

## Organization of State Doctoral Exam in academic year 2024/25

I ask the heads of the departments and the supervisors to inform their doctoral students about the following necessary steps to take when applying for the State Doctoral Exam (SDE):

- a) **Supervisors** of the doctoral students will enter the title of the summary in BUT IS, module *Final thesis* at the **latest till March 13, 2025**.
  - Tab – *List of final theses (Seznam závěrečných prací)*, on the left-hand side of the screen tick the type of work – *dissertation summary (pojedenání)*, on the right-hand side on top choose – *FEEC (FEKT)*, *all (vše)* and academic year – *2024/25*.
  - On the right-hand side of the screen button *Enter new thesis (Vložit novou práci)*.
  - In the open tab *Final thesis* the supervisor fills in the title in the Czech and English language, sets the field – *Doctoral dissertation summary (Pojednání k disertační práci)*, type *dissertation summary (pojedenání)*, status *free (volné)* and tick *submit the work for approval (předat práci ke schválení)*.
- b) **VO FEKT** will carry out a check and approval of the given title of the dissertation summary **till March 20, 2025**.
- c) **Supervisors** will assign the individual titles to their doctoral students, for whom these were intended **till March 27, 2025**. They will proceed in the following way:
  - Module *Final theses of the students (Závěrečné práce student)*, tab – *List of final theses (Seznam závěrečných prací)*, on the left-hand side of the screen tick the type of work – *dissertation summary (pojedenání)*, on the right-hand side on top choose – *FEEC (FEKT)*, *all (vše)* and academic year – *2024/25*.
  - In this list choose the details of the thesis – *dissertation summary (pojedenání)* and assign it to the corresponding doctoral student. Beware: all types of studies at the faculty will appear at this stage. It is necessary to choose the student in the doctoral degree programme.
  - Button *Save (Uložit)* saves the entered data.
- d) **Doctoral students** will enter the electronic version of the treatise and the descriptive data to the dissertation summary (keywords, abstract) in Studis *My final thesis* **between April 1 and April 30, 2025. Entering the thesis replaces the application for the SDE**. The doctoral students who will not submit their dissertation summary in Studis till April 30, 2025 will not be duly registered for the SDE. **Till May 15, 2025**, doctoral students will submit at the Department of Science:
  - 1x printed dissertation summary,
  - current individual study plan including the table and containing the total rating points, signed by the doctoral student, supervisor, head of the department and head of the doctoral board (print report in BUT FEEC IS: individual study plan),
  - rating points earned for the creative activities of the doctoral student (you will find the print report Rating of creative activities in BUT IS: Research and Development / Self-assessment. It is necessary to set the category Ph.D.; year – from 2003 – all corresponding years will be printed in one print report)
- e) As soon as the dissertation summary is entered in the IS, the supervisor must assign one opponent to each summary in the module *Final thesis* (button *Open the detail of the thesis in a tab – Edit the selected thesis (Otevřít detail práce na záložce – Editovat vybranou práci)*). Only supervisors are entitled to this. Let me remind you that the opponent of the dissertation summary must be a member of the examination committee. If possible, choose the opponents from the

faculty, otherwise further complications may occur (access in the IS). The supervisor should inform the opponent to enter the review of the dissertation summary.

- f) Heads of the doctoral boards will form the examination committees in the module *Examination committee for the Final state exam* and assign the students to them. The head of the doctoral board will send the list of members of the examination committee and the day of the state doctoral exam in the given department to [kasparovaj@vut.cz](mailto:kasparovaj@vut.cz), and in copy to [tomesova@vut.cz](mailto:tomesova@vut.cz). Let me remind you that only professors and associate professors may examine, the committee must have at least five members, the opponent of the dissertation summary must be a member of the committee and cannot at the same time be the student's supervisor. The supervisor is always a member of the committee.
- g) The day of the SDE is set by the head of the doctoral board, who informs the supervisors and these, consequently, their doctoral students.

The results of the SDE are entered in BUT IS – module *Final state examination*. After filling in all the data, a report will be printed from the IS, which will be signed by the members of the committee. The chairperson of the committee will hand the printed and signed report and the printed and signed opponent's review of the dissertation summary over to the Department of Science.