3 months from the unsuccessful discussion
- disagreement with the results and finding such serious flaws in the study that it is not probable that the student could successfully complete the postdoctoral studies; the Dean will terminate the studies

7. A report is made from the scientific discussion, which is signed by the chairperson of the branch board as well as all the present members. The chairperson will ensure that this report as well as reviewers' evaluations is delivered to the department for doctoral studies at the latest on 7 th day after the discussion took place.

#### Article 8.

##### Prolongation and discontinuation of study; transfer from full time to combined form

1. When prolonging or discontinuing studies and in case of a change of the form of studies, the procedure is governed by Study Rules of CTU, namely art.3 par.7, art.19, art.22, art.26.
2. The student will ask the Dean for prolongation and discontinuation of the studies in full time form as well as in combined form, in case of prolongation the student will do so before the originally planned term of completion. The student will state his or her reasons, the supervisor, and the head of training center will provide their opinions. Modified individual study plan that was approved by the chairpersons of Branch Board must be supplemented.
3. Pursuant to § 54 (2) on Act on Universities, the postgraduate student does not have a status of a student at the time of discontinuation of studies.
4. The condition of transfer from full time to combined form of studies is fulfilling all the study duties resulting from Individual study plan.

#### Article 9. State doctoral exam

1. State doctoral exam is governed by art. 29 of Study Rules of CTU.
2. Application for state doctoral exam is handed in to the department for doctoral degree studies on a prescribed form.

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#### Article 10. Defense of the dissertation thesis

1. Writing a dissertation thesis is governed by art.28 of SER CVUT, its defense by art. 30 of the Study rules of CTU.
2. In order to commence the procedures of defending the PhD thesis, the PhD student will provide the following materials to the department for doctoral studies:
  - a. Written application for approval of the defense on an appropriate form
  - b. The dissertation thesis in printed form in 4 copies as well as in electronic form in PDF (in compliance with rules specified on web pages of FBME in the document “struktura – disertacni-prace.pdf(9)”)
  - c. Structured professional CV
  - d. Supervisor’s opinion stating if s/he recommends the thesis for defense
  - e. Propositions of the dissertation thesis in 20 copies (in accordance with rules stated on web pages of CVUT in the documents “struktura-teze-disertacni-prace-pdf”)
  - f. List of publications including copies of the publications including their citations, dividing the works related to subject of dissertation and others
  - g. Statutory declaration of the PhD student that s/he worked independently, properly cited the sources, literature, and explicit statement of his/her share on the submitted thesis.
  - h. Report from the department seminar concerning the dissertation thesis
  - i. Output from the Theses.cz system (plagiarism)
  - j. Declaration from the co-authors of the publications with explicit specification of the share of the PhD student signed by each co-author
  - k. Proposal of the head of the training institution or the supervisor of at least 4 reviewers of the dissertation thesis (to have the freedom of choice)
3. If the dissertation thesis or any other required materials do not comply with formal requirements, they are not accepted to further proceedings and are returned to the PhD student for rewriting or completing. In this case, the materials must be returned to the PhD student within 40 working days. From the first day of the month following the delivery of returned materials, a 3-month period to remove the deficiencies in the thesis commences to run. If the deficiencies are not removed within this period, the materials submitted later are regarded as another submission of the thesis.
4. A reviewer from abroad can participate, in exceptional and substantiated cases, in the defense over teleconference software, namely SKYPE, set in audio and visual mode. The justified cases are considered those defenses of the dissertation thesis when in case of a reviewer there are such obstacles, which prevent him/her to be physically present. In such a case, the procedure is governed by the following rules:
  - a. firstly, the identity of the reviewer must be verified in such a way that among the physically present members there is at least one person who will identify the reviewer who is present on SKYPE in the beginning of the discussion, based on personal

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acquaintance and visual / acoustic contact. The reviewer on SKYPE is then introduced to all members of the board.

b. during the defense the two directional video and acoustic contact with the reviewer on SKYPE must be arranged in such a way that the reviewer on SKYPE can hear and see at least the student who is making his presentation. The video, (visual and acoustic form) of the reviewer must be available to the student and members of the board.

c. in case of secret voting, the vote of SKYPE reviewer is not valid because it is not possible to arrange anonymous passage of the result of the vote thru SKYPE

d. in case of failure of the visual or acoustic signal, the remedy must be adopted so that the communication is fully-fledged again. In the opposite case, the procedures are applied in accordance with valid principles of Study rules of CVUT according to the same rules as in case when the physically present reviewer must leave the defense during its course and the reason is not caused by the reviewer but so called “Force Majeure”.

#### Article 11. Duties of students

The PhD student is a member of the academic community of the faculty and all rights and duties resulting from the act and internal rules of CTU and relevant form of study apply to him/her. Further, s/he is obliged:

1. In full time study: to be present at the training institution where they participate, according to instructions of supervisor and the head of training institution, in scientific work, carry out their pedagogical practice, get ready for obligatory exams and work on dissertation theses. At the same time, they participate in tuition for postgraduate students.

2. The PhD students must follow the administrative information board of FBME (see also <http://www.fbmi.cvut.cz>) as well as all the other information media of FBME (mainly school email, KOS etc.) and are obliged to follow the instructions stated there.

3. They must participate in basic training of Safety and protection of health at work and fire protection. They must participate in a briefing on rules of operation and be acquainted with potential risks in FBME laboratories.

4. To report any changes in personal data within 8 days, namely the change of the permanent address (or rather place residence) to the PhD department, if this address is used to serve documents and it is used as a basis for processing the accommodation scholarships.

#### Article 12. Fees for PhD studies

1. The student of the study program in a foreign language pays a fee set by the valid order of the rector.

2. Students also pay fees for extraordinary and above-standard administrative acts set by a valid order of the rector.

*Internal regulation of the Czech Technical University in Prague – Faculty of Biomedical Engineering has been approved by the Academic Senate of the Czech Technical University in Prague on 31.1.2018*

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#### Article 13. Obligatory forms

1. For the study in doctoral study programs at FBME CTU, it is obligatory to use the following forms:

- application form for doctoral studies
- results of exams and regular semestral evaluation of the PhD student
- application form for state doctoral exam
- application form to permit defense of dissertation thesis
- registration sheet

Samples of these forms on the FBME web pages and they are available at the PhD study department in documentary form.

2. Individual study plan is filled in in an electronic form into the Study information system.

3. Other applications will be submitted in a form of a letter addressed to the Dean of the faculty.

#### Article 15. Final provisions

1. The Academic Senate of CTU FBME approved these Rules of doctoral studies pursuant to sec.27 (1) b) of the act on 23.1.2018.

2. These rules become effective after the approval by the Academic Senate of the CTU on 31.1.2018.

3. The Rules of PhD studies at FBME CTU approved by the Academic Senate of the CTU on 9.12.2015 are hereby invalidated.

In Kladno on 31.1.2018

prof. MUDr. Ivan Dylevský, DrSc  
Dean of FBME, CTU

**NOTICE:**

*This English language translation is for informative purposes only. In the event of a dispute, the Czech language version prevails.*