

Academic year 2023/2024

## Important information for students of 1<sup>st</sup> year of doctoral studies

### **EdISoN information system and school e-mail:**

EdISoN is the university information system (hereinafter referred to as IS), where the study agenda is kept. Access to the IS is possible after entering the login and password on the website <https://edison.vsb.cz>. Verify your personal data and confirm your enrollment immediately after logging into the IS. The e-mail box can be accessed via <http://posta.vsb.cz/>. Students are required to read a school e-mail daily, due e-mail are sent important information and alerts. In IS it is not possible to change school e-mail for another, but it is possible to set up forwarding to private e-mail at <https://edison.sso.vsb.cz/wps/myportal/user>. If you have problems logging in, contact the authorized persons of the faculty: room EA154, e-mail [lubos.kocifaj@vsb.cz](mailto:lubos.kocifaj@vsb.cz), [libor.balhar@vsb.cz](mailto:libor.balhar@vsb.cz).

### **Personal Study Plan (study part):**

Students are obliged to create their personal study plan (PSP) in cooperation with the tutor **no later than October 31, 2023**. PSP is created for the whole period of study and it is created in the IS Edison.

Students choose a total of 6 subjects - 5 professional subjects + 1 foreign language (English is recommended). Students choose the date (semester and academic year) when they want to take an exam in a given subject. The change in the PSP must be addressed in a sufficient manner in the form of an application. The application is submitted to the study office.

Information on language selection can be found on the website of the Department of Languages <https://www.vsb.cz/712/en/study/doctoral-studies/> choose the examiner (according to the Faculty and study program).

### **Exams:**

The date of the exam is announced by the teacher. The teacher uploads the result directly into IS Edison and student delivers a printed exam protocol to the study office immediately after taking the exam. The examination protocol is signed by the examiner and the supervisor, or other members of the commission.

### **Dissertation seminar activities (scientific-professional part):**

here students collect credits for the scientific part of doctoral studies. The activities of the dissertation seminar are inserted by students continuously during the year (articles and publications, participation in conferences, etc.) and the supervisor allocates individual credits for the activities. Credit evaluation of basic activities of students included in the dissertation seminar is given by the Study and Examination Regulations.

### **Annual evaluation:**

**By 15 August 2024 at the latest**, students shall prepare a report on the results of their activities during the past academic year (the annual doctoral student evaluation), which they must submit to the supervisor via IS Edison. This report is one of the bases for student evaluation. The annual evaluation contains a summary of completed and unexecuted exams, all activities of the dissertation seminar and PSP for the next years of study. If student

does not take the exam he / she has registered in a given year, he / she can submit an application within the annual review for a change in the PSP - transfer of the enrolled exam to the next academic year. Sending an annual review to the supervisor is an irreversible step, so it is necessary to check whether the student has recorded the results of all exams and inserted the activities of the dissertation seminar. The supervisor and the field council will then comment on the annual review.

If the student does not submit the annual review by the given deadline, his / her studies may be terminated (due to non-fulfillment of the conditions resulting from the study and examination regulations).

### **Study control for progression to the next year and data verification:**

The application for a study control for a given academic year is submitted automatically when the student closes the Student's Annual review. For a continuation of study without changing the personal study plan, it is necessary to obtain at least 40 credits per academic year in the full-time form of study, in the combined form of study at least 30 credits.

The annual evaluation of students is discussed in the field council and the result is the opinion "passed" / "failed" to the annual evaluation. After the discussion of the annual evaluation in the field council, the Dean may decide on the termination of the study on the basis of the opinion of the field council.

After checking the study, the student is asked to verify the data and only then is enrolled in the next academic year.

Enrollment in the next academic year takes place only electronically.

### **Credits:**

You must obtain **at least 240 credits** for the entire doctoral study.

The study consists of:

- **the study part**, which is completed by a state doctoral examination (its completion is assessed by 20 credits).

The total scope of the study part is 80 credits and is fixed in the personal study plan.

- **scientific-professional part**, which is focused on the elaboration of the dissertation and ends with its defense, its scope is 160 credits (evaluated and included in the activities of the dissertation seminar). Part of the scientific-professional part is the obligatory preliminary defense of the dissertation, which is evaluated by 30 credits. The submission of the dissertation is also evaluated by 30 credits.

### **Student participation in international cooperation:**

The student is obliged to complete part of the study at a foreign institution for at least one month. In exceptional cases, which will be assessed by the dean of the faculty at the student's request, another form of direct student participation in international cooperation may be fulfilled (for more information, see the FEECS Directive for Doctoral study Programmes FEI\_SME\_19\_001: <https://www.fei.vsb.cz/en/study/study-rules-and-regulations/>)

**Various information:**

- Study officer for doctoral studies: **Mrs. Hana Dluhošová**, [hana.dluhosova@vsb.cz](mailto:hana.dluhosova@vsb.cz), EA153, +420 597 326 015
- When you are communicating with faculty and school staff, please provide your full name and login.
- Students are required to enter a bank account number into IS Edison. If a student is awarded a scholarship, scholarship will not be paid without the mentioned bank connection in the IS.
- Students are obliged to adhere to the Study and Examination Regulations which are published on the VŠB-TUO and FEEC web pages.

**prof. Ing. Radek Martinek, Ph.D.**  
**vice-dean for research and development**