

UNIVERSITY OF PARDUBICE FACULTY OF ELECTRICAL ENGINEERING AND INFORMATICS	
Directive No. 10/2019	
Subject:	Defence of Dissertations in doctoral study programme P0788D060001 Elektrotechnika a informatika and P0788D060002 Electrical Engineering and informatics at the Faculty of Electrical Engineering and Informatics (FEEI) of the University of Pardubice
Scope of authority:	For doctoral studies supervisors and doctoral students who started their studies in 2019 or later
In effect from:	1. 10. 2019
Date of termination:	
Elaborated and submitted by:	doc. Ing. Petr Dolezel, Ph.D., Vice-Dean for Science and Research
Approved by:	Ing. Zdeněk Němec, Ph.D., Dean

Article 1 – Basic Regulation

1. This directive prescribes the methods for managing and preparing for defence of dissertation works within the doctoral study programme Electrical Engineering and Informatics at the Faculty of Electrical Engineering and Informatics.

Article 2 – Application for Defence of Dissertation

1. The student submits the dissertation to the Dean of the Faculty of Electrical Engineering and Informatics together with the application for defence after passing the state doctoral examination, at the latest 3 months before the end of the maximum study period of 7 years.
2. The application for the defence of the dissertation (Appendix 1) is submitted by the doctoral student to the Dean through the Department of Science and Research together with other required documents: The application for the defence of dissertation (Appendix 1) is submitted by doctoral program students to the Dean through the Department for Science and Research and enclosed will be find:
 - a) 5 copies of dissertation work and one copy in electronic form, text arrangement must correspond with template that is available at http://studenti.upce.cz/knihovna/zaverec_prace/uprava/html;
 - b) 10 copies of dissertation theses in English in accordance with Appendix 2 and one copy in electronic form;
 - c) the supervisor's recommendation to conduct the defence;
 - d) the review of the head of the training department on the work done at the department and on the dissertation;
 - e) List of professional activities carried out during the course of study in the doctoral study programme, including a list of original and published results of works or works accepted for publication, with evidence of their acceptance for publication or a list of other works produced and any professional feedback on the results. Prior to submitting the dissertation, the student must be the author

or co-author of at least 4 publications indexed in the Web of Science Core Collection databases of the Society for the Advancement of Science. Thomson Reuters, Thomson Reuters Journal Citation Reports or Scopus. The student must be listed as first author on at least one publication. At least one publication must be a paper in a journal with an IF.

Article 3 – Preparation of Dissertation Defence

1. The dean appoints, on the proposal of the departmental board, at least a 5 member dissertation defence committee and its chair. The committee shall consist of members of the departmental board and experts from universities and scientific departments. At least three-fifths of the committee members must be university professors or associate professors. At least two fifths of the members of the committee must be persons other than members of the academic community of the University of Pardubice.
2. The chairperson of the committee, in consultation with the members of the committee, appoints at least two opponents of the dissertation (hereinafter referred to as "opponent") from experts in the given field. At least one of the opponents must be a university professor or associate professor. At most one of the opponents may be a member of the academic community of the University of Pardubice. A supervisor, a head of a training institute and an academic who has participated in any way in the preparation of the dissertation cannot be appointed as an opponent.
3. The opponent is obliged to submit to the chairman of the examination committee a written opponent's opinion of the dissertation within one month after receiving the dissertation for evaluation, or to refuse the appointment in writing without undue delay. If the opponent refuses the appointment or fails to submit the opponent's report within the specified time limit, the chair of the examination committee shall appoint a new opponent after consultation with the committee members.
4. The opponent's report should contain an objective and critical analysis of the dissertation in terms of subject matter, as well as formal and linguistic aspects. The referee evaluates the dissertation according to the level of the given scientific field in the world at the time of its submission for defence.

The opponent shall state in his/her opinion:

- (a) the topicality of the topic;
 - (b) the methods chosen;
 - (c) whether the thesis has met the objective pursued;
 - d) on the results of the dissertation, indicating whether and what new insights it has provided;
 - (e) its relevance to practice or the development of science;
 - (f) the extent and quality of published work related to the topic of the dissertation;
 - (g) whether the dissertation fulfils the conditions of creative scientific work for the award of the Ph.D. degree;
 - h) whether or not it recommends the thesis for defence.
5. If the opponent's report does not meet the conditions under paragraph 4, the chair of the committee shall recommend to the dean that the report be returned to the opponent

for completion or reworking with a new deadline for submission. The deadline shall not be longer than 1 month from the receipt of the returned report.

6. The Chair of the Examination Committee will acquaint the doctoral student and his/her supervisor with the content of the opposing opinions. In the event of a negative evaluation of the dissertation by two opponents, the dean shall set a new deadline for the submission of a revised dissertation upon the proposal of the chair of the examination committee.
7. The chair of the committee shall determine the time and place of the defence after receiving all the opposing opinions. The time and place of the defence will be communicated to the members of the examination committee, the opponents, the supervisor, the doctoral student and the Science and Research Department, which will announce the defence publicly in the usual way.
8. The dissertation work is made available to the public at least five working days prior to the defence for inspection at the relevant faculty and possible opinions can be submitted in written non-anonymous form no later than three days prior to the defence or orally during the expert discussion during the defence.

Article 4 – Course and Assessment of Defence

1. Dissertation defence is public. The defence is managed by the commission chairperson or an authorized member of the Commission if the chairperson is absent.
2. During the dissertation defence, the participation of the opponents is obligatory. If any of the opponents cannot attend the defence, the defence may take place provided that the absent opponent has given a positive opinion of the dissertation and that an absolute majority of the committee members present agrees with the defence. At least one opponent must attend the defence.
3. The defence of the dissertation follows the following course:
 - a) the chairperson starts the defence, introduces the student, announces the topic of the dissertation and introduces the Commission members into his achievements, his published works or other works of engineering and into all the other achievements related to the student's dissertation;
 - b) the student presents the contents and results of his dissertation;
 - c) the opponents present the contents of their assessments, the chairperson reads the the assessment for the second reader who may be absent from the defence
 - d) the student is a given an opportunity to argue against the points mentioned, especially against the second readers' assessments, all the remarks and comments, and is given a possibility of completing the arguments related to his current research activity;
 - e) after that the chairperson starts a discussion in which all the participants can take a part
4. The doctoral student may withdraw his/her application for the defence of the dissertation until the start of the closed session of the committee. In such a case, the chair of the committee shall return all submitted documents to the doctoral student and propose to the dean to stop the defence procedure.

5. At a closed meeting of the committee, which may also be attended by the opponents, the content and level of the dissertation, the comments of the opponents in the opponents' opinions and the professional level of the doctoral student's comments on the opponents' opinions and on the comments during the defence are evaluated. The committee decides on the outcome of the dissertation defence by secret ballot. The result of the defence shall be assessed by the classification grades "passed" or "failed". The committee is competent to decide if two thirds of all committee members are present. The dissertation is defended if a majority of the members of the committee present vote in favour of the result of the dissertation defence "passed".
6. A record of the dissertation defence is kept, the opinions of the opponents are attached to it. and the conclusions of the committee.
7. The chair of the committee shall immediately announce the result of the dissertation defence to the doctoral student in public.
8. The written decision on the result of the defence is delivered to the doctoral student in his/her own hands within 30 days from the date of the defence. If this delivery is not possible, the notification of the decision on the result of the dissertation defence on the University's official notice board is an alternative delivery.
9. If a doctoral student fails to appear at the dissertation defence without a satisfactory written excuse within five working days, he/she is assessed with the classification "failed".
10. If the result of the dissertation defence has been assessed as "failed", the student has the right to submit a new application for the dissertation defence in six months at the earliest and within one year at the latest. The dissertation defence may be repeated only once.
11. The chair of the examination committee informs the board and the dean about the result of the dissertation defence.

Article 5 – Concluding regulations

This directive shall enter into force on 1 October 2019.

In Pardubice 1. 10. 2019

Ing. Zdeněk Nemeč, Ph.D., m. p.
Dean

Attachment 1: Application for Defence of Dissertation

Attachment 2: Formal Requirements and Contents of Dissertation Theses

APPLICATION FOR DEFENCE OF DISSERTATION

Applicant:

Supervisor:

Supervisor-specialist:

Department:

Date of State Doctoral Exam:

Chairman of the Commission:

Supervisor's suggestions:

Date:

Signature:

Statement of the Head of the department:

Date:

Signature:

Applicant's signature:

Date of submission:

List of required attachments:

- 5 hard copies of dissertation
- 1 copy of dissertation in electronic form
- 10 copies of thesis of dissertation in English
- 1 copy of thesis in electronic form
- List of published and unpublished scientific works, references, and quotations, and other specialized and research activities including internships.

Certification by the Department of Science and Research confirming completeness and receipt of the application and required attachments.

Date:

Signature:

FORMAL ARRANGEMENT AND CONTENTS OF THESES OF DISSERTATION

- 1) Theses of dissertation are elaborated within 20 pages of text.
- 2) The hard copy of theses of dissertation is bound in a soft folder of A5 format. The folder reads the following points:
 - a. Faculty of Electrical Engineering and Informatics
 - b. Thesis of dissertation
 - c. Name of author and title of dissertation
 - d. University of Pardubice
- 3) The title page contains:
 - a. *Faculty of Electrical Engineering and Informatics of University of Pardubice*
 - b. Identification: *Thesis of Dissertation*
 - c. Name of dissertation
 - d. Name of author
 - e. Name of supervisor
 - f. Name of supervising specialist (if required)
 - g. Year of issue
- 4) Contents of theses in the following order:
 - a. Summary of thesis
 - b. Contents
 - c. Overview of variables and parameters used in the thesis
 - d. Overview of abbreviations and their meaning used in the thesis
 - e. Introduction containing information about what the dissertation deals with or about the circumstances of its origin (for instance, connection with solving research problems)
 - f. Outline of current situation in the field of research in the world and formulations of purpose of the work
 - g. Main steps taken in the process of solving problems, results and verification of them
 - h. Conclusion including results achieved
 - i. Bibliography
 - j. Overview of publications and other works by the author of dissertation related to topic of the dissertation