

## Rules of Procedure of Doctoral Degree Programme Boards

### Article 1

#### **Introductory Provisions**

- (1) This Directive applies for all parts of the Czech University of Life Sciences Prague (hereinafter "CULS") with the exception of the University Farm Estate Lány and University Forest Establishment Kostelec nad Černými lesy.
- (2) The purpose of the Directive is to define the rules and conditions of the meetings of Doctoral Degree programme boards of CULS.
- (3) This Directive has been prepared mainly in accordance with Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments to Other Acts (Act on Higher Education), as amended (hereinafter the "Act on Higher Education Institutions").

### Article 2

#### **Establishment of a doctoral degree programme board**

- (1) The doctoral degree programme board (hereinafter "DDPB") is established in accordance with Section 47, paragraph 6, Act on Higher Education Institutions, and with Article 3 of the Study and Examination Regulations for Doctoral Study Programs of the Czech University of Life Sciences Prague dated 29. 3. 2017 (hereinafter the "SER DSP").
- (2) The Chairman is at the head of DDPB. The Chairman is the guarantor of the respective doctoral degree programme (hereinafter the "DDP").
- (3) DDPB has at least seven members, and at least two of the members are not employees of CULS (external members).
- (4) In addition to the DDPB Chairman, DDPB, in which two or more faculties (hereinafter referred to as the "inter-faculty DDP") participate, has at least three members from each faculty, one of which is not an employee of CULS. Unless otherwise stipulated by mutual agreement, the number of members from each participating faculty is the same.
- (5) The duration of establishment of DDPB is the same as the validity of the relevant DDP accreditation. DDPB members can perform these functions repeatedly.
- (6) DDPB members are appointed and dismissed by the Dean upon approval by the Scientific Board of the relevant faculty. DDPB members may be professors, associate professors and experts with a scientific rank or academic title of "doctor". Changes in the composition of DDPB are normally proposed to the Dean of the faculty by the DDPB Chairman.

- (7) For inter-faculty DDP, pursuant to paragraph 6 of this Article, the Dean of the faculty appoints and dismisses the DDPB members who professionally belong to the faculty. The Scientific Board of the faculty discusses the membership of the other DDPB members.
- (8) The terms of office of a DDPB member appointed pursuant to paragraphs 5 and 6 of this Article shall be terminated upon:
  - a) the expiration of the validity of the accreditation of the relevant DDP;
  - b) dismissal from the office of a DDPB member;
  - c) termination of employment at CULS for DDPB members who are employed at CULS;
  - d) the delivery of a written resignation of a DDPB member to the Dean of the faculty;
  - e) the death of a DDPB member.

### Article 3

#### **Activities of the doctoral degree programme board**

- (1) In accordance with SER DSP, DDPB sets out more detailed conditions for doctoral studies, monitors and evaluates ongoing studies in the relevant DDP and performs in particular the following activities:
  - a) guarantees the content orientation and scientific profile of DDP, determines the subjects of the state doctoral exam, defines optional subjects, foreign experience and other study obligations of DDP students;
  - b) ensures the updating and development of DDP and initiates proposals for its modification;
  - c) suggests instructors to the Scientific Board of the relevant faculty;
  - d) proposes and discusses the composition of entrance examination committees, the composition of commissions for state doctoral examinations and commissions for defence of dissertations. The DDPB Chairman submits the discussed proposals to the Dean for a decision. After approval, the composition of the relevant commissions is archived at the Science and Research Office of the relevant faculty;
  - e) on a regular basis, at least once a year before the start of the admission procedure, DDPB discusses general topics or thematic areas of dissertations, as well as instructors and consultants for these topics. The DDPB Chairman is responsible for submitting the list of topics and instructors assigned to these topics to the Dean of the relevant faculty for publication as part of the admission procedure in the public section of the faculty website;
  - f) approves newly drawn-up individual study plans and dissertation methodology at least once a year;
  - g) checks and evaluates ongoing studies in the relevant DDP as part of the annual student evaluation process (hereinafter the "student evaluations") at least once a year.
- (2) DDPB also responds to questions that are submitted to it by the Dean of the relevant faculty.
- (3) Student evaluations in the relevant DDP pursuant to Article 3, paragraph 1, letter g) of this Directive usually take place in September. Their successful completion is a condition for the student to progress to a higher year. As a rule, student evaluations take place as follows:
  - a) In order to evaluate each student, DDPB receives a student evaluation report that each student prepares in collaboration with his or her instructor on the basis of data from the university information system and other information systems, and comments of the student's supervisor on the evaluation report together with the supervisor's proposal on the result of the evaluation;

- b) In addition, in order to evaluate each student, DDPB receives a commentary from the supervisor of the student's training workplace together with the proposal of the supervisor of the student's training about the results of the evaluation;
- c) After discussing the aforementioned documents, DDPB proposes a result for the student's evaluation and other course of study as one of the following results:
  - continuation;
  - continuation with reproach;
  - interruption;
  - termination.
 If necessary, DDPB will supplement the student evaluations with a commentary;
- d) The DDPB Chairman is responsible for submitting on time the proposal of the result of the student evaluations to the University Information System on behalf of the doctoral degree programme board;
- e) DDPB discusses the record on the results of the student evaluations and its Chairman submits it to the Dean (Deans) of the relevant faculty (faculties) at the latest by 30 November of a normal year. After approval by the Dean of the faculty, the record is published in the corresponding manner.

#### Article 4

#### **Rules of conduct of the doctoral degree programme board**

- (1) The DDPB meeting is convened by its Chairman as necessary, but at least once per year. Minutes shall be taken of these meetings that will be published in the corresponding manner.
- (2) DDPB shall have a quorum if the majority of its members are present. A valid resolution of DDPB requires the consent of at least two-thirds of the present members.
- (3) The DDPB meeting is managed by its Chairman. If the Chairman is not present, DDPB is convened and managed by an authorized DDPB member.
- (4) The agenda of the DDPB meeting is determined by its Chairman, and the Chairman or his authorized person informs the DDPB members thereof in advance. At its meeting, DDPB may decide to expand the agenda by other items.
- (5) The DDPB members are obliged to take part in the doctoral degree programme board meeting.
- (6) The DDPB members are entitled to propose points for the agenda of the DDPB meeting, make statements regarding all of the discussed matters and vote on matters that require it.
- (7) Upon his consideration, the Chairman may consider inviting to the DDPB meeting other CULS employees or students who are not DDPB members, if the content of the meeting requires as such. Invited persons are not entitled to vote.
- (8) If DDPB is to decide on matters falling within its powers, and if this is a matter for which, due to its content, scope and time availability, the convening of the DDPB meeting was ineffective, the departmental board may adopt a resolution outside the meeting (resolution per rollam vote), in writing, e.g. by e-mail correspondence. The process of this form of voting is as follows:
  - a) The DDPB Chairman will first ensure that a motion for a resolution that requires consent is sent out to all DDPB members, and shall simultaneously determine the email address at which the members are to vote, as well as the deadline by which they are to vote;
  - b) A resolution shall be adopted if 2/3 of the majority of all DDPB members voted for it;

- c) after the deadline for voting, the DDPB Chairman shall inform the DDPB members of the result of the vote. The Chairman shall keep records of all documents related to this vote at the Department of Science and Research of the relevant faculty. At the next DDPB meeting, the Chairman shall provide to the members information about the course and outcome of the per rollam voting, which will become part of the minutes of this DDPB meeting.
- (9) The DDPB agenda is secured by the Science and Research Office of the relevant faculty, which, in particular:
- a) Archives outputs from the DDPB meeting and secures the publication of the minutes in the corresponding manner;
  - b) Organizationally secures the DDPB meeting;
  - c) Upon the request of the DDPB Chairman, ensures the completion of the minutes from the DDPB meeting;
  - d) According to the tasking of the DDPB Chairman, it prepares documents for the departmental board meeting;
  - e) Assists the DDPB Chairman and its members in carrying out their activities pursuant to these rules of procedure.
- (10) The DDPB of inter-faculty DDP agenda is secured by the Science and Research Office of the faculty whose member is the Chairman of the inter-faculty DDP, with the exception of the agenda pursuant to paragraph 9, letter d) of this Article, which is secured by the Science and Research Office of individual faculties pursuant to the affiliation of DDP students to the faculty.

#### Article 5 Closing Provisions

- (1) This Directive shall become valid and effective on the date of its announcement.

In Prague on 22 January 2018

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