

UNIVERSITY OF PARDUBICE FACULTY OF ELECTRICAL ENGINEERING AND INFORMATICS	
Directive No. 9/2019	
Subject:	Organization of state doctoral exams for the doctoral programme P0788D060001 Elektrotechnika a informatika a P0788D060002 Electrical Engineering and Informatics at the Faculty of Electrical Engineering and Informatics of the University Pardubice
Scope of authority:	For doctoral studies supervisors and doctoral students who started their studies in 2009 or later.
In effect from:	1. 10. 2019
Date of termination:	
Elaborated by:	doc. Ing. Petr Dolezel, Ph.D., Vice-Dean for Science and Research
Approved by:	Ing. Zdenek Nemecek, Ph.D., Dean

Article 1 – Procedure of applying for the State doctoral exam

1. The Doctoral Departmental Board (DB), at its meeting, on the proposal of the supervisor, submitted well in advance, discusses and proposes to the Dean the composition of the State Doctoral Examination Committee (SDZ), including the chairperson, one assessor of the professional work and a list of subjects to be examined for the doctoral student. The assessor is a professional with a minimum qualification of Ph.D. (and equivalent) in the specific area of focus of the dissertation. The assessor may be a member of the committee but is not an employee of the doctoral student's training institute or department. A supervisor or specialist supervisor may be a member of the committee but without the right to vote on the outcome of the examination.
2. The student, having duly fulfilled all the requirements set out in the individual study plan, submits a written application to the study department of the faculty recommended by the supervisor. The student must submit a written and electronic thesis in pdf format with the application.
3. The Study Department will check that the formal requirements of the application have been met. In the event of deficiencies, it will return the application to the doctoral student with its comments. After the student has addressed all the comments, the Study Department will submit the application to the Dean. At the same time, it will inform the proposed chair of the committee of the submitted application.
4. The dean shall set the date of the state doctoral examination so that it is held within three months of receipt of the application.
5. The Dean, on the basis of the proposal of the DB, appoints the examination committee for the SDZ so that it has at least 5 members. At least three-fifths of the members of the State Doctoral Examination Board must be present at the State Doctoral Examination. It shall also determine the examiners and the subjects of the SDZ.

Article 2 - Requirements for the State Doctoral Examination

1. Completion and fulfilment of all points of the approved Individual Study Plan of the doctoral student, including the achievement of at least 160 ECTS credits.
2. Submission of the thesis in three copies and an electronic version.

Article 3 - Requirements for the thesis for the State Doctoral Examination

1. The thesis must include:
 - a. Contents, list of abbreviations and signs, key words, references to literature used, figures, etc., according to habits developed in that particular field of research.
 - b. Description of current situation in the field of research the dissertation is focused on.
 - c. Objective of the dissertation (ie. which problems it deals with and attempts to solve) and its goals
 - d. Methods used in the dissertation:
 - Sources (theoretical sources, experiments results, data collection, etc.)
 - Methods used (analytical/numeric modelling, optimization; what, how, etc.)
 - Methods of results verification (comparing one's own results to other researchers' results, static verification of random data or other data, etc.)
 - e. List of publications and other outputs which the student participated in
2. Formal aspects of the work
 - a. A4 format
 - b. Required extent: 20 to 30 pages
 - c. Ring binding
 - d. Title page according to the template

Article 4 – Responsibilities of the theses reviewer

1. The reviewer writes a review on the work and sends it to the Department for Science and Research of the FEEI no later than 30 days after the receipt of the work. If the reviewer cannot make a review due to any reasons, he must refuse to do so in two weeks.
2. In the review, the reviewer evaluates the level of fulfilment of all the requirements for the state doctoral exam, especially topicality of the dissertation objective, adequacy of methods used, practicability of the objective, and their quality. The review is supposed to serve as a basis for Commission discussions.

Article 5 – Course of State Doctoral Examination

1. The supervisor or a member of the committee designated by the supervisor introduces the doctoral student to the committee.
2. The chairman informs the committee about the subjects of the examination, approved by the Departmental Board.
3. The student presents the main objectives of his dissertation focusing on its specialization and methods used in it.
4. Reviewer presents his review.
5. The student reacts to possible remarks or questions asked by reviewer.
6. Further discussion about the dissertation follows. The student's approaches, methods, and solutions are discussed in detail.
7. The State doctoral exam continues by examining the student in subjects approved by the Departmental Board.
8. The Commission votes secretly on the exam result. The Commission has a quorum if there vote at least two thirds of members. The result of the voting is either "passed" or "failed". At least two thirds of members must vote for the result.
9. The chairperson of the Commission informs the student about the result immediately.
10. A record is kept of the state doctoral examination and its result. Upon successful completion of the state doctoral examination, the faculty shall issue the doctoral student with a protocol of the state doctoral examination signed by the dean.

Article 6 – Concluding regulations

This directive shall enter into force on 1 October 2019.

In Pardubice, 1. 10. 2019

Ing. Zdenek Nemec, Ph.D., m. p.
Dean

Appendix: Title page of the thesis

**Faculty of Electrical Engineering and Informatics of the
University of Pardubice**

Professional Thesis for State Doctoral Exam

**Doctoral Study Programme P0788D060002 Electrical Engineering and
Informatics**

Title of Dissertation:

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Elaborated by:

Supervisor:

Supervising Specialist:

Pardubice,