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**Rules and Requirements for Doctoral Study Programmes (DSP) at the FFWS**

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Article 1  
**Introductory Provisions**

(1) This Dean's Regulation is valid for the Faculty of Forestry and Wood Science (hereinafter FFWS) of the Czech University of Life Sciences in Prague (hereinafter CULS) and sets Rules and Requirements for Doctoral Study Programmes (hereinafter DSP) at FFWS.

(2) This Regulation is written mainly in accordance with Act No. 111/1998 Col., on universities, as amended, and Study and Examination Regulation for Doctoral Study Programmes at CULS Prague from 11 July 2018.

Article 2  
Rules and Regulations

**(1) Individual study plan (ISP)**

**Subjects defined by the respective Departmental Boards (DB):**

		Specialised subjects (minimum number of subjects 5)				Other obligatory subjects		
		Obligatory specialized subjects		Optional specialised subjects				
Programme	UIS code	Obligatory specialised subjects	Applied statistics*	Obligatory electives**	Optional subjects**	Methodology of research	Didactical and presentation skills***	English
FB	XBIOLE	Ethics in science	no	1	2	in the 1 <sup>st</sup> year	yes	yes
		Advanced Statistical Methods in Forest Biology						
FM	XHUPLEE	Forest Management	yes	-	2	in the 1 <sup>st</sup> year	yes	yes
		Forest Yield						
FPGM	XOCHMY4E	Integrated Pest Management	yes	-	2	in the 1 <sup>st</sup> year (exceptionally in the 2 <sup>nd</sup> year)	yes	yes
		Game Management						
SI	XPESLE4E	Forest Ecology	yes	-	2	in the 1 <sup>st</sup> year	yes	yes
		Silviculture						
WPFM	XZDTLHE	Forest Harvesting and Wood Transport	yes	-	2	in the 1 <sup>st</sup> year	yes	yes
		Wood processing						
EME	XREPODE4	Forestry and Wood Processing Industry Management	yes	1	2	in the 1 <sup>st</sup> year	yes	yes

\* if the student passes a similarly focused exam, taking the Applied Statistics exam is not required (in such a case, it is necessary to submit a written application to the S&R Department requiring Applied Statistics exam replacement with a similarly focused exam; the change must be approved by the S&R FFWS Dean)

\*\* defined by DB FFWS (presented on the FFWS / science & research website)

\*\*\* only for full-time study

- students choose the number of optional specialised subjects so that the total number of specialised subjects (including the "Applied statistics" subject in FM, FPGM, SI, WPFM, and EME programmes or "Advanced statistical methods in forest biology" subject in FB programme) that they study is at least five in each DSP programme
- optional specialised subjects must be related to the dissertation thesis topic (DisT)
- students usually take one specialised subject exam of the accredited doctoral study programme at another faculty of the CULS in Prague or another university; the name of the subject should be the same or with a similar specialized focus as the subjects set by DB FFWS
- the students may pass the specialized subject exams after submitting the dissertation thesis methodology, but not earlier than three months after enrolment

**Further obligations:**

- **individual study plan (ISP)** must be submitted **within 30 days of commencement of studies**; ISP is approved by a relevant DB (detailed information in the Study and Examination Regulation for DSP CULS studies currently in force)
- **the dissertation thesis methodology** must be submitted and signed by the supervisor **within three months of the beginning of studies**; it contains a current overview of the researched topic, established scientific hypotheses, objectives, detailed description of chosen methods, and time schedule. The DissT methodology is about five standard pages (SP) of specialised text, excluding references (detailed information in the Study and Examination Regulation for DSP CULS studies currently in force)
- **assignment of dissertation thesis** must be submitted **within three months of the beginning of studies**; it contains the title, objectives and hypotheses, methodology, recommended scope of work, key words, preliminary date of DissT defence, and a possible consultant
- preparing a **literary research** related to the topic of the dissertation thesis **by the end of the first year**. This research must be at least 20 standard pages (SP), excluding references. Students submit their literary research in printed form to the S&R Department, signed by the Head of Department and by the student. The students will be obliged to defend this research, during which the students will also defend their activity during the first year of doctoral study, in front of the committee; this will be composed of members of the Departmental Boards of individual FFWS study programmes. For this defence, the student must prepare a presentation which should mainly include:
  - a brief summary of the literary research focusing on evaluation of the results obtained from scientific studies on the topic in relation to the student's dissertation thesis
  - present fulfilment of ISP
  - a proposal of the current DissT methodology
  - present activities and fulfilment the DissT objectives
  - present outputs, including information on development of articles and journals where they will be sent, or further presentation of their own results (conferences, seminars, etc.)
  - foreign internships
  - other planned activities during doctoral studies

Each year, the exact date of the first-year student literary research defences and specific instructions about them are established by the S&R Dean, the Chairman and members of the committee, and members of the committee for these defences is chosen by FFWS Dean.

- **presenting the results of their work at least once in every study year** at a recognized expert forum, scientific conference, symposium, or seminar. Fulfilment is confirmed by a supervisor in a student annual evaluation. The supervisor may specify a particular form of presentation for the PhD student. In FPGM study programme, to pass the State Doctoral Examination (SDE) one must present at a minimum of two scientific conferences, with publication of the contribution in the proceedings or a journal

- **foreign internship** of a minimum four weeks; after Departmental Board approval, foreign internship may be replaced by active participation of a student in an international research project with results published or presented abroad (this obligation applies to students studying in both full-time and combined form of study)
- students must fulfil the study obligation of CULS doctoral study programme students according to Dean’s Directive on **Credit system of CULS doctoral study programmes**
- students are obliged to **fulfil tasks set by their supervisor or Head of Department**
- full-time students are obliged to keep **records of their activities** within doctoral studies and, as instructed by the S&R Department, submit these records to their supervisor, Head of Department and S&R Dean.

## (2) State Doctoral Examination (SDE)

### Subjects for the SDE:

Programme	2 subject areas	
	Obligatory ISP subjects	Specialisation subjects**
FB		3 – given by the DissT topic
FM	Forest Management	2 – given by the DissT topic (may not be a part of the ISP)
FPGM*	Integrated Pest Management Game Management	2 – given by the DissT topic
SI	Forest Ecology Silviculture	1 – given by the DissT topic
WPFM*	Forest Harvesting and Wood Transport Wood processing	2 – given by the DissT topic
EME	Forestry and Wood Processing Industry Management Economics of Forest Management/Economics of Wood Processing Enterprises	1 – given by the DissT topic

\*In FPGM and WPFM programmes, the students select only one subject from the offered compulsory subjects for the programme, with regard to the DissT topic. Then they select two specialized subjects.

\*\*Specialized subject does not have to be included in the student’s ISP

### Submission of the application for SDE

Students submit the application on a prescribed form at least 45 days before the end of a standard study period at the FFWS S&R Department. Subsequently, the S&R Department, the Chairman of the Departmental Board and the Dean follow the Study and Examination Regulation for DSP at CULS in Prague, as amended.

If a doctoral student does not submit the application for the SDE on time, he/she can apply for the interruption of studies. In the case of expiry of the period of possible interruption of studies, the doctoral study will be terminated (according to Study and Examination Regulation for DSP at CULS, as amended).

### (3) Publication activity and dissertation thesis (DissT)

In order to be admitted to the DissT defence, the student must fulfil the following minimum publication requirements:

- in a dissertation thesis, DSP students present scientific results which they obtained during their studies
- a dissertation thesis must contain original results in at least one publication published or accepted for publication in a Web of Knowledge journal with an assigned non-zero impact factor (IF) in the year of publication and one in the SCOPUS database journal with an assigned non-zero Scientific Journal Ranking Index (SJR) in the year of publication
- a publication in SCOPUS may be replaced by publication in a journal of Web of Knowledge database (FB only requires publication in a journal of Web of Knowledge database)
- the student must be in first place in the collective of authors

#### Requirements for published article acknowledgement:

- the article must **relate to the topic** of the dissertation thesis
- the publication must be **sent to the editor during the doctoral studies**
- the **affiliation** of the PhD student to its training institution, i.e. **FFWS CULS in Prague**, must be mentioned  
In an English version, a valid form of affiliation is set as follows: Czech University of Life Sciences Prague, Faculty of Forestry and Wood Sciences, Kamýcká 129, Praha 6 - Suchdol, 165 00, Czech Republic
- the publication must be **entered into the university system**  
in the case of an article "in print", the PhD student submits **the declaration of the journal editors** which must state that the manuscript successfully passed the opposition procedure, has been recommended for publication, stating also in which issue of the journal the article will be published. In the FPGM study programme, only one article accepted for publication is permitted

#### Specific requirements for DissT

- the minimum extent of the DissT is determined by the respective Departmental Board:

Programme	Minimum extent	Minimum number of quotations	Extra requirements
FB	100 SP	100	
FM	70 SP	70 (mostly foreign)	60% quotations must be included in scientific databases (e.g. WOS, SCOPUS)
FPGM	60 SP	100-200 (mostly foreign, 60% Scopus, WOS)	Required use of statistical methods, 60% quotations must be included in scientific databases (e.g. WOS, SCOPUS)
SI	70 SP	70	70% quotations must be included in scientific databases (e.g. WOS, SCOPUS)
WPFM	70 SP	70	
EME	70 SP	60	

- the minimum extent of the theses shown in the table applies solely to the expert text (not to table of contents, acknowledgement, title page, reference list, appendices, etc.)
- citations in Slovak are not considered foreign languages citations
- all citations must be from resources demonstrably studied by the applicant
- the DissT is submitted in the Czech language. Submitting proposals in other languages is possible only upon a filed application approved by the FFWS Dean. In programmes taught in English, they are submitted in the English language.

**The dissertation thesis may have the form of a commented set of published articles.** The set must contain at least three publications published or accepted to be published in a Web of Knowledge database journal with an assigned non-zero IF index in the year of publication or the SCOPUS database journal with an assigned SJR.

- a minimum of two publications must name the student in first place in the collective of authors; the third publication must name the student at least in second place in the collective of authors; any other publications may name the student in further places in the collective of authors
- a minimum of one publication naming the student in first place in the collective of authors is published in a Web of Knowledge database journal with an assigned non-zero IF index in the year of publication; these publications must relate to the DissT topic and must contain their results
- an obligatory part of the DissT is problem analysis, result synthesis, discussion, conclusions, and recommendations for practical application of the findings or further development of the respective field of science to the extent of a minimum of 30 SP

#### **Procedure for application to defend DissT**

After fulfilling all study requirements according to Rules and Regulations for the respective doctoral study programme at FFWS, according to the relevant regulation, as amended, and according to Study and Examination Regulation for DSP at CULS, as amended, doctoral students submit the following materials through their supervisor to the Chairman of the Departmental Board at least two months before the end of a standard study period or interruption of studies:

- a. three copies of DissT; each must contain the electronic version of DissT,
- b. a list of previously published works,
- c. offprints of published works,
- d. professional CV.

The Chairman of the Departmental Board, together with the Head of the Department where the doctoral student worked on his/her thesis, sets the date of the dissertation thesis defence at the Department. The thesis must be discussed and defended at the Department as soon as possible, usually within 10 days of submitting the above-mentioned materials. A report is made from the discussion, which forms part of the doctoral student's application for defence of the dissertation thesis before the Dissertation Defence Committee (according to Study and Examination Regulation for DSP at CULS, as amended). If the result of the discussion is a recommendation to rework the doctoral thesis and less than two months remain until the end of the standard period of study, the student may ask for interruption of studies for an absolutely necessary time, but within the maximum allowed by the Study and Examination Regulation for DSP at CULS in Prague currently in force.

If a student wishes to interrupt the studies, he/she must submit the application for interruption of studies in good time so that the study is legally suspended 45 days before the end of the standard period of study.

After a successful discussion of the thesis at the Department, the doctoral student submits an application for dissertation thesis defence to the FFWS Dean through the FFWS S&R Department. The application includes the above-mentioned requisites, including a record of the discussion of the thesis at the Department. The student submits the application at least 45 days before the end of a standard study period. An electronic form of the dissertation is saved in the CULS information system (IS) for purposes of plagiarism control.

After oral agreement from the Chairman of the Departmental Board and the Dean, the Chairman of the Departmental Board proposes the committee members, the date of the defence, and opponents of the dissertation thesis, all according to the Study and Examination Regulation for DSP at CULS, as amended. The Chairman of the Departmental Board submits the proposal to the members of the Departmental Board for approval, which can be done per rollam.

The Departmental Board adopts a resolution according to the Rules of Procedure of Departmental Boards of CULS Doctoral Study Programmes (Dean's Directive) currently in force. The Chairman of the Departmental Board submits the proposal approved by the Departmental Board to the Dean through the FFWS S&R department a minimum of five weeks before the defence. Subsequently, the Dean appoints members and the Chairman of the Dissertation Defence Committee.

Immediately after the Dean's approval of the committee proposal, the FFWS S&R department sends appointment decrees and an invitation with a date and place of the DissT defence to the members of the committee and the opponents. It also sends one copy of the dissertation thesis to each opponent, requesting an opinion within four weeks of the date of sending the application.

#### Overview of dates for a doctoral student

	Date
Submitting DissT and all the requisites to the DB Chairman	Minimum two months before the end of a standard study period or interruption of studies
Saving DissT into CULS IS	Immediately after successful defence at the Department
Submitting the application to defend DissT (including requisites) to FFWS S&R Department	At least 45 days before the end of a standard study period or interruption of studies

## Overview of dates for the DB Chairman

	Date
Discussing DissT at the Department	Within ten days of submitting DissT
Discussing the date of the defence, committee members and opponents of dissertation thesis with the FFWS Dean	Immediately after successful defence at the Department
Submitting the proposal of the date of the defence, committee members and opponents of dissertation thesis to DB members for approval	Immediately after discussion with the Dean
Submitting the proposal approved by DB to the Dean through FFWS S&R Department	Minimum of five weeks before the defence

### Article 3 Final Provisions

- (1) This regulation voids Dean's Regulation No. 3/2017.
- (2) This regulation applies to all students of doctoral study programmes enrolling in the FFWS from academic year 2018/2019. These students must also fulfil the conditions of Dean's Directive on Credit system of CULS doctoral study programmes, as amended.
- (3) DSP students who enrolled in the study prior to the validity of this Dean's Regulation are subject to the requirements for ISP, required publication activity, and specific requirements for DissT according to the Regulation in force at the time of the student's enrolment to studies, i.e. No. 3/2017, 6/2016, or 4/2013. SDE subjects, procedure for application for SDE, and procedure for application to defend DissT are as of 1 October 2018, binding for all FFWS doctoral students. As of 1 October 2018, the students no longer have to submit the dissertation interim report at SDE.
- (4) Students who started their studies in the academic year 2016/2017 or earlier and do not have a foreign internship in their ISP, may, after agreement with the supervisor, add it to their individual study plan.

Prague, 1 October 2018

prof. Ing. Marek Turčáni, PhD.  
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