

## How to become a supervisor

A proposal for the appointment of a supervisor is submitted by the relevant Subject-Area Board.

The proposal is approved by the FLD Scientific Council.

The supervisor is appointed by the Dean.

### When proposing the appointment of supervisors who are not associate professors or full professors, the procedure follows:

Methodological Guidelines for the Assessment of the Qualifications of Supervisors at FLD, CZU in Prague, who are not professors, associate professors, or other experts holding the academic degree of Doctor of Sciences (abbreviated as "DrSc.")

## How to become the supervisor of a specific student

1

**The supervisor is selected by the applicant in the application for study** – the decisive step is enrolment in the doctoral degree programme under the supervision of a specific supervisor. The decision is made and approved by the relevant Subject-Area Board.

2

**The supervisor may be changed up until the approval of the Individual Study Plan (ISP)** – when approving the ISP, the Subject-Area Board simultaneously approves the supervisor within the doctoral student's study.

3

**During the course of study, the Dean may change the supervisor** following discussion by the Subject-Area Board (the Board proposes the change, the Dean approves it).

# Supervisor at FLD

## List of supervisors

The list of supervisors is published in the public section of the website:

Supervisors are listed under the individual study programmes.



On a regular basis, at least once a year before the start of the admissions process, a supervisor may propose framework topics or thematic areas of dissertation thesis (DissT) to the Subject-Area Board, which then discusses them. These approved topics or thematic areas are published in the public section of the FLD website.

## Relevant legislation and regulations:



Act No. 111/1998  
Coll., Section 47



Study and Examination Regulations  
for Doctoral Degree Programmes at the  
Czech University of Life Sciences Prague



Dean's Directive  
No. 13/2025

## Who is a supervisor

A supervisor guides a doctoral student throughout the entire duration of their doctoral degree programme (DDP).

Supervisors are nominated by subject-area boards from among publication-active experts holding at least the degree of CSc. or Ph.D., or their equivalents, in particular professors, associate professors, or other experts holding the academic degree of Doctor of Sciences (abbreviated as DrSc. or DSc.). Supervisors are appointed and dismissed by the Dean following approval by the relevant Scientific Council. A supervisor may also be appointed from among employees of another legal entity engaged in educational activities and in scientific and research, development and innovation activities, or other creative activities.

# WHEN – WHERE – WHAT the supervisor does

## Before submitting the application:

Ideally, the applicant discusses the proposed topic with their potential supervisor. The designation of a supervisor is part of the application for study; at this stage, it represents only a proposal on the part of the applicant.

## After enrolment in the programme:

### Within 1 month

**ISP** – the supervisor cooperates with the student in preparing the ISP and subsequently takes part in its approval process in the UIS.

### Within 3 months

**Dissertation Methodology** – the supervisor ensures expert consultations during the preparation of the dissertation methodology and subsequently approves it in UIS – Contact Centre.

### Within 6 months

**The student must prepare the DissT assignment in UIS** – the supervisor is responsible for both its formal and academic correctness.

### Within 12 months

**Theoretical and methodological analysis of the DissT topic** – the supervisor ensures consultations and expert guidance during the preparation of this compulsory requirement and subsequently approves it in UIS – Contact Centre.

## On a monthly basis:

The supervisor reviews the student's activity records and issues a positive or negative opinion on this record in the WorkIS application (full-time students). The application is administered by the information system administrator.

## Each semester:

The supervisor discusses the fulfilment of the ISP with the student at least once during the semester.

## On an annual basis:

At least once a year, usually at the end of the academic year, the supervisor prepares an annual evaluation of the DSP student via UIS. After discussion at the supervisor's workplace and at a meeting of the relevant Subject-Area Board, the evaluation is submitted to the Dean.

**The supervisor's evaluation of the DSP student includes a proposal concerning the further course of study in the programme, in the form of:**

(i) to continue

(ii) to continue with a warning

(iii) to terminate the studies.

## On an ongoing basis:

**The supervisor discusses the preparation of the DissT** (provides methodological and academic guidance to the student)

### In accordance with the relevant FLD Dean's Directive:

*"The student is required to fulfil tasks related to their doctoral studies assigned by the supervisor or by the head of the department or workplace. These tasks must be consistent with the DissT preparation."*

**The supervisor communicates with the Subject-Area Board** (acting as an intermediary between the student and the Board, submits proposals to the Board or, where appropriate, to the head of the student's workplace). For example, the supervisor may propose a change to the DissT title, which may subsequently be approved by the Subject-Area Board.

### The supervisor ensures the student's involvement in:

**scientific activities** (such as data collection, data processing and analysis, interpretation of results, project activities and publication activities)

**teaching activities** (in accordance with the CZU Study and Examination Regulations, usually for a period of four semesters, with an average workload of four hours per week)

**at least one international scientific conference** – compliance with this requirement is confirmed by the supervisor, who may also determine the specific form of participation

**a foreign internship** – with a minimum duration of four weeks

### The supervisor provides an opinion (via UIS – Contact Centre) on:

changes to ISP

interruption of studies

changes in the form of study

applications to take the State Doctoral Examination

applications for the DissT defence

other requests

Decisions on these requests are made by the Dean.

## At the end of the studies:

Via the supervisor, the student submits the DissT to the Head of the Department or workplace and to the Subject-Area Board.

The supervisor may provide consultations to the Subject-Area Board on forming the committees for the State Doctoral Examination (SDE) and the DissT defence.

If the level of similarity between the DissT and texts by another author is greater than or equal to 15%, the supervisor is required to comment on this similarity.

The supervisor participates in SDE (but may not be a member of the examination committee and has no voting rights).

The supervisor participates in the DissT defence (but may not be a member of the defence committee and has no voting rights).