



Requirements and recommendations additional to the Study and Examination Regulations for the Students of the CTU and the General Description of the Doctoral Study Programme in English at the FA CTU.

Dissertation Thesis and Dissertation Defence requirements related to form and content

Dissertation¹

A dissertation is the outcome of work done on a particular scientific or artistic task; it demonstrates the doctoral student's ability to work independently in a creative way, and must contain original conclusions from and results of scientific or artistic work, or other approved results published by the author of the dissertation. The title of the dissertation, and also its contents, are set down before the conclusion of the study block, on the basis of submitted studies and discussions on the topic of the dissertation. A set of publications or manuscripts, provided with an integrating text, can be recognized as a dissertation. Dissertations are written in Czech, Slovak or English language. Applicants may, with the approval of the president of ORO, submit the dissertation in one of the other world languages.

The dissertation thesis has following formal requirements and must include:

1. On the title page or the first page: The name of the university, faculty and workplace, name of the dissertation thesis, the text "Dissertation Thesis", name of the doctoral student, year of submission, name of the tutor, study programme and study branch.
2. In the introduction: the aim of the dissertation thesis and overview of the current state of given field of research (including references).
3. In the conclusion: overview of the scientific results including original contribution of the doctoral student to the given field of research, conclusions and suggestions for the further use of results or implementation in practice.
4. A single page summary in Czech language.

Defence of the Dissertation

After passing the SDE, in order to initiate proceedings for the presentation and defence of her/his dissertation, the doctoral student submits a written request for permission, in due course² and on the prescribed form³ the dissertation and other documents according to the relevant list. The department of science and research formally assesses the materials and if the formal requirements are met, the department accepts the documents and confirms for the doctoral student on a copy of the request that the doctoral dissertation has been submitted. The dean appoints the board for the presentation and defence of the dissertation and the external examiners within 30 days on the basis of the submitted materials. The dissertation is

¹ Study and Examination Regulations, Article 28

² The Deadlines of the Doctoral Study Programme

³ Dissertation Defence Application Form



opposed by at least two external examiners who, are appointed by the dean on the proposal of the head of the training unit or the supervisor and after approval by ORO.

External examiners can only be prominent experts in the relevant discipline. At least one of them must be a professor, an associate professor or a Doctor of Science, and only one can be an employee of CTU. If the evaluation of one of the external examiners points to serious imperfections, or if dissertation is not recommended for presentation and defence, the doctoral student may request that the dissertation be returned for revision, and the proceedings of the presentation and defence of the dissertation are interrupted. If the doctoral student does not use the revision option, the proceedings will continue.

In cases when two of the reports are negative, revision of the dissertation is compulsory. A dissertation can be revised only once. In the event that the revised dissertation also receives a negative evaluation, proceedings for the presentation and defence go ahead. The presentation and defence of the dissertation, including promulgation of the results, is open to the public, while the evaluation of the results of the presentation and defence of the dissertation is conducted in private. The closed part of the meeting is also attended by the supervisor. A doctoral student may repeat a failed dissertation defence, but only once and after it has been revised, and not less than six months after the original defence. If the second presentation and defence of the dissertation is unsuccessful, the studies are terminated.

In order to initiate the dissertation defence, the doctoral student submits:

1. Filled-in Dissertation Defence Application Form, signed by the Study Branch Board's chairperson.
2. Copy of the Identity Card or Passport with the passport number or eventually Residence Card number.
3. Nostrified proof of university graduation on Master level (officially approved copy of the diploma and the certificate), unless it has been submitted to the Department of Science and Research in the earlier stage of study.
4. The list of all subjects completed by examination during the doctoral study including the language examination (printed ISP)
5. State Doctoral Examination Protocol (the original or its officially certified copy).
6. Tutor's report, explicitly approving or disapproving the dissertation thesis defence and concretely evaluating the thesis concerning its originality and novelty of scientific contribution.
7. Brief professional Curriculum Vitae (with personal signature).
8. Complete list of scientific published and non-published results – papers, findings, inventions, projects, eventually specialist institutions reviews of these results, listed in the VVVS/V3S. The list is divided into sections of results related to the dissertation thesis topic and the rest; in the case of co-authorship the share of doctoral student's contribution shall be specified (in case the shares of all authors are not equal, the shares will be confirmed by statement, signed by all authors). The list is personally signed. In case there are no citations or review of the works listed, it is necessary to cite on a single list the formulation "I am not familiar with any responses to my publications and citations" with the date and the doctoral student's signature.

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9. Statutory declaration stating, that the doctoral student have developed and written the doctoral thesis completely by her/himself, all sources and means are properly cited, and explicit statement of the share of his/her work on the dissertation.
10. Dissertation in 4 copies firmly bounded, A4 format; technical papers, models etc. are attached only in one copy.
11. Dissertation Syllabus (20 pieces) – compressed version of the dissertation on the A5 format, including a single page annotation in Czech language and structured list of published results.
12. Two CDs or DVDs with dissertation thesis in DOC and PDF format, each of them is clearly signed with the name of the doctoral student, name of the dissertation thesis and signature. The doctoral student will upload the full-text of the dissertation thesis in KOS, from where it will be automatically imported to the Digital library of the CTU.

In Prague, May 19, 2016

doc. Ing. arch. Irena Fialová
Vice-dean for Science and Research