

Provision of the Dean No 62
on the Organisation of Study on the Doctoral Study
Programmes at the Faculty of Science, USB,
of 15 October 2013, in the wording of 12 March 2015.

(modifications are highlighted by underlining)

This provision arises from the valid wording of Act 111/1998 on Institutions of Higher Education and on additions and amendments to other acts (hereinafter Act) and from the Study and Examination Rules of University of South Bohemia in České Budějovice and specifies the conditions of study at FS USB. The rules affecting departments are valid for other organisational units of FS USB accordingly.

(1) The conditions for the **admission proceedings** into the doctoral study programmes for each following academic year are announced annually in January by a provision of the Dean on the faculty's web page. Applicants for the doctoral study programme are to have successfully completed a university Master's study programme. The application (a filled-in form Doctoral Study Application Form) including the required supplements are to be submitted in writing before the set date to the Department of Student Affairs of the faculty and must include the title of the study field and in some cases the name of the proposed supervisor. The forms of study are full-time or combined (while employed).

(2) The admission board is to have at least three members (4-5 members are usually proposed), at least one of which being a member of the specialist board. The chair of the admission board is usually the chair of the specialist board. At least three members of the admission board must be present at the entrance interview. The proposed supervisor is to be a member of the admission board without voting rights. The contents of the entrance interview are especially to be formed by an expert cross-examination to enable an assessment of the candidate's independent work to date, their predisposition to independent scientific and research activities, their planned dissertation thesis project, including communications with the proposed supervisor, and their knowledge of the field. Part of the examination may be a test of the candidate's language abilities. The admission board may recommend that the candidate should absolve up to five subjects in order to complement their knowledge from their studies so far and specialised subjects focused on the narrower interest of their dissertation thesis. (a list of specialist courses in each field of study is to be found at <http://www.prf.jcu.cz/studium/informace-pro-studenty-prf-ju/doktorske-studium/doktorandske-kurzy.html>). The board is to propose the supervisor and focus of the dissertation thesis in a protocol and further details whether an institution other than that to which accreditation for the given field of study is associated will share responsibility for ensuring the doctoral study, and state its proposal regarding which GAJU team project the student is to become part of. If it is required by the specific focus of the thesis, a supervisor-specialist (consultant) may be proposed (usually by the supervisor). If the proposed supervisor is not an employee of FS USB, a faculty's guarantor is proposed by the board. If more than one candidate put themselves forward for the admission procedure in the same study field, and there is a limited number of doctoral places on offer, the admission board is to propose in which order the candidates are to be accepted on the basis of the admission procedure. Admission to study is the decision of the Dean.

(3) The specialist board is responsible for the expert level of the given field of study. Guidance of a student on the doctoral level of study is the responsibility of the given supervisor, or in some cases the supervisor-specialist or faculty's guarantor. The supervisor may be a professor, associate professor, doctor of science, or any other expert approved by the scientific board of the faculty. If the proposed supervisor has not been habilitated or does not have the title of doctor of science, the specialist board is to submit to the scientific board of FS USB, in good time, a proposal for their placement among supervisors of the given field of doctoral study. The qualification requirements in such a case are the same as the faculty's requirements for a candidate for habilitation. The proposal form is to be found on the faculty web pages, [Věda/Vědecká rada/formulare.html](#). If the proposed supervisor has already been approved by the scientific board of the faculty for the supervision of doctoral students in another field of study, a sufficient precondition for their placement among supervisors of the given field of study is the submission of a written statement by the chair of the specialist board to the Dean before the nomination of supervisors. If the supervisor is not an employee of the FS USB, the partial responsibilities of the supervisor are assumed by the guarantor (particularly in duties of an administrative nature). At the proposal of the supervisor, on the basis of the student's annual assessment report, or at the student's request, the specialist board may propose to the Dean a change of supervisor. The supervisor may, in serious circumstances, give up his function. The Dean is then to nominate, at the proposal of the specialist board, a new supervisor. During study in the doctoral study programme, the student may request a change in the form of study in the doctoral study programme, and in the case of a student neglecting to properly fulfil their study duties, the specialist board may recommend a change in the form of study. The request is to be decided upon by the Dean according to the response of the specialist board. Similarly, the Dean is to decide upon requests to enter study in other doctoral study programmes and the conditions for such entry (the student's request must contain the agreement of the chair of the specialist board of the field to which the student requests entry; the decision of the Dean is to be passed on by the Department of Student Affairs to the chairman of the specialist board of the field to which the student requests entry).

(4) **Candidates accepted to study** are to subscribe for study by the set date. A precondition is a protocol from the admission procedure and the Dean's decision on admission to study. The standard period of study on the doctoral study programme is four years, the maximum study period on the full-time course is five years and, on the combined study course, six years. Periods of interruption in study (two years at maximum) and periods of maternal/parental leave are not included in the whole. After a period of interruption/leave the student is to enrol for study. If this is not done, study will be terminated.

(5) **No later than two months after the commencement of study** the student is to submit, via the Department of Student Affairs, a proposed '**Doctoral Study Plan**' to the specialist board (in paper as well as in electronic form; by filling in the form entitled 'Study Plan for the Doctoral Study Programme' and the required supplements), which has been drawn up on the proposal of the supervisor on the basis of the admission procedure. Part of the Plan is a list of courses recommended by the admission board in order to complement the student's knowledge gained from previous study (assuming such a list was proposed) and two to five specialised doctoral courses (arising from the recommendation of the admission board; language courses and courses

listed in Paragraph 8 are not counted), and an overall time frame. The specialist board is to consider and approve the Plan, informing the student of its decision via the Department of Student Affairs no later than three months before the commencement of study, alternatively requiring the student to supplement it (the student must submit a supplemented Plan within thirty days of being informed of this requirement). The study plan approved by the specialist board is binding; its modification, by proposal of the supervisor, is possible only until the end of the third year of study, and subject to the approval of the specialist board.

(6) After the Plan is approved by the specialist board, the Dean is to nominate the supervisor, as well as the supervisor/specialist and faculty's guarantor, in the event of them being proposed by the specialist board.

(7)

The courses set by the Doctoral Study Plan and English courses are to be enrolled for according to the periodicity of the courses and the time frame of the study plan in order that they are completed within the standard period of time. In certain justified cases, submitted in writing, the vice-dean may allow the striking off of a course enrolled for; this does not, however, absolve the student of the responsibility of completing the given course within the standard period of study if the course is part of the study plan or belongs to obligatory doctoral courses (see Paragraph 8). If the student does not successfully complete a course (they receive the grade of 'fail' or do not receive the credit points for the course), they may enrol for it once more. It is, however, possible to re-enrol only once for a given course; a second failure in the same course is to result in the termination of study. For the Final Examination in English, there are special rules given by the appropriate provision of the vice-deans. Students from countries in which English is the official language may request the head of the language department to waive the requirement to sit the Final Examination in English. The period of validity for examinations within one study period is not restricted. In the event of the student repeating study, the Dean may recognise the results of some previously completed examinations and credits (the student is to request the Dean's recognition of previously completed courses and attach the agreement of their guarantors, and in the case of a state doctoral examination, assuming that the study is in the same field, the response of the chair of the specialist board), on the condition that no more than two years have passed since the end of the previous doctoral study at USB (maternity or parental leave are not counted as part of this period). For enrolment to study and the closing of study credit books at the beginning and end of every academic year, the same regulations as for the Bachelor's and Master's programmes are valid. If the student has a justifiable reason for their inability to participate in enrolment (e.g. participation in a conference or a study stay abroad), they are to arrange a replacement date with the Department of Student Affairs in advance. Pre-enrolment for doctoral students is obligatory if students enrol in any course other than those listed in Paragraph 8. Doctoral students are to be informed of the dates for pre-enrolment, enrolment, and the submission of student credit books by means of a reminder in the form of an e-mail sent by the Department of Student Affairs of FS USB to the faculty's doctoral e-mail conference.

(8) Students on the doctoral study programme are also obliged to:

- carry out independent research, which the student enrolls for **every semester** of study as the subject ‘**Doktoral Practice/Doktorandská praxe** and the success of which is confirmed every semester by the supervisor via awarding of credits;
- **no later than in the second semester** of study, enrol for the subject ‘**Literature review/Literární rešerše**’. This literature review represents an overview of the current knowledge on the theme of the doctoral dissertation work based on the available literature including critical analysis and synthesis of this information; the minimum required range of the research is set by the specialist board, and the student is informed of this either during the admission process or via the website of the given department. The student is to submit the review both in electronic form and in writing, the latter approved (signed) by the supervisor, to the Department of Student Affairs, which is to pass it on to the specialist board for assessment. If necessary, the specialist board may require the student to supplement or modify the review. The credit for the fulfilment of the subject of ‘**Literature review**’ is awarded by the chair of the specialist board as an expression of agreement on the quality of the review (it is recommended to submit the review at least one month before the end of the second semester in order for the board to have time to read the review and for the student to have time to supplement or modify the review if so requested). In the event of failure of the subject, the student is to enrol for the subject once more in the following semester (full-time students in such a case are to receive a lower scholarship until they gain the credit, see the Provision of the Dean on the Level of Scholarship for Students on the Doctoral Study Programmes);
- **annually** present their results and information on the progress made on their thesis at a seminar of the department or workplace of the Czech Academy of Sciences sharing support of study approved by the specialist board; in the first year of study the student is to present a lecture giving a critical analysis of the theme of their dissertation proposing methods and a time frame for the work. The credit points for fulfilment of the subject Doctoral Seminar is awarded by the chair of specialist board.
- submit **an annual report on the progress** made in their study on a given form to the Department of Student Affairs **every year by the 31st of October** in both electronic form, in pdf or rtf file format, and printed out and approved by their supervisor and with the signatures of their teaching supervisors confirming their teaching practice. The student is to detail the fulfilment of their duties and briefly describe the progress made in their scientific work. They are to include in particular; courses absolved, teaching activities (the total number of hours taught on a course is to be confirmed by the signature of the guarantor of the course; leadership of the work of students of lower levels of study is to be assessed by the supervisor; other work for the faculty is to be assessed by the employee of the faculty acting as guarantee for the given activity), presentations of their results at conferences, presentations at seminars, publication of the results of their work in progress on their dissertation, completion of a work stay abroad (stating the length of the stay and the name of the relevant institution), and other significant matters. All students studying uninterruptedly for longer than three months leading up to 31st of October have the obligation to submit the annual report within the given year. Students interrupting their study more than four or five months after submitting their last annual

report are to submit a Partial Report on the fulfilment of their duties in that period to the Department of Student Affairs (on a given form).

- **perform teaching activities, a total of at least 42 hours within the standard period of study** (i.e. by the end of the 4th year of study); The obligation to perform teaching activities applies only to students in the full-time form of study on Czech study programmes. The following in particular are considered to be teaching activities (a) participation in leadership of a course at USB – leadership of laboratory training and practice, lecturing on topics assigned by the course guarantor (the actual number of taught hours may be increased by 50% at maximum on the condition that such preparation was in reality conducted). (b) supervision of a Bachelor's thesis as supervisor – the doctoral student must be registered in STAG as the supervisor of the given thesis (a maximum of 20 hours per semester for supervision of Bachelor's thesis is to be counted). (c) active participation in the provision of field trips and field practice (the only hours to be counted are those which the student spent in explanation and demonstration, increased by 50% at maximum on the condition that such preparation was in reality conducted) Further (d) review of Bachelor's theses (6 -8 hours per individual Bachelor's thesis) or SGA project (1 hour for the review of a project), (e) supervision of an 'SOČ' project – the doctoral student must be registered as the supervisor of the project (a maximum of 15 hours for each SOČ project are to be counted) and (f) expert explanation at a meeting of the field Olympics, at selection events for talented high school students (A Week with Contemporary Biology, MOLBIB etc.) or at Open Day at the FS USB or Institute of the AS CR, which shares the supervision of the student's dissertation. The number of hours counted for activity (f) is not to exceed 1/3 of the total of 42 hours. An hour of teaching activity is considered to be 45 minutes of actual teaching or 60 minutes of other activities; the student is to obtain a confirmation of their teaching activity from the course guarantor; these documents are to be submitted along with, or as a part of, the annual report to the Department of Student Affairs for filing. Confirmation from the teaching supervisor may be substituted by the signature of the head of department (in the case of supervising and reviewing Bachelor's theses), the supervisor (in the case of SOČ projects), vice-dean for science (in the case of reviewing SGA projects) or the employee of the faculty acting as guarantor for the given activity (ad f);
- present their results at an international conference (where the language of communication is English or, with the approval of the specialist board, another world language), enrolled for as the study subject '**Presentation at an International Conference**', at least **once within the standard period of study**; the credit points for fulfilment are awarded by the vice-dean, (after the student has submitted a copy of the poster or a copy from the book of abstracts), the student may apply for a financial contribution from the faculty towards participation at the conference (primarily via the GAJU projects).
- complete a study stay at a renowned scientific institution abroad – the recommended over-all length of study is three months. It is permitted to do this by absolving a number of individual stays, each of a length of no less than 2 weeks. The student is, according to the length of the stay, to enrol on the course entitled '**Study Stay Abroad for Doctoral Students I, II, or III.**' (for stays of a length of 2 to 4 weeks, 1 to 3 months, or more than

3 months); it is possible to recognise as a stay a residential field trip spent with an important foreign scientist, during which the student has learnt new field methods, and the relevant methods of sample and data processing. The credit points are awarded by the vice-dean after the submission of confirmation by the visited place or person including the length and character of the stay. The student may apply for a financial contribution from the faculty towards a study stay taking place within their standard period of study (primarily via the GAJU projects).

- **publish** at least part of the results of their doctoral dissertation (this is understood as being at the least a verifiable confirmation of acceptance for a manuscript from the editorship of a scientific journal etc.) The requirements for publication are listed below (Paragraph 13).

Students on the combined form of study and students studying on the programme in English have the same obligations as students on the full-time form of study with the exception of teaching activity. Students transferring from the combined to the full-time form of study are to have fulfilled a proportional part of their obligatory teaching practice. The specialist board may, as an exception, permit a student to fulfil certain obligations in a limited extent (e.g. a shorter study stay abroad than the recommended three months); the student is to apply for such permission to the specialist board, via the Department of Student Affairs, in writing stating the reason and the view of the supervisor. After considering the application, the specialist board are to inform the student of their decision via the Department of Student Affairs (the permission or rejection of the requested exception is archived by the Department of Student Affairs).

(9) Students on the full-time form of study may be awarded a basic **scholarship** within the standard period of study, the amount of which is linked to the fulfilment of study obligations and is set by the Provision of the Dean on the Setting of Scholarship for Doctoral Students. The raising of a scholarship by the Dean after the fulfilment of set conditions is to be requested by the student's supervisor via the Department of Student Affairs (the request form is to be found on the faculty's webpage under Documents/Forms/For Employees).

(10) Non-fulfilment of obligations is to be penalized by a reduction in the scholarship (see the Provision of the Dean on the Amount of Scholarship); repeated non-fulfilment of obligations may form a reason for the termination of study.

(11) After the fulfilment of all the following obligations – teaching activity, completion of the subjects set by the Study Plan, the Final Examination in English, presentation of their results at an international conference – and before the end of the standard period of study – the student must enrol for the **state doctoral examination** (they submit the completed form entitled 'Application for the State Doctoral Examination' to the Department of Student Affairs). The state examination always precedes the defence of the dissertation.

(12) The specialist board proposes a board and the board's chair for the state doctoral examination. Only professors, associate professors, and specialist approved by the specialist board may be members of the state examination board. The state examination board is to be composed of 5 to 9 members. At least 2 members of the board are to be from institutions other

than FS USB. In the event of the specialist board proposing a board member who is a specialist without habilitation or the title of Doctor of Science, it is to submit the justification for this proposal in writing to the scientific board for approval. The supervisor and consultant may also be nominated as members of the board. On the basis of the instructions of the chair of the specialist board (or the chair of the examination board), the Department of Student Affairs informs the members of their nomination and the student (no later than three weeks before the examination) of the constitution of the examination board and the date and place the examination is to be conducted. The state doctoral examination is a full test of the student's knowledge, their ability to master detailed knowledge of the range of themes dealt with in their dissertation, as well as their wider context and the ability of the student to assess the information and make full use of it. No later than the beginning of the last year of the standard period of study (or, if the student decides to take their examinations earlier, at their request) the specialist board is to set the student the requirements and range of the state doctoral examination. The state examination in the Czech doctoral programmes is carried out in Czech; in the English study programme, in English. Other examination languages are possible only when the student has been informed of this fact a minimum of 2 weeks before the examination date and has given their written agreement. The proceedings of the state examination are public, as are the announcement of their results. The participation of at least five members of the board is essential. The result of the examination is decided upon by secret ballot. The examination is classified 'pass' or 'fail'. The classification of 'pass' is to be used only in the event of more than half of the present board members voting for it. In the event of a tied vote, the chair of the board is to have the casting vote. In all other cases the resulting classification is to be 'fail'. In the event of failure, it is possible to retake the state doctoral examination once no sooner than two months and no later than one year after the original date. In this event, at least half of the examination board must be changed. The student must enrol for the retake date within the given period and is then to proceed as in the case of the first examination. The retake of the state examination must proceed within one year of the end of the standard period of study (interruptions of study or maternal/paternal leave are not counted as part of this year).

(13) The **dissertation thesis** may be written in Czech or English, or in another language, if approved by the specialist board; a summary of the dissertation thesis is to be written in English. The dissertation thesis may be in the form of (a) a collection, with commentary, of at least three publications or papers of which the student is (co)author, or (b) manuscripts supplemented by publications arising from their work – with the former being the preferred form. In both cases the thesis must contain a unifying introduction (e.g. literature review) and a summary of results with conclusions containing an assessment of the impact of the thesis on the further development of the field. The minimum extent of these parts (excluding the reference list and legends accompanying figures and graphs) is 10 pages (18 000 characters) and is not to consist merely of a reproduction of the abstract or the conclusions of the individual publications. At least a part of the dissertation thesis must have been accepted for publication in a journal attaining in the previous five years an impact factor of at least 0.5. The candidate must be the main author of at least one of the published papers (or papers accepted for publication) forming a part of the dissertation thesis. If part of the dissertation thesis is formed by a published paper used as *rigorosum* thesis, the dissertation thesis must contain at least one more published paper of which the candidate is the main author and which fulfils the minimum requirement for the IF level of a journal for the doctoral thesis (i.e. an IF of at least 0.5) The specialist board may in the case of

certain given study fields announce stricter requirements for the extent of the introduction and conclusion, or number of minimum IF of the published papers.

(14) Before printing out the dissertation thesis, the student is to submit to the chair of specialist board a pdf version of the thesis in order for the latter to assess the fulfilment of the content requirements set by the specialist board for a dissertation thesis in the given field. It is up to the chair of specialist board whether this is done by them alone or with other members of specialist board. The student is to be informed of the results of this assessment no later than one month after the submission of the pdf and in the case of a positive result is given approval (in writing or by e-mail) to submit the thesis. If the student wishes to have their thesis included in the series of dissertation thesis published by the faculty, they are to then submit it for proof-reading by the Vice-dean for Doctoral Study. Detailed information on the formal requirements for a dissertation thesis and the steps to be made in its submission are to be found at the end of this decision.

(15) The Department of Student Affairs is to inform the chair of the specialist board whether the student has fulfilled, or otherwise, all the requirements demanded of them. The Department of Student Affairs is not to initiate further steps in preparation for the defence of the dissertation thesis until all the required materials have been submitted in the appropriate number of copies and until the specialist board gives its approval for the defence to take place.

(16) The chair of the specialist board is to make a proposal in writing to the Dean concerning the members of the board for the defence of the dissertation thesis and two to three opponents (reviewers) for the dissertation thesis (up to two of the opponents may be members of the board and all opponents have voting rights in the case of personal attendance at the defence proceedings, at least two of the opponents must be from institutions other than USB and other than those involved in the accreditation of the given study programme. The board is to have at least 5 members; requirements regarding the nature of this personnel is dictated by the Rules for Study and Examinations of USB. Neither the supervisor, consultant nor even the co-author of a published paper forming part of the dissertation thesis may be either an opponent or member of the board for the defence of the dissertation thesis. An accompanying letter is to be sent to the opponents containing the requirements of the specialist board regarding a dissertation thesis in the given field of study (these are to be specified by the chair of the specialist board), further a recommendation not to include in the opponent's review some of the questions testing the candidates independent thinking and orientation within the theme of the dissertation thesis, but to leave them till the defence itself, information on the deadline for sending the opponent assessment to the Department of Student Affairs (at least 7 days before the date of the defence) and a request for a judgement regarding whether the opponent recommends, or otherwise, acceptance of thesis for defence. At the proposal of the specialist board in conjunction with the board for the defence of the thesis, the Dean is to set the place and time at which the defence is to take place. The defence must take place within 4 months of the submission of the doctoral thesis and all required documentation if the student fulfils all requirements.

(17) The **defence of the dissertation thesis** is administered by the Department of Student Affairs (the records of all required documentation, sending of nomination letters, invitation of the supervisor, specialist consultant, and the faculty guarantor, sending of the thesis, accompanying

letter, work summary and CV of the candidate to the opponent, sending of the summaries with the announcement of the date of the defence at chosen faculties and institutes of AS CR, informing of the academic community of USB, no later than a week before the defence, of the place and time the defence is to take place, sending of the opponents' judgments to the candidate and the chair of the board no later than 6 days before the defence, posting of the full extent of the dissertation thesis in electronic form on the faculty website, and the sending of information on access to it to the members of the board along with the summary of the thesis and an invitation to the defence, and further administrative steps according to the instructions of the chair of the defence board). The department which belongs to the specialist board provides the organization and technical support (rooms and other) of the defence in cooperation with the specialist board and the thesis defence board. It is forbidden that the refreshments for the defence be provided by the student, or that they be bought at their expense.

(18) The student is to receive the judgment of the opponents no later than 6 calendar days before the date of the defence, otherwise they have the right to withdraw from the defence (in this event they must inform the chair of the board no later than 48 hours before the planned commencement of the defence). In the event of the student making their defence despite the significant objections of an opponent, the chair of the board is obliged to document in detail the responses of the candidate and the progress of the defence. For programmes studied in English, the defence is to be carried out in English; for programmes studied in Czech, in Czech. In the event of a member of the board being a foreigner, the chair of the board may decide for the defence to be carried out in English. The candidate must be informed of such a decision no later than 2 weeks before the defence.

(19) The defence of the dissertation thesis is carried out before a board nominated by the Dean. At least five members of this board must be present at the defence. The supervisor or the chair of the board is to introduce the candidate. The candidate has a maximum of 30 minutes to present their dissertation thesis. The supervisor and all opponents are then to respond to the thesis; the candidate may answer these responses individually or together. If the defence opponents are not present (the presence of opponents is desirable and is expected in particular in the event of a negative judgment by the opponent), the judgment of the opponent is to be read out by the chair of the board. If written responses have been received from other individuals, they also are to be read out by the chair of the board. The dissertation thesis defence board is to examine and judge the candidate's presentation, the views of the opponents and exchanges between the candidate and the opponents, and the candidate and other participants in the discussion. There follows a closed meeting of the board, in which the supervisor, specialist consultant, and the faculty guarantor may participate without voting rights. The board is to decide on the success, or otherwise, of the defence by secret ballot. The defence of the dissertation thesis is classified as 'pass with honours' ('cum laude'), 'pass', or 'fail'. The defence is judged to be 'pass with honours' if all those with voting rights present vote for at least 'pass' and at maximum only one member of the board does not judge the defence as 'pass with honours'. The classification 'pass' is to be used in the event of more than half of the members voting for it and at the same time the criteria for the classification 'pass with honours' are not fulfilled. In the event of a tied vote the chair of the board is to have the casting vote. In all other cases the resulting classification is to be 'fail'. In the event of the board deciding on a 'fail' and judging that the thesis is to be reworked or supplemented, it must at that sitting specify its requirements in writing. These requirements

are to be passed by a vote of a simple majority. All documentation, in particular a record of the progress and result of the defence of the dissertation thesis - properly completed and signed by all present members of the board – are to be submitted by the chair of the board to the Department of Student Affairs.

(20) In the event of a ‘fail’ it is possible to repeat the defence once no sooner than 6 months and no later than 12 months after the original defence, and after reworking of the thesis according to the recommendations of the opponents and the written requirements of the chair of the board. For this repeated defence at least two members of the board and one opponent must be different.

(21) Within one month of the standard finishing of studies on a doctoral study programme, the student is to receive a diploma confirming the award of ‘Doctor’ (Ph.D.) in Czech (for study programmes accredited in Czech) or in English (for study programmes accredited in English); in addition a diploma supplement is issued in Czech and English. In the event of the defence being judged as ‘pass with honours’ the classification of ‘cum laude’ is to appear on the diploma. The diploma and supplement may be presented to the student at their graduation ceremony at FS USB.

(22) The conditions of study for foreign citizens are detailed in the appropriate provision of the Dean.

This provision replaces Provision of the Dean number 62 of 15 October 2013 and comes into effect on 13 March 2015. With regards to teaching activities, hours taught by the student in previous years detailed in submitted yearly reports, and according to the valid rules at that time, are to be recognised. Significant changes from Provision of the Dean number 49 are highlighted by underlining. This provision was approved by the Senate of FS USB on 11 March 2015.

prof. RNDr. František Vácha, Ph.D.
Dean of Faculty of Science, USB

Formal Requirements for the Dissertation Thesis and the Submission of Related Documents:

The student may choose to submit the dissertation thesis in either in the A4 or B5 format. If the thesis fulfils the formal requirements regarding appearance and layout (see Supplements 1 and 3, a sample is also available at the Department of Student Affairs), it is included in the Series of Ph.D. Theses, and its printing and binding are financially supported by FS USB (the format of theses in the Series is European B5, i.e. 176 x 250 mm). The faculty covers the printing of black on white text, coloured photographs from articles already published by the student, and coloured

covers for 20 copies of the dissertation thesis. A higher number of copies or the inclusion of further coloured pictures is to be covered by the student. In order for the thesis to be included in the Series of Ph.D. Theses, it is necessary for it to have fulfilled all previously approved academic demands (via the agreement of the chair of the specialist board) as well as formal demands (via the vice-dean for study) placed upon it on the basis of submission of the electronic version in pdf format. The academic quality of any thesis not included in the Series of Ph.D. Theses must also be confirmed before submission by the chair of the specialist board (it is strongly recommended that the student sends their thesis to the SB in pdf format before its printing).

In the event of the dissertation thesis being included in the Series of Ph.D. Theses, the student is to submit the following to the Department of Student Affairs of FS USB:

1. A CD with 1 copy of the thesis in electronic form in the form of a pdf file and 1 copy of the Summary of the Ph.D. Thesis in the form of a pdf file along with a printed out page including the references and the annotation of the thesis (for the Department of Student Affairs); electronic copies are to be identical to printed versions.
2. 7 copies (in the event of there being 2 opponents, 6 copies) of the thesis (for the library, opponents, department, faculty's archive, and Dean).
3. 20 copies of the Summary of the Ph.D. Thesis in English
4. 2 copies of the students CV complete with a list of publications and conference presentations and 2 copies of the supervisor's assessment of the thesis.
5. If the student is not the sole author of the publication on which the thesis is based, a declaration of the students contribution as author must be submitted (and if the student is not the main author, this declaration must be signed by at least one co-author with a dominant contribution to each publication – as a rule, the main or corresponding author).
6. The agreement of the publishers of previously published parts of the thesis to their publication in the dissertation thesis.
7. The assessment of the chair of the specialist board as to whether the thesis fulfils the requirements set for the expert quality of a dissertation thesis.

If the dissertation thesis does not fulfil the criteria for inclusion in the Series of Ph.D. Theses, the student is to submit the following to the Department of Student Affairs:

1. A CD with 1 copy of the thesis in electronic form in the form of a pdf file and 1 copy of the Summary of the Ph.D. Thesis in the form of a pdf file along with a printed out page including the references and the annotation of the thesis (for the Department of Student Affairs); electronic copies are to be identical to printed versions;
2. 1 copy of the thesis printed and bound in book bound form (for the library);
3. 5 copies of the thesis (in the event of there being two opponents, 4 copies) printed and appropriately bound in book, glued, or ring binding (for the department, opponent, and faculty's archive);
4. 20 copies of the Summary of the Ph.D. Thesis in English;
5. 2 copies of the students CV complete with a list of publications and conference presentations and 2 copies of the supervisor's assessment of the thesis;
6. If the student is not the sole author of the publication on which the thesis is based, a declaration of the students contribution as author must be submitted (and if the student is

- not the main author, this declaration must be signed by at least one co-author with a dominant contribution to each publication – as a rule, the main or corresponding author);
7. The agreement of the publishers of previously published parts of the thesis to their publication in the dissertation thesis;
 8. The assessment of the chair of the specialist board as to whether the thesis fulfils the requirements set for the expert quality of a dissertation thesis.

In both cases (inclusion or non-inclusion in the Series of Ph.D. Theses) **the student is to upload the electronic version of the thesis onto the STAG database following the Supplement of Provision R 156** (see http://www.jcu.cz/documents/rectors_proceedings/platna-opatreni/2010/r-156-z-8-6-2010).

The structure of the thesis is to be as follows:

1. If the thesis is bound in hard cover (in the case of book binding), School of Doctoral Studies in Biological Sciences is to be printed on its front cover if the student has completed study of a biological field (not Biophysics), also the name of the university, followed by that of the faculty, type of thesis, name of the author, and the year the thesis was submitted, all in English or Czech (see Supplement 2);

In the event of a dissertation thesis being included in the Series of Ph.D. Theses (the appearance of the cover of the dissertation thesis in biological study fields is detailed in Supplement 1 , for theses in the field of Biophysics the cover is to be wine coloured and not to be printed with ‘School of Doctoral Studies in Biological Sciences’), the student is to supply the firm who are to print and bind the thesis with their name and surname, title of the thesis, the year and ordering number of the thesis (if provided with one), and a picture in maximum DPI resolution, if they wish it to be placed on the front cover.

If the thesis is to be in glued or ring binding with the front cover formed by transparent plastic, the cover page is replaced by the title page.

2. It is followed by **the title page**, which is to contain:

- inscription ‘School of Doctoral Studies in Biological Sciences’, if the student has completed study of a biological field (not Biophysics)
- the name of the university, followed by that of the faculty
- the title of the thesis
- the type of thesis (‘Disertační práce’ or ‘Ph.D. Thesis’)
- the first name and surname of the student, and their title
- the first name, surname, and title of the supervisor (and, where appropriate, of the specialist consultant) and the abbreviated name or names of the supervisor’s (consultant specialist’s) employer
- the place (‘České Budějovice’)
- the year the thesis was written

The title page is to be either fully in Czech or fully in English and is to match the language of the cover.

3. The title page is followed by **a page consisting of bibliography**, which is to contain:
 - The complete bibliography to the thesis (matching the requirements for quotation), and in which the Czech version of the title is followed, in brackets, by the English translation with the note: Ph.D. Thesis, in Czech; the student is to translate the title of their work into English (if it is not already in English) after consultation with the supervisor; this translation does not apply to work submitted in English
 - an annotation of the thesis in English consisting of several sentences defining the topic of the thesis
 - then comes the following text, in which the irrelevant part is omitted [selectable options divided by dashes are underlined and stated in square brackets (the square brackets and the underlining is to be omitted in the thesis), only one relevant option is to be chosen; see Provision R 156]:

I hereby declare that my Ph.D. thesis is my work alone and that I have used only those sources and literature detailed in the list of references.

Further, I declare that, in accordance with Article 47b of Act No. 111/1998 Coll. in the valid wording, I agree to the publication of my Ph.D. thesis [in unabbreviated form – in the form arising from the omission of marked parts archived at the Faculty of Science] in electronic form in a publically accessible part of the STAG database operated by the University of South Bohemia in České Budějovice on its webpage, with the preservation of my rights of authorship to the submitted text of this thesis. Further, I agree to the publication, via the same electronic portal, in accordance with the detailed regulations of Act 111/1998 Coll., of the reviews of the supervisor and opponents of the thesis as well as the record of proceedings and result of the defence of the thesis. I also agree to the comparison of the text of my thesis with the Theses.cz database operated by the National Registry of Theses and the Plagiarism Tracing System.

Place and Date

Student's signature

(in the printed version signed in all copies!)

If the whole thesis is written in English, the text is introduced by the heading 'Declaration [in Czech]'

4. Further there follows **a page detailing the institutions which shared the supervision of the dissertation thesis** ('This thesis originated from a partnership of Faculty of Science, University of South Bohemia, and Institute of xxx, Biology Centre of the ASCR, supporting doctoral studies in the xxx study programme') including their logos (the logo of the faculty may be used only in accordance with the rules detailed on the faculty webpage in Dokumenty/Vizuální styl/loga/Použití_logá_návod), the **financial support** from which the thesis arose, and on occasion, and **thanks** (to the supervisor, co-authors, etc.).
5. This is followed by **a page with a list of published papers** upon which the thesis is based, detailing **the contribution of the student** towards individual papers and the impact factor of journals in which these papers were published. The declaration of

contribution to authorship may also be in words (in this case it is to be clearly specified in what form the student contributed to the paper) without a percentage figure.

6. This is followed **by a page detailing the contents of the thesis** including the page numbers of the beginnings of individual chapters. The title page, bibliographical data, and further pages, including a page with contents (a list of chapters and their ordering by page) are to be without numbers entirely or to be numbered with roman numerals (I to....). The numbering of pages in Arabic numerals is to start on the page titled Introduction and continue throughout the volume including supplements included as the own work of the student (after the references page).
7. Every dissertation thesis is to consist of **an introduction, a summary of the results, and a conclusion** containing an assessment of the impact of the thesis on the further development of the field. The minimum extent of this part (aside from the list of references and figure and table captions) is to be 10 pages (18 000 characters). The specialist board may announce stricter requirements on the extent of this part.
8. At the end of the thesis, the student may include **a brief summary of their academic and scientific activities**.

Use of the university insignia anywhere in the thesis is forbidden.

The Summary of the Dissertation Thesis is to be written in English and is to have the following structure:

1. the title page is to be identical to the title page of the dissertation thesis, with the exception of replacing 'Disertační práce' or 'Ph.D. Thesis' with 'Summary of the Ph.D., Thesis'
2. this is to be followed by a page detailing the complete bibliography of the thesis with an annotation in English, in the lower part of the page it is possible to detail the grants with which the thesis was funded.
3. this is to be followed by a brief introduction into the thesis including the hypotheses, objectives, and summary of the results, a list of articles upon which it is based, with abstracts
4. the author's academic CV

Supplementary to this provision are samples of the title page and covers of the Ph.D. thesis (detailing and example of a thesis in the field of biology) and further a manual for the preparation of the pdf version of the thesis and submission of the application to publishers for the permission to use articles in the thesis.