



GUIDE FOR PHD STUDENTS

at BUT

Brno University of Technology

Brno University of Technology (abbreviated: *BUT*; in [Czech](#): **Vysoké učení technické v Brně** – Czech abbreviation: *VUT*) is a [university](#) located in [Brno](#), [Czech Republic](#). Being founded in 1899 and initially offering a single course in civil engineering, it grew to become a major technical Czech university with over 18,000 students enrolled at 8 faculties and 3 university institutes.

[Website BUT](#)

Faculties

- Faculty of Civil Engineering
- Faculty of Mechanical Engineering
- Faculty of Chemistry
- Faculty of Architecture
- Faculty of Business and Management
- Faculty of Electrical Engineering and Communication
- Faculty of Fine Arts
- Faculty of Information Technology

University institutes

- Institute of Forensic Engineering (IFE)
- Centre for Sports Activities (CESA)
- CEITEC Brno University of Technology (CEITEC BUT)

Motto Sapere aude (Latin)

Motto in English Have the courage to be wise

OBSAH

BRNO UNIVERSITY OF TECHNOLOGY	2
FME – FACULTY OF MECHANICAL ENGINEERING	4
FEEC – FACULTY OF ELECTRICAL ENGINEERING AND COMMUNICATION.....	12
FIT – FACULTY OF INFORMATION TECHNOLOGY.....	21
FBM – FACULTY OF BUSINESS AND MANAGEMENT	31
FCH – FACULTY OF CHEMISTRY.....	40
FCE – FACULTY OF CIVIL ENGINEERING.....	48
IFE – INSTITUTE OF FORENSIC ENGINEERING	60
CEITEC – CENTRAL EUROPEAN INSTITUTE OF TECHNOLOGY	69
FFA – FACULTY OF FINE ARTS	78
FA – FACULTY OF ARCHITECTURE	78

FME – FACULTY OF MECHANICAL ENGINEERING

Brief introduction

Before you decide to start a PhD, you should consider your motivation for doing a PhD, your other career options, your family situation and inform yourself about what a PhD entails. Surveys show that doctoral candidates' awareness of the options available to them in their studies is low. Therefore, for those who are still thinking about doctoral studies, as well as for current doctoral candidates, the Student Chamber of the Academic Senate of BUT has come up with the PhD guide initiative. We hope that the information included in this PhD guide will be useful to all of you 😊

The first steps to study

Are you interested in the study programme or the topic? Contact the supervisor if possible, schedule a meeting (at least online) and talk about what you both want to get out of working on your chosen topic.

Study programmes

FME BUT offers the following study programmes in the Czech language:

- Applied Mathematics
- Power Engineering
- Physical Engineering and Nanotechnology
- Applied Mechanics
- Design and Process Engineering
- Materials Sciences
- Manufacturing technology

And following programmes in the English language:

- Applied Mathematics
- Applied Mechanics
- Design and Process Engineering
- Manufacturing Technology
- Materials Sciences
- Physical Engineering and Nanotechnology
- Power Engineering

Each of these programmes can be studied in full-time or combined form. For more information about each programme, please see [here](#).

Application + Admission process

Details for the current application deadlines can be found [here](#). Application for studies is made exclusively via the [internet](#). While completing the application, you will need to upload (electronically in .pdf format):

- a structured CV accompanied by the applicant's publication activities
- a cover letter

If you have completed your master's degree at FME, your degree is automatically verified; if not, you must also submit a certified copy of your degree, including the diploma supplement, no later than before the admission decision is issued.

The specific format of the entrance examination and the admission criteria vary according to the programme you are applying for. Detailed information on the admission procedure for the current academic year can be found in [the Dean's Directive](#) (CZ only).

Cards, BUT identity

Every BUT student is entitled to a **student ID card**. In its most basic version, this card serves mainly for identification during examinations, proof of entitlement to reduced meal fees and a payment carrier in the operations of BUT dormitories and BUT Canteens and last but not least as an access card for entry and movement around BUT premises. The first card of this type and all renewals with a revalidation stamp are free of charge for the student, only a new card is charged in case of loss/damage.

Alternatively, you can purchase an **ISIC card** through the IS BUT, which in addition to all the above provides the holder with various discounts and benefits. Only students under the age of 26 are eligible for this card.

The topic of student ID cards is also addressed in this [section in the IS](#). After ordering your card, simply track the status of your order and pick up your completed card/revalidation stamp at the Student Office Department. More info in [students manual for BUT cards](#).

Institutional login: Upon enrolment at BUT, each student acquires a unique electronic identity. It is associated with several services:

- Login into **IS BUT**: uses an assigned login and password that you choose
- Login into **eduroam network**: uses an assigned login and the password is BUT pin (more about BUT pin [here](#))

Email address: in the IS BUT it is possible to choose the preferred variant of the school email address, all about email and forwarding options [here](#). This school email address can be used to log in to MS Office services (Teams, Sharepoint, etc.).

Basic terms

Supervisor

- usually a professor or associate professor; proposes topics for doctoral studies in accordance with his/her own research; may supervise a maximum of 7 doctoral candidates at the same time
- a good supervisor gives experience to the PhD candidate, advises on research activities, supervises the process of writing the dissertation, or comments on early versions of the doctoral candidates' publications

Study Advisory Board

- in relation to doctoral candidates, it is the basic body for evaluating and controlling the fulfilment of their individual study plans; it consists of both management and external members

Individual study plan

- it is drawn up at the beginning of the studies together with the dissertation supervisor, approved by the director of the institute that supervises your respective doctoral programme, and discussed by the Study Advisory Board
- includes an overview of the chosen courses of study, teaching practice, expected participation in conferences, expected location of the foreign internship
- commits the student to the deadlines for completion of courses, registration and passing the state doctoral examination, submission of the dissertation

What to expect from studies

Process and organisation of studies

In general, it is assumed that the **doctoral studies at FME BUT last four years**. After the first two to three years, candidates apply for the state doctoral examination. The dissertation should be submitted and defended in his/her fourth year.

The study is in full-time or combined form according to the choice of the student. Eligibility for a doctoral scholarship is **only in the full-time form of study** (1st-4th year, 48 months in total).

The requirement for doctoral candidates at FME BUT are regulated not only by Study and Examination Rules but mainly regulated by the [Rules for the Organisation of Studies](#) (CZ only).

In particular, it imposes the following obligations:

Study activity

In the doctoral studies, candidates should take at least 4 courses related to the field of study and one course focused on a foreign language (usually English). Some of the courses can be taken at other faculties of BUT or even at another university by arrangement. At least two exams in the subject must be taken during the first year of study, and all exams (including the foreign language exam) must be taken by the end of the second year of study.

Outside of compulsory education, various scientific lectures, seminars and workshops of a professional nature are often organised at the FME BUT.

Creative activity

An integral part of the doctoral studies at FME BUT is publishing. This is especially:

Submission of a paper for the state doctoral examination: by the end of the third year of study, approx. 30 pages in length.

Dissertation: submission in the fourth year of study, usually 60 pages or more

Publications: publications in scientific journals, papers in conference proceedings, etc.

Other scientific and professional activities include, for example, grant applications, project work, presentations at research group seminars, active participation in conferences with own contributions, etc.

Foreign internship

FME BUT offers many opportunities to spend part of your doctoral studies at a foreign university. More information can be found [here](#) (CZ only).

Pedagogical activity

Part of the doctoral studies (usually only in **full-time form**) is the teaching activity of the PhD candidates. As a rule, it is carried out in the form of conducting exercises. The specific form of teaching and the hourly allocation depends on the specific institute of BUT, which supports the respective doctoral programme.

Evaluation

After each academic year, the student is evaluated, with an emphasis on how they are fulfilling their individual study plan. In order to progress to each subsequent year, it is necessary to meet the conditions set out in the [Dean's Directive](#) (CZ only).

Finance

Scholarships

The doctoral scholarship at the FME BUT is paid once a month to full-time PhD candidates. Its standard component is 10 500 CZK. For each additional completed academic year the scholarship is increased by 500 CZK. It is also possible to receive scholarships for research activities and various extraordinary scholarships.

In the [IS BUT](#) is also possible to apply for the Accommodation Scholarship, the Social Scholarship and the Extraordinary Social Scholarship. For more information on scholarships, please visit [web BUT](#).

Grants and competitions

In addition to scholarships, PhD candidates can receive financial support in the form of prizes in grant competitions. Candidates in their first year of study can participate in the [Brno Ph.D. Talent](#), which can annually reward 25 excellent PhD candidates with a prize of CZK 300,000. [The Werner von Siemens Prize](#) (CZ only) also targets students studying in technical fields.

BUT supports the research activities of its PhD candidates in the form of [competitions for specific research projects](#). PhD projects are targeted at junior projects, where a PhD candidate proposes a research project lasting 12 months and, if successful, can receive up to CZK 200,000.

Last but not least, PhD candidates are involved in grant projects in their research groups. Influential Czech providers include the Grant Agency of the Czech Republic, the Technology Agency of the Czech Republic or projects of the National Competence Centre. The European Union supports the development of research through Horizon Europe projects, in particular the prestigious European Research Council grants (ERC grants) and Marie Curie-Sklodowska Actions.

Friendly reminder: don't put extra pressure on yourself - by fragmenting your attention and energy you may not only inadvertently prolong your studies, but more importantly you may be exposing yourself to possible mental overload.

Fees

There is no fee for doctoral studies in the Czech language at FME BUT. The fee for study in English is set at € 3,000 per academic year of study. The fee may be reduced by the Dean in justified cases.

Publishing

Since publishing is one of the key requirements for candidates in PhD programmes, we decided to devote more space to it.

Stay oriented in the world of publishing

To keep your research up to date, it is important to have information on published articles, "hot" research topics, cited journals or recognised researcher-authors. Quantifiers of these criteria are in particular:

- **Quotation index of the article** – how many times were the article quoted
- **Author's h-index** – indicates the productivity of the author and the citation rate of his/her articles. It is the largest number h such that at least h of the author's articles have a citation index greater than or equal to h.
- **Impact factor** of the journal – average number of citations of articles (from a given journal) in other professional publications.

- **Percentile** of the journal – how the magazine ranks among others in its category. The best journals are in the first and second decile (D1, D2), then in the first quartile (Q1). These metrics can easily be found in the WoS database, for example.

Various author databases can be used for networking in the academic environment, for example [ResearchGate](#), [LinkedIn](#), [ORCID](#) or [Web of Science](#).

You can use databases to search for articles, for example [Scopus](#), [Web of Science](#) or [Google Scholar](#). The most recent manuscripts can be found at [arXiv](#).

Publications need to be recorded or reported. It is best to ask your supervisor about the procedure for reporting your outputs. As a university, BUT is evaluated based on, among other things, reported creative activity in:

- **RIV (Index of information on results)** – contains information on the results of research and development projects and research projects supported from public funds (according to Act No. 130/2002 Coll.)
- **RUV (Register of artistic performances)** – contains information on works of art created as part of creative activities at universities in the Czech Republic

Take the publishing seriously

When selecting a journal to submit your manuscript to, you need to consider (often in collaboration with your supervisor) the thematic suitability and quality level of your article. Before you decide, you can submit your article to [arXiv](#) – In addition to free publication of your research, you can get feedback before submitting your paper to the journal and, among other things, you get undoubted proof that your idea has been published at some point (peer review procedures can be uncomfortably long). How the peer-review process works is already described in the document [the Czech Association of Doctoral Researchers](#) (CZ only).

Friendly reminder: sometimes it is better to choose a journal first and then tailor the presentation of your research to it.

Handle studies with a smile on your face

Studying is not the most important thing in the world. Really.

Mental Health

Doctoral studies are not easy, they require an excessive amount of time and energy throughout your studies. That you enjoy research and have no problems? Looking forward to it, perfect, but **don't forget to "refresh" your head**. Maintain relationships with your surroundings, cultivate activities that are not related to your studies, take breaks and relax. It's **quite common** for students to experience fluctuating motivation, to be prone to burnout and often compare themselves to their colleagues, their workload and their achievements, which can lead to imposter syndrome. It's important to realise that this is not just about you and to talk calmly to someone you trust.

There's nothing like **strengthening informal relationships** in the workplace - attend meetings, conferences, workshops, or just don't dine alone when you have the chance. As well as **forming nice friendships**, connecting with colleagues can also expand your professional contacts, keep you 'in the loop' or provide support when needed.

For those struggling with mental health issues, BUT also provides more targeted help:

- [Alfons Counselling Centre](#) for students with special needs
- The app called [Nepanikař](#) (CZ only) - quick psychological first aid in a mobile application developed by a student of FEEC BUT

I have a problem

Generally speaking, you can never go wrong by consulting your supervisor to solve problems related to your studies. Specific suggestions can be handled via [Study Department FME BUT](#).

At FME BUT, PhD candidates have the opportunity to address the faculty management through their student representatives in the [Student Chamber of the Academic Senate of FME](#).

At the university level, students can contact [Student Chamber of the Academic Senate BUT](#) (CZ only). It defends the interests of all students at the level of the Academic Senate, as well as at various meetings of the university management.

In serious cases, students can contact the [Ethic Comitee of BUT](#) (CZ only). It relies mainly to BUT [Code of Conduct](#).

What if I can't handle it

Sometimes things don't work out, whether for personal or objective reasons, but that doesn't have to be a reason to quit. These changes don't usually happen overnight, so they need to be addressed early. What can be done?

- Talk to fellow PhD candidates, approach your supervisor, contact the study department - only communication of problems can lead to their resolution
- The title of the dissertation may be refined during the course of your studies
- Changes to your individual study plan can also be made during your studies
- In justified cases it can also be:
 - **change the topic** of the doctoral studies
 - **change the supervisor**
 - **interrupt your studies**
 - **leave the study**

You quit (properly)!

According to the Section 47(4) of the Act, studies are duly completed by a state doctoral examination (hereinafter referred to as the "state examination") and a public defence of the dissertation, which demonstrates the ability and readiness for independent research or development activities. According to the Article 48 of the Rules of Procedure, the date on which the doctoral thesis is defended is the date of regular completion of studies.

Treatise

The treatise is about 30 pages long and forms the basis of a future final exam. It contains in particular an assessment of the state of knowledge in the field of the dissertation topic, the objectives of the dissertation, a description of the results already achieved, a description of the methods chosen to solve the remaining tasks and an overview of published works and works accepted for publication, or other engineering works produced.

Together with the submission of the electronic version of the thesis in the IS BUT, the PhD candidate delivers to the study department: 2 hard copies of the thesis, a list of publications and the supervisor's evaluation of the course of study so far - more information [here](#) (CZ only).

Final State Doctoral Examination

You can apply for the state examination after you have fulfilled your study requirements, at the end of your third year of study at the latest. You apply by submitting an electronic version of your thesis and submitting an application form; the examination itself usually takes place during your third or fourth year of study. The state doctoral examination is handled according to the [Rules for the Organisation of Studies at the FME BUT](#) (CZ only) and [Study and Examination Rules of BUT](#).

Dissertation thesis

A dissertation is typically an independent work containing the results of a scientific or creative task. It consists mainly of an overview of the current state of the subject, the aims of the dissertation, the results achieved, their analysis and significance, a list of the literature used, a list of related works and a summary in Czech and English (usually one page in length).

Together with the submission of the electronic version of the dissertation in the IS BUT, the PhD candidate delivers to the study department: 5 copies of the dissertation, at least 5 copies of the dissertation thesis, appendices and application for defence – more detailed info [here](#).

Defence of the Dissertation thesis

The student may apply for the dissertation defence after passing the state doctoral examination and after the results contained in the dissertation appear in a publication registered in the WoS or Scopus databases, where the PhD candidate is listed as the main author. The defence of the dissertation should take place within 6 months of the start of the procedure. The dissertation defence is handled according to the [Rules for the Organisation of Studies at the FME BUT](#) (CZ only) and [Study and Examination Rules of BUT](#).

Only at our faculty

In addition to the study itself, FME BUT offers the opportunity to join various student clubs and participate in some cultural, social and sports events.

Students' clubs:

- TU Brno Racing
- BUT Chicken Wings
- Pneumobil Racing Team
- Students' team strojLAB
- Students Chamber of the Academic Senate FME (SKAS)
- BEST Brno
- ESN BUT Brno
- IAESTE LC Brno
- Photography club TECHNIKA

Cultural, social and sports events:

- Strojářské schody
- Students' ball FME BUT
- Faculty ball FME BUT
- Movember
- Companys' Days
- Scientists' Night

The faculty also includes a student and staff canteen, canteen, cafeteria Strojovna, library and others.

To conclude

While creating this guide, we mostly used:

[List of the Doctoral studies at FME BUT](#)

[Study and Examination Rules of BUT](#)

[Rules for the Organisation of Studies at the FME BUT](#) (CZ only)

[Methodology of study organisation in doctoral study programmes](#) (CZ only)

[Handbook for new doctoral candidates](#) (CZ only)

Own experiences 😊

Those who have read this far already know everything about the doctoral studies at FME BUT. Please contact Student Chamber of the Academic Senate BUT with any comments and suggestions about this PhD guide.

FEEC – FACULTY OF ELECTRICAL ENGINEERING AND COMMUNICATION

Brief introduction

Before you decide to go for a PhD, you should consider your motivation for doing a PhD, your other career options, your family situation and inform yourself about what a PhD entails. Surveys show that doctoral students' awareness of the options available to them in their studies is low.

So don't be one of the many uninformed but take an active interest now in the opportunities that doctoral study can offer you, but also what it can possibly take away from you. Even if you are still thinking about doctoral studies, the Student Chamber of the Academic Senate of the BUT has prepared this Doctoral Student Handbook for you, which will be helpful to you during your studies. So, whether you are still to decide or you are already a PhD student, we believe that the information included in this handbook will be useful to you 😊

The first steps to study

Are you interested in the study programme or the specific topic? Then contact the supervisor and schedule a meeting together (at least online) to talk about what you both want to get out of working on your chosen topic. This is the best possible way to find out more not only about the topic but also about your future supervisor. There's nothing worse than finding out later that you simply don't get along with the supervisor.

Study programmes

FEEC offers students a number of study programmes, which are usually linked to Master's degree programmes, in both Czech and English, and in both full-time and combined versions. Currently these are:

- Biomedical Technology and Bioinformatics (DPC-BTB, DPA-BTB, DKC-BTB, DKA-BTB)
- Electronics and Communication Technologies (DPC-EKT, DPA-EKT, DKC-EKT, DKA-EKT)
- Information Security (DPC-EKT, DKC-IBE)
- Cybernetics, Automation and Measurement (DPC-KAM, DPA-KAM, DKC-KAM, DKA-KAM)
- Microelectronics and Technology (DPC-MET, DPA-MET, DKC-MET, DKA-MET)
- Power and Electrical Engineering (DPC-SEE, DPA-SEE, DKC-SEE, DKA-SEE)
- Teleinformatics (DPC-TLI, DPA-TLI, DKC-TLI, DKA-TLI)
- Theoretical Electrical Engineering (DPC-TEE, DPA-TEE, DKC-TEE, DKA-TEE)

For more information about these fields and dissertation topics, see [here](#).

Application + Admission process

Applications for doctoral studies at FEEC can usually be submitted for one academic year in two rounds of the admission procedure - in April and July. [The application](#) is submitted only electronically and is submitted directly on a specific topic. In the course of completing the application, you will need to upload (electronically in .pdf format):

- a CV that you must have already prepared several times for other opportunities
- A copy of your Master's diploma, but only if you have previously studied outside FEEC
- A cover letter describing your interest in the topic of study and why you should be the one to pursue it

Cards, BUT identity

Every BUT student is entitled to a **student ID card**. In its most basic version, this card serves mainly for identification during examinations, proof of entitlement to reduced meal fees and a payment carrier in the operations of BUT dormitories and BUT Canteens and last but not least as an access card for entry and movement around BUT premises. The first card of this type and all renewals with a revalidation stamp are free of charge for the student, only a new card is charged in case of loss/damage.

Alternatively, you can purchase an **ISIC card** through the IS BUT, which in addition to all the above provides the holder with various discounts and benefits. Only students under the age of 26 are eligible for this card.

The topic of student ID cards is also addressed in this [section in the IS](#). After ordering your card, simply track the status of your order and pick up your completed card/revalidation stamp at the Student Office Department. More info in [students manual for BUT cards](#).

Institutional login: Upon enrolment at BUT, each student acquires a unique electronic identity. It is associated with several services:

- Login into **IS BUT**: uses an assigned login and password that you choose
- Login into **eduroam network**: uses an assigned login and the password is BUT pin (more about BUT pin [here](#))

Email address: in the IS BUT it is possible to choose the preferred variant of the school email address, all about email and forwarding options [here](#). This school email address can be used to log in to MS Office services (Teams, Sharepoint, etc.).

Basic terms

Supervisor

- usually a professor or associate professor; proposes topics for doctoral studies in accordance with his/her own research; may supervise a maximum of 7 doctoral candidates at the same time (exceptions may be granted)
- a good supervisor gives the doctoral candidate experience, advises on research activities, supervises the process of writing the dissertation, and comments on early versions of the doctoral student's publications, if necessary

Study Advisory Board

- in relation to doctoral candidates, it is the basic body for evaluating and controlling the fulfilment of their individual study plans; it consists of members of the tribal institute and external members

Individual Study Plan

- It is created at the beginning of the study by the supervisor together with his/her student, then approved by the head of the relevant department, the chair of the study programme board and the dean,
- It contains an overview of the chosen study subjects, the content of the teaching practice, expected participation in conferences, and the expected location of the foreign internship,
- commits the student to deadlines for completion of courses, registration and passing the state doctoral examination, and submission of the dissertation.

What to expect from studies

Process and organisation of studies

The standard **duration of a PhD is four years**. After the first two years, the student applies for the state doctoral examination, which he or she usually takes at the end of the second year of study. He or she should submit and defend the dissertation in his or her fourth year.

Typically, a student is in their first four years of **full-time study**. Alternatively, or after four years in full-time study, a student may be in a **combined form of study**. The most significant difference is that those studying in combined study are not eligible for a full doctoral scholarship.

In addition to the Study and Examination Regulations of the BUT, the requirements of a student in a doctoral study programme are regulated primarily by [Rules for the Organising of Studies at the FEEC BUT](#). During the course of the study, the student collects points in individual categories, and during the course of the study the minimum threshold of points is checked, for example, for advancement to the next year, for registration for the state doctoral examination or for submission of the dissertation. The following obligations are mainly derived from the study regulations.

Study activity

Students should take a minimum of 5 courses in the PhD programme. The composition is usually as follows:

- 4 courses from the departmental offerings, ideally related to the dissertation topic. Each institute offers 2 courses, usually one in the summer and one in the winter semester.
- English (1 semester) - compulsory, must be passed by the deadline of the state doctoral examination.
- Optional courses related to publishing organized by the library.

Creative activity

An integral part of doctoral studies is publishing. It must be kept in mind that everything that is the content of the future dissertation must be sufficiently published in journals or at conferences. Creative work presented in this way then leads you to prepare:

Submission of a paper for the state doctoral examination – submission by the end of the second year of study

Dissertation – submission in the fourth year of study

Other scientific and professional activities include grant applications, project work, active participation in conferences, etc.

Foreign internship

As part of your studies, you should complete an internship abroad of at least 1 month, which can also be fulfilled by more (i.e. at least two) partial stays of at least 14 days each. The location of the internship will most often depend on the recommendation of your supervisor and his/her own collaboration with foreign universities or the focus of the institute. For example, Erasmus+ or another grant programme can preferably be used to fund your internship abroad.

Pedagogical activity

Pedagogical activities that a doctoral student can report in his/her individual study plan include:

- Teaching students,
- supervising a bachelor's or master's thesis,
- preparation of teaching materials.

In the area of teaching, one hour of teaching each week during a semester counts as 2 credits, up to a maximum of 36 credits for the entire course of study. Any hours taught in excess of these obligations must be reimbursed by the institute at which the teaching takes place.

Evaluation

Milestones are set out in the study regulations when the Science Department checks compliance in the form of points:

- 1st year on 30 June,
- 2nd year on 30 April when the application for the State Doctoral Examination is submitted,
- at the time of registration for the 4th year of study,
- on submission of the dissertation in progress,
- the submission of the application for the dissertation defence.

At the end of the second year, the student takes the State Doctoral Examination, and at the end of his/her studies he/she defends his/her dissertation. The submitted dissertation thesis and the dissertation itself are evaluated by opponents selected by the student's supervisor and defended before a professional committee.

Finance

Scholarships

The doctoral scholarship is paid once a month to full-time students in the form of a regular scholarship. Its standard component is CZK 10 250. However, if the student is active, participates in the life of the faculty, institute, achieves significant results in creative activities or is otherwise "visible", then not only the head of the institute, but also the vice-dean for creative activities or the dean reward such doctoral students with extraordinary scholarships until they run out of money 😊.

In the [IS BUT](#) is also possible to apply for the Accommodation Scholarship, the Social Scholarship and the Extraordinary Social Scholarship. For more information on scholarships, please visit [web BUT](#) (CZ only).

Grants and competitions

In addition to scholarships, PhD candidates can receive financial support in the form of prizes in grant competitions. Students in their first year can enter the competition [Brno Ph.D. Talent](#), which can annually reward 25 excellent PhD candidates with a prize of CZK 300,000. The faculty also organizes a similar competition PhD Talent FEEC purely for PhD students of the faculty with a prize of 2 x 75 thousand CZK. CZK. [The Werner von Siemens Prize](#) (CZ only) also targets students studying in technical fields.

Doctoral study projects are targeted by the so-called Junior Projects of Specific Research, where a doctoral student proposes a research project lasting 12 months and, if successful, can receive up to CZK 200,000 for its solution.

Last but not least, PhD candidates are involved in the grants of their supervisors. The largest providers include the Grant Agency of the Czech Republic, the Technology Agency of the Czech Republic or projects of ministries of the Czech Republic.

Friendly reminder: Don't overload yourself - by fragmenting your attention and energy, you may not only inadvertently prolong your studies, but above all expose yourself to possible psychological overload. On the other hand, if the topic of study falls within the scope of one of the projects you are involved in, then this is certainly a significant benefit.

Fees

There is no fee for doctoral studies in the Czech language at FEEC. In a study programme with a foreign language, the fee is EUR 2500/academic year.

Publishing

Since publishing is one of the key requirements for candidates in PhD programmes, we decided to devote more space to it.

Stay oriented in the world of publishing

To keep your research up to date, it is important to have information on published articles, "hot" research topics, cited journals or recognised researcher-authors. Quantifiers of these criteria are in particular:

- **Quotation index of the article** – how many times were the article quoted
- **Author's h-index** – indicates the productivity of the author and the citation rate of his/her articles. It is the largest number h such that at least h of the author's articles have a citation index greater than or equal to h.
- **Impact factor** of the journal – average number of citations of articles (from a given journal) in other professional publications.
- **Percentile** of the journal – how the magazine ranks among others in its category. The best journals are in the first and second decile (D1, D2), then in the first quartile (Q1). These metrics can easily be found in the WoS database, for example.

Various author databases can be used for networking in the academic environment, for example [ResearchGate](#), [Linkedin](#), [ORCID](#) or [Web of Science](#).

You can use databases to search for articles, for example [Scopus](#), [Web of Science](#) or [Google Scholar](#). The most recent manuscripts can be found at [arXiv](#).

Publications need to be recorded or reported. It is best to ask your supervisor about the procedure for reporting your outputs. As a university, BUT is evaluated based on, among other things, reported creative activity in:

- **RIV (Index of information on results)** – contains information on the results of research and development projects and research projects supported from public funds (according to Act No. 130/2002 Coll.)
- **RUV (Register of artistic performances)** – contains information on works of art created as part of creative activities at universities in the Czech Republic

Take the publishing seriously

When selecting a journal to submit your manuscript to, you need to consider (often in collaboration with your supervisor) the thematic suitability and quality level of your article. Before you decide, you can submit your article to [arXiv](#) – In addition to free publication of your research, you can get feedback before submitting your paper to the journal and, among other things, you get undoubted proof that your idea has been published at some point (peer review procedures can be uncomfortably long). How the peer-review process works is already described in the document [the Czech Association of Doctoral Researchers](#) (CZ only).

Friendly reminder: sometimes it is better to choose a journal first and then tailor the presentation of your research to it.

Handle studies with a smile on your face

Studying is not the most important thing in the world. Really.

Mental Health

Doctoral studies are not easy, they require an excessive amount of time and energy throughout your studies. That you enjoy research and have no problems? Looking forward to it, perfect, but **don't forget to "refresh" your head**. Maintain relationships with your surroundings, cultivate activities that are not related to your studies, take breaks and relax. It's **quite common** for students to experience fluctuating motivation, to be prone to burnout and often compare themselves to their colleagues, their workload and their achievements, which can lead to imposter syndrome. It's important to realise that this is not just about you and to talk calmly to someone you trust.

There's nothing like **strengthening informal relationships** in the workplace - attend meetings, conferences, workshops, or just don't dine alone when you have the chance. As well as **forming nice friendships**, connecting with colleagues can also expand your professional contacts, keep you 'in the loop' or provide support when needed.

For those struggling with mental health issues, BUT also provides more targeted help:

- [Alfons Counselling Centre](#) for students with special needs
- The app called [Nepanikař](#) (CZ only) - quick psychological first aid in a mobile application developed by a student of FEEC BUT

I have a problem

Even in normal life "once you're down, once you're up", as the ever-true song goes [Život je jen náhoda](#) by the Czech artists Ježek, Voskovec and Werich. Sometimes it doesn't work out that way during the doctoral studies, whether for personal or objective reasons. But this is not necessarily a reason for immediate termination of studies. These changes do not usually happen overnight and therefore need to be addressed early.

Generally speaking, you can never go wrong by consulting your supervisor to solve problems related to your studies. Specific suggestions can be addressed to the Research Department or to your representative in the Academic Senate of FEEC.

At the university level, you can contact [Student Chamber of the Academic Senate of BUT](#) (CZ only). It defends the interests of all students at the level of the Academic Senate, as well as at various meetings of the university administration.

In serious cases, students can contact the [Ethic Comitee of BUT](#) (CZ only). It relies mainly to BUT [Code of Conduct](#).

So, whoever you contact with your problem, the solution may be:

- **Refining the topic of study** - narrowing the focus to selected problems of the topic of study, rather than trying to solve all its shortcomings;
- **Change of the topic of study** - the change is proposed by the PhD student, after the approval of the supervisor and the departmental council, the FECC Scientific Council decides on the matter
- **Change of supervisor** - the change is proposed by the doctoral student or supervisor and approved by the FECC Scientific Board after the opinion of the subject board
- **Interruption of studies** - more about interruption of studies at the request of the student in Article 36 and Article 18 of [Study and Examination Rules of BUT](#).
- **Dropping out of the study** - the doctoral student informs his/her supervisor and subsequently the FECC Scientific Department about the decision to drop out of the study. This should be the last resort, as you have already invested a lot of time in your studies.

You quit (properly)!

According to the Section 47(4) of the Act, studies are duly completed by a state doctoral examination (hereinafter referred to as the "state examination") and a public defence of the dissertation, which demonstrates the ability and readiness for independent research or development activities. According to the Article 48 of the Rules of Procedure, the date on which the doctoral thesis is defended is the date of regular completion of studies.

Treatise

The treatise is 20-30 pages long and forms the basis of a future dissertation. It contains in particular an assessment of the state of knowledge in the field of the dissertation topic, the objectives of the dissertation, a description of the results already achieved, a description of the methods chosen to solve the remaining tasks and an overview of published works and works accepted for publication, or other engineering works produced.

Within two weeks of submitting the electronic version of the thesis* in the IS BUT, the PhD student delivers to the Research Department: a printed version of the thesis, the current individual study plan and the score evaluation of the PhD student's creative activities (the documents are generated by the IS BUT).

Final State Doctoral Examination

You can apply for the state examination after you have fulfilled your obligations in the study part of your studies, no later than 30 April of your second year. You can apply by submitting an electronic version of your thesis; the exam itself is usually held at the end of the second year of study.

Dissertation thesis

A dissertation is typically an independent work containing the results of a scientific or creative task. It consists mainly of an overview of the current state of the subject, the objectives of the dissertation, the results achieved, their analysis and significance, and a list of the literature used.

The student will deliver to the Faculty's Research Department (all in one piece):

- Dissertation,
- the current ISP with the total score,
- a score of the doctoral student's creative activities,
- Reprints of the doctoral student's five major publications; for unpublished publications, a confirmation of acceptance of the work for publication is required.

Defence of the Dissertation thesis

Registration is done by submitting an electronic version of the dissertation to the BUT IS, which also starts the procedure for the dissertation defence. The defence of the dissertation should take place within 6 months from the start of the procedure. The dissertation defence is subject to the [Rules for the Organising of Studies at the FEEC BUT](#) and [Study and Examination Rules of BUT](#).

* The editing, submission and publication of dissertations is dealt with in [BUT guideline](#) (CZ only).

Only at our faculty

Students' organizations at FEEC

There are two student organizations at the Faculty - the Student Chamber of Academic Senate FEEC (SK AS FEEC) and the Students for Students (SPS). It might seem that the student organisations are mainly focused on students of Bachelor's and Master's studies, but this is not entirely true, even PhD students can contact their representatives in the AS FEEC SK with their problems, as well as PhD students can participate in events and get involved in the SPS. These two organizations have different "jobs" - the FEEC AS SK is mainly responsible for legislative matters, to enforce that everything in the faculty and university regulations is in order from the students' point of view and that they are fair for students. Likewise, it has the task to adequately monitor their compliance, so if you think something is wrong somewhere or have a problem or a suggestion for modification, contact your representatives. The SPS is mainly responsible for student leisure, and is behind large events such as Music from the FEC or Running of the 53, but also a host of small events that take place almost every week during term time. SPS also has the task of welcoming new undergraduate students to the faculty and guiding them through the rough beginnings of a new, college environment.

Library at T12

In the T12 building we have a faculty library that provides basic library, information and reprographic services for students. In addition, there is a possibility to use 3D printers. For more information about the library please visit its [web](#) or [Facebook](#) page.

Small kindergarten Edisonka

For students who already have children and need babysitting from time to time, there is an Edison at Technical 8 right on the faculty campus, which can be used by all students and employees of the BUT. To place a child in the Edisonka, a reservation is required, for more information please visit [web](#) of Edisonka (CZ only).

I am hungry, I want to have some snacks

There are several options within the area of FEEC.

- For employees and postgraduate students, there is an Employee Canteen within the Dormitories and Canteens at Technical 10. It functions just like any other canteen, but with limited access for staff and PhD students only. Payment is made either by student card (at the regular student price) or, in the case of an employee, if he or she qualifies for the employer's meal allowance, by employee card at the employee price or in cash at the full price.
- Next to the staff canteen, Halls of Residence and Dining Services also operates a cafeteria where payment is possible in cash and also by student or staff card.
- If the cafeteria isn't right for you, we also have two private cafeterias on campus. The first of these can be found on Technical 8 right in the respirium - Sly Fox, which offers both snacks and hot and cold takeaway meals. The second cafeteria, BUFEKT, is on Technical 12 opposite the main entrance, and apart from trifles, it also offers baguettes or stuffed buns, which you can either take away or enjoy with a good coffee right in the cafeteria.

Where to park?

Our faculty has a great advantage over others in the possibility of hassle-free parking, because we have plenty of spaces. As a PhD student, you can use your pass to park directly in front of T12, even in the underground parking areas. There is also the possibility to park between buildings T10 and T12, and if even this is not enough, there is a parking house at the CESA sports complex, the upper and middle floors of which you can use. If you are based at T8 and it is a long walk from these car parks, there is also a small car park directly behind T8. In addition to accessing the car park, PhD students can use their card to access the staff entrances to T12 from the sports hall, to T12 from the car park between T10 and T12 and to T10 from the car park behind T8.

Other individual constitutional specifics

Apart from these specifics common to the faculty, each institute individually has some others, such as institute workshops, bastille rooms, leisure rooms, possibilities to use institute meeting rooms and many others, just ask at the institute.

To conclude

Those, who have read this far already know everything about the doctoral studies at FEEC BUT. Please, if you are missing some crucial information, feel free to contact Student Chamber of the Academic Senate of FEEC BUT. We are here for you.

While creating this guide, we mostly used:

[Study and Examination Rules of BUT](#)

Rules for the Organising of Studies at the FEEC BUT

[Handbook for new doctoral candidates](#) (CZ only)

Own experiences 😊

FIT – FACULTY OF INFORMATION TECHNOLOGY

Brief introduction

Before you decide to start a PhD, you should consider your motivation for doing a PhD, your other career options, your family situation and inform yourself about what a PhD entails. Surveys show that doctoral candidates' awareness of the options available to them in their studies is low. Therefore, for those who are still thinking about doctoral studies, as well as for current doctoral candidates, the Student Chamber of the Academic Senate of BUT has come up with the PhD guide initiative. We hope that the information included in this PhD guide will be useful to all of you 😊

The first steps to study

Are you interested in the study programme or the topic? Contact the supervisor if possible, schedule a meeting (at least online) and talk about what you both want to get out of working on your chosen topic.

Study programmes

FIT BUT offers students the study programme Information Technology and the ongoing programme Computer Science and Informatics (applicants are no longer admitted to this study programme). Within the study programme it is possible to choose a specialization:

- accelerated network technologies,
- automated analysis, verification and synthesis,
- efficient techniques for working with automata and logics and their applications,
- security,
- speech data mining,
- evolvable hardware,
- formal models,
- hardware-software codesign,
- information and database systems,
- intelligent systems,
- management in software engineering,
- systems modelling and optimisation,
- unconventional digital circuits,
- computer graphics,
- computer networks and embedded systems,
- Robotics,
- supercomputing technologies,
- fault-tolerant systems, diagnostics and testing,
- high-performance computing,
- knowledge-based technologies, and
- image and video processing.

For more information about these specialisations and possible dissertation topics click [here](#).

Application + Admission process

An application for doctoral studies at FIT BUT can usually be submitted in three calls for one academic year. For details on the current application deadlines, please see [here](#). Application is submitted only via the Internet. The application form must be filled in properly in all fields and the following attachments must be submitted with the application:

- CV via given [form](#) (For applicants – How to apply – Application – Doctoral degree – Submission of the application)
- Certified copy of the university diploma, in accordance with Section 48 of the Higher Education Act and the Directive 11/2019
- Recent colour passport-size photograph of the applicant

The attachments must be delivered in printed form no later than the closing date for delivery of the application to the following address:

Vědecké oddělení
FIT VUT
Božetěchova 2
612 66 Brno

And at the same time in electronic form to the email phd-study@fit.vutbr.cz

The admission procedure includes an entrance exam. Details and specific information for a given year can be found [here](#).

Cards, BUT identity

Every BUT student is entitled to a student ID card. In its most basic version, this card serves mainly for identification during examinations, proof of entitlement to reduced meal fees and a payment carrier in the operations of BUT dormitories and BUT Canteens and last but not least as an access card for entry and movement around BUT premises. The first card of this type and all renewals with a revalidation stamp are free of charge for the student, only a new card is charged in case of loss/damage.

Alternatively, you can purchase an ISIC card through the IS BUT, which in addition to all the above provides the holder with various discounts and benefits. Only students under the age of 26 are eligible for this card. The topic of student ID cards is also addressed in this [section in the IS](#). After ordering your card, simply track the status of your order and pick up your completed card/revalidation stamp at the Student Office Department. More info in [students manual for BUT cards](#).

Institutional login: Upon enrolment at BUT, each student acquires a unique electronic identity. It is associated with several services:

Login into **IS BUT**: uses an assigned login and password that you choose

Login into **eduroam network**: uses an assigned login and the password is BUT pin (more about BUT pin [here](#))

Email address: in the IS BUT it is possible to choose the preferred variant of the school email address, all about email and forwarding options [here](#). This school email address can be used to log in to MS Office services (Teams, Sharepoint, etc.).

Basic terms

Supervisor

- usually a professor or associate professor; proposes topics for doctoral studies in accordance with his/her own research; may supervise a maximum of 7 doctoral candidates at the same time (exceptions may be granted)
- a good supervisor gives the PhD candidate experience, advises on research activities, supervises the process of writing the dissertation, and comments on early versions of the PhD candidate's publications, if necessary

Study Advisory Board

- in relation to doctoral candidates, it is the basic body for the evaluation and control of the implementation of their individual study plans, it consists of both members of the management and external members
- more about the composition [Study Advisory Board FIT BUT](#)

Individual study plan

- it is created at the beginning of the study together with the dissertation supervisor, commented by the head of the research group, discussed by the departmental council, approved by the dean of FIT BUT
- it contains an overview of the chosen study subjects, the content of teaching practice, expected participation in conferences, expected place of foreign internship or participation in foreign projects
- commits the student to the deadlines for completion of courses, registration and passing the state doctoral examination, and submission of the dissertation.

What to expect from studies

Process and organisation of studies

It is generally assumed that a **PhD at FIT takes four years**. After the third semester, the student applies for the state final examination, which is usually taken during the second year of study. The dissertation should be submitted and defended in the fourth year.

The study has two forms, namely **full-time and combined**. The most important difference is that in the full-time form, the student is obliged to complete a teaching practice, but is also entitled to a doctoral full scholarship. In the combined form, the student is not entitled to a scholarship, but is not obliged to undertake teaching practice.

It is possible to apply for a change of form during the course of studies, but it is good to bear in mind that after the 4th year of the full-time form there is no automatic change to the combined form.

In addition to the Study and Examination Rules of BUT, the requirements of a student in the doctoral study programme at FIT are regulated primarily by the [Rules on the Organisation of Studies](#). The following obligations are mainly derived from it:

Study activity

A PhD candidate is required to pass an English language exam and at least 2 courses from the list of courses offered. At least one of them must be from the "theoretical" category. Theoretical courses can be found under the individual degree programmes (up to the bottom) with the PVT designation. These are, for example, courses titled: Selected topics in language analysis and translation, Statistics, stochastic processes, operations research, Modern mathematical methods in computer science, Optics, Regularized

grammars and automata, Modern theoretical computer science, Mathematical logic, Theory and applications of Petri nets, Category theory in computer science, High-order computation.

Outside of compulsory education, various scientific lectures, seminars and workshops of a professional nature are frequently organized at FIT BUT. Summer schools (intensive courses of several days with a narrow professional focus) often contribute to doctoral education. Last but not least, students can take advantage of the language courses at the Faculty of Economics of BUT.

Optionally, courses related to publishing are organised by the central library of BUT.

Creative activity

An integral part of the doctoral studies at FIT BUT is publishing. This is especially:

- **Thesis of the dissertation:** submission in the second year of study, 30-50 standard pages
- **Dissertation:** submission in the fourth year of study, usually 100 pages or more
- **First-authored article:** publication in a scientific journal where the PhD candidate is the first author.

Other scientific and professional activities include e.g. submission of grant applications, work on projects, presentations at research group seminars, active participation in conferences with own papers, etc.

Foreign internship

As part of your studies in the Information Technology program, you should complete parts of your studies at a foreign institution **for at least one month** or participate in an international creative project with results published or presented abroad or engage in some other form of direct participation in international collaboration. In the case of an internship, the location is most often based on the collaboration or focus that your research group has. Our students most often use the Erasmus+ or Freemover programmes for trips. We have a separate chapter on mobility for you (prelink - it will be in BUT issues). If you are studying the Computer Science and Informatics programme, an international internship is not compulsory for you, but it is a great opportunity to gain new experience.

Pedagogical activity

Full-time students must complete teaching practice. This means, for example, teaching laboratory exercises, lectures and demonstrations, conducting projects, preparing and correcting examinations, and supervising bachelor's and master's theses. Credit hours (CH) are awarded for this experience. The minimum number of CH for each year is set out in ([Dean's Decision](#) (CZ only)). For the year 2022/2023, the minimum has been set at 150 CH per academic year, 170 CH in the case of full-time employment.

Compulsory teaching practice is not financially remunerated. However, teaching beyond the scope of compulsory teaching activity may be reimbursed to PhD candidates. It is generally advisable to carry over CH to a higher year and to have excess CH paid only when transferring to a combined form of study or when submitting a dissertation.

Evaluation

At the end (usually in May or June) of the summer semester, an evaluation of the student is carried out with an emphasis on how he/she is fulfilling his/her individual study plan. The results of the evaluations have a direct impact on the amount of the scholarship awarded (both regular and exceptional components). At FIT BUT this is done on the basis of presentations within the institutes before the committee and members of the departmental board and fellow PhD candidates.

After the second year of study, the student takes the state final examination, and at the end of his/her studies he/she defends his/her dissertation. The submitted dissertation thesis and the dissertation

itself are evaluated by opponents proposed by the PhD candidate's supervisor in collaboration with the specialist supervisor (and subsequently approved by the departmental board) and defended before a professional committee.

Finance

Scholarships

The doctoral scholarship at FIT BUT is paid once a month to full-time PhD candidates. Its maximum amount is influenced by the year of the student and is determined on the basis of the annual decision of the Dean. For the year 2022/2023 the amount was decided as follows:

- First year 8 710,- CZK
- Second year 10 460,- CZK
- Third year 12 000,- CZK
- Fourth year 12 000,- CZK

It is also possible to receive extraordinary scholarships for good scientific and study results. The amount of the regular scholarship may decrease if the student qualifies with a grade C or D in the year-to-year evaluation.

For students in the doctoral programme, an exceptional scholarship is also awarded to all students for the timely submission of their dissertation (no later than in the fourth year of study) and for the successful defence of an outstanding dissertation. For details, see Article 4 of the guidelines on the conditions for awarding scholarships to FIT students.

International students (except Slovakia) are also entitled to a mobility allowance of 2000 CZK/month.

In the IS BUT it is also possible to apply for the Accommodation Scholarship, the Social Scholarship and the Extraordinary Social Scholarship. For more information on scholarships, please visit [web BUT \(CZ only\)](#).

Grants and competitions

In addition to scholarships, PhD candidates can receive financial support in the form of prizes in grant competitions. Students in their first year of study can participate in the [Brno Ph.D. Talent](#), which can annually reward 25 excellent PhD candidates with a prize of CZK 300,000. [The Werner von Siemens Prize](#) (CZ only) also targets students studying in technical fields.

BUT supports the research activities of its PhD candidates in the form of [competitions for specific research projects](#). PhD projects are targeted at junior projects, where a PhD candidate proposes a research project lasting 12 months and, if successful, can receive up to CZK 200,000.

Last but not least, PhD candidates are involved in grant projects in their research groups. Influential Czech providers include the Grant Agency of the Czech Republic, the Technology Agency of the Czech Republic or projects of the National Competence Centre. The European Union supports the development of research through Horizon Europe projects, in particular the prestigious European Research Council grants (ERC grants) and Marie Curie-Sklodowska Actions.

Friendly reminder: don't put extra pressure on yourself - by fragmenting your attention and energy you may not only inadvertently prolong your studies, but more importantly you may be exposing yourself to possible mental overload.

Fees

There is no fee for doctoral studies in the Czech language at FIT BUT. In a study programme with a foreign language, the study fee is EUR 4000/academic year.

Publishing

Since publishing is one of the key requirements for candidates in PhD programmes, we decided to devote more space to it.

Stay oriented in the world of publishing

To keep your research up to date, it is important to have information on published articles, "hot" research topics, cited journals or recognised researcher-authors. Quantifiers of these criteria are in particular:

- **Quotation index of the article** – how many times were the article quoted
- **Author's h-index** – indicates the productivity of the author and the citation rate of his/her articles. It is the largest number h such that at least h of the author's articles have a citation index greater than or equal to h.
- **Impact factor** of the journal – average number of citations of articles (from a given journal) in other professional publications.
- **Percentile** of the journal – how the magazine ranks among others in its category. The best journals are in the first and second decile (D1, D2), then in the first quartile (Q1). These metrics can easily be found in the WoS database, for example.

Various author databases can be used for networking in the academic environment, for example [ResearchGate](#), [Linkedin](#), [ORCID](#) or [Web of Science](#).

You can use databases to search for articles, for example [Scopus](#), [Web of Science](#) or [Google Scholar](#). The most recent manuscripts can be found at [arXiv](#).

Publications need to be recorded or reported. It is best to ask your supervisor about the procedure for reporting your outputs. As a university, BUT is evaluated based on, among other things, reported creative activity in:

- **RIV (Index of information on results)** – contains information on the results of research and development projects and research projects supported from public funds (according to Act No. 130/2002 Coll.)
- **RUV (Register of artistic performances)** – contains information on works of art created as part of creative activities at universities in the Czech Republic

Take the publishing seriously

When selecting a journal to submit your manuscript to, you need to consider (often in collaboration with your supervisor) the thematic suitability and quality level of your article. Before you decide, you can submit your article to [arXiv](#) – In addition to free publication of your research, you can get feedback before submitting your paper to the journal and, among other things, you get undoubted proof that your idea has been published at some point (peer review procedures can be uncomfortably long). How the peer-review process works is already described in the document [the Czech Association of Doctoral Researchers](#) (CZ only).

Friendly reminder: sometimes it is better to choose a journal first and then tailor the presentation of your research to it.

Handle studies with a smile on your face

Studying is not the most important thing in the world. Really.

Mental Health

Doctoral studies are not easy, they require an excessive amount of time and energy throughout your studies. That you enjoy research and have no problems? Looking forward to it, perfect, but **don't forget to "refresh" your head**. Maintain relationships with your surroundings, cultivate activities that are not related to your studies, take breaks and relax. It's **quite common** for students to experience fluctuating motivation, to be prone to burnout and often compare themselves to their colleagues, their workload and their achievements, which can lead to imposter syndrome. It's important to realise that this is not just about you and to talk calmly to someone you trust.

There's nothing like **strengthening informal relationships** in the workplace - attend meetings, conferences, workshops, or just don't dine alone when you have the chance. As well as **forming nice friendships**, connecting with colleagues can also expand your professional contacts, keep you 'in the loop' or provide support when needed.

For those struggling with mental health issues, BUT also provides more targeted help:

- [Alfons Counselling Centre](#) for students with special needs
- The app called [Nepanikař](#) (CZ only) - quick psychological first aid in a mobile application developed by a student of FEEC BUT

I have a problem

Generally speaking, you can never go wrong by consulting your supervisor to solve problems related to your studies. Specific suggestions can be addressed to [Scientific Department of FIT BUT](#). Help can be also provided by [Students union](#) (CZ only), or more experienced colleagues and study advisors, whom you can contact, for example, via the platform [Discord](#). You can also find useful information on the [Study Advisor's web](#). While most of the content is mainly for undergraduate and masters students, there are also many useful tips and the site also includes a short section on doctoral studies.

At the faculties of BUT, PhD candidates have the opportunity to address the management of their university unit through their student representatives in [Faculty's Academic Senate](#).

At university level, you can contact [Students Chamber of the Academic Senate BUT](#) (CZ only). It defends the interests of all students at the level of the Academic Senate, as well as at various meetings of the university administration.

In serious cases, students may contact [Ethic Comitee BUT](#) (CZ only) and [Code of Conduct](#).

What if I can't handle it

Sometimes things don't work out, whether for personal or objective reasons, but that doesn't have to be a reason to quit. These changes don't usually happen overnight, so they need to be addressed early. What can be done?

- Talk to fellow PhD candidates, approach your supervisor, contact the study department - only communication of problems can lead to their resolution. The title of the dissertation may be specified during the course of the study and does not require approval by the departmental board.
- A change in the individual study plan can be made at any time with the approval of the supervisor, specialist, advisor and the departmental board. What does and does not count as a change in the ISP can be found in [Rules on the Organisation of Studies](#) (CZ only)

In justified cases it may be possible:

- **change the topic of the doctoral study:** the change is proposed by the PhD candidate, after the consent of the supervisor, the supervisor of the specialist, the head of the institute and the departmental board, the dean of FIT BUT decides on the matter
- **change the supervisor:** the change is proposed by the PhD candidate or supervisor in cooperation with the specialist supervisor and is approved by the Dean of FIT BUT after the opinion of the departmental board and the head of the institute
- **to interrupt the studies:** the supervisor (and the specialist supervisor), the head of the institute and the departmental council shall express their opinion on the PhD candidate's request, and the dean of FIT BUT shall decide on the matter. For more information on interruption of studies at the request of a student, see Article 36 and Article 18 of the [Rules for organisation of studies at FIT.](#)
- **dropping out of studies:** the PhD candidate shall inform the Dean of FIT BUT of the decision to drop out of studies and, if he/she has accepted obligations arising from projects, main or additional activities defined by a contractual relationship, he/she is obliged to terminate this contractual relationship properly and to settle all his/her potential obligations.

You quit (properly)!

According to the Section 47(4) of the Act, studies are duly concluded by a successful public defence of the dissertation, which demonstrates the ability and readiness for independent research or development activities. According to Article 48 of the Study Rules, the date of the proper completion of studies is the date on which the dissertation is defended. However, the defence of the dissertation is preceded by the state doctoral examination (hereinafter referred to as the 'state examination'), and there may be several months or even several years of study between these two decisive events.

Treatise

The treatise is about 30 to 50 pages long and forms the basis of a future final exam. It contains in particular an assessment of the state of knowledge in the field of the dissertation topic, the objectives of the dissertation, a description of the results already achieved, a description of the methods chosen to solve the remaining tasks and an overview of published works and works accepted for publication, or other engineering works produced.

Treatise is submitted in electronic form in the IS BUT and in written form at the scientific department. The deadline and details are specified in the annual [Dean's Decision](#) (CZ only) A summary of the PhD candidate's activities and copies of publications, if any, are attached to the treatise.

Final State Doctoral Exam

You can apply for the state examination after you have fulfilled your obligations in the study part of your studies, the date is planned in your individual study plan, usually during the second or third year of your studies. You must apply for the state doctoral examination (usually at the beginning of December of the academic year in which you are due to take the state examination). In the second stage, you will submit both an electronic and a hard copy version of the thesis (usually in the month of January). The exam itself then takes place at the beginning or during the summer term, the date varying depending on your relevant institute.

In the Information Technology programme, the student takes the state doctoral examination in 2 subjects, at least one of which must be theoretical. The State Doctoral Examination also includes a defence of the dissertation, which has been previously assessed by an assessor. The state doctoral examination is subject to [Rules on the Organization of Studies at FIT BUT](#) and [Study and Examination Rules of BUT](#).

Dissertation thesis

A dissertation is typically an independent work containing the results of a scientific or creative task. It consists mainly of an overview of the current state of the field, the hypothesis and objectives of the dissertation, the results obtained, their analysis and significance, a list of literature used, a list of related works and a summary in Czech and English (usually one page).

The PhD candidate submits the dissertation in both electronic and printed versions to the research department. One copy is on paper in hardcover and the second copy is also on paper, but may be in a ring binder or similar. The PhD candidate may be asked to supply additional copies, if requested by the opponents, before the defence. In addition, the PhD candidate will submit a thesis (electronic version only, which may be identical to the text of the thesis). A summary of the PhD candidate's activities and his/her professional CV, copies of publications and the application form with the opinion of the supervisor and the supervisor's specialist, further information [here](#).

Defence of the Dissertation thesis

A student may apply for the defence of his/her dissertation after passing the state doctoral examination and after the results of his/her work have been published in at least one article in an international journal with an impact factor. The application process starts with the submission of the dissertation and its annexes, which also starts the dissertation defence procedure. The defence of the dissertation should take place within 6 months from the start of the procedure, however, the Dean may extend this deadline. Dissertation defence is subject to [Rules on the Organization of Studies at FIT BUT](#) and [Study and Examination Rules of BUT](#).

* The editing, submission and publication of dissertations is covered by BUT [guideline](#) (CZ only).

Only at our faculty

Student life at FIT BUT

The life of a PhD candidate at FIT BUT can depend a lot on the life of his/her institute. You get close to academics and a lot depends on how the research group you will be part of is organised and what its practices are. For example, some have regular meetings, others meet ad-hoc as needed.

The faculty also welcomes and appreciates when a PhD candidate is willing to go the extra mile for the faculty. For example, help at open days, Researchers' Night, or Gaudeamus fairs is welcome. The promotion of the faculty and its research to the public is also appreciated.

Library FIT BUT

[Library](#) the faculty is not just a place where you can borrow books from a large number of titles. The space also includes a study room that can be used for self-study and group collaboration. It is also possible to book one of two seminar rooms and occasionally the available computers can come in handy.

Study advisor at FIT BUT

A lot of useful information can be found at [the study advisor site](#).

Students union FIT BUT

[SU FIT](#) (CZ only) is a grouping of students interested in what is happening at the faculty - they stand by decisions that affect students, represent them in faculty governance bodies and protect their interests. It also organises the Start@FIT event. You can also follow the union's activities at Facebook [page](#) (CZ only).

Students club U Kachničky

Students club [U Kachničky](#) (CZ only) located in FIT BUT faculty premises (room R212), where students can spend time, solve projects, play football, billiards, board games, play the piano or just sit with others over a glass of draft drink. The club is run by the SU and organises all kinds of events.

Discord BUT FIT

SU FIT provided for you [Discord server](#) which is held by students.

To conclude

While creating this guide, we mostly used:

[Study and Examination Rules of BUT](#)

[Rules for the Organisation of Studies at FIT BUT](#)

[Methodology of study organisation in doctoral study programmes](#) (CZ only)

[Handbook for new doctoral candidates](#) (CZ only)

[Basic information about doctoral studies at FIT BUT](#)

[Study advisor at FIT website](#)

Those who have read this far already know everything about the doctoral studies at FIT BUT. Please contact Student Chamber of the Academic Senate BUT with any comments and suggestions about this PhD guide.

FBM – FACULTY OF BUSINESS AND MANAGEMENT

Brief introduction

Before you decide to go for a PhD, you should consider your motivation for doing a PhD, your other career options, your family situation and inform yourself about what a PhD entails. Surveys show that doctoral students' awareness of the options available to them in their studies is low. Therefore, for those who are still thinking about doctoral studies, as well as for current doctoral students, the Student Chamber of the Academic Senate of the BUT has come up with the Doctoral Student Handbook initiative. We hope that the information included in this handbook will be useful to all of you. 😊

The first steps to study

Are you interested in the study programme or the topic? Contact the supervisor if possible, schedule a meeting (at least online) and talk about what you both want to get out of working on your chosen topic.

Study programmes

The Faculty of Business offers students a study programme in Business Management and Economics. Within this programme, it is possible to choose full-time or combined studies + there is a programme in English language as well.

For more information about these fields and the dissertation topics, please click [here](#).

Application + Admission process

As a rule, applications for doctoral studies at the Faculty of Business and Management can be submitted in two calls for one academic year. For details on the current application deadlines, please click [here](#). Application is submitted only through the website.

While completing the application form, you will need to bring it to the Study Department.

- CV with photo
- Bachelor's and Master's diplomas with transcripts of grades
- submission of 2 copies of a professional essay on the expected dissertation topic
- consent of the future supervisor

Cards, BUT identity

Every BUT student is entitled to a **student ID card**. In its most basic version, this card serves mainly for identification during examinations, proof of entitlement to reduced meal fees and a payment carrier in the operations of BUT dormitories and BUT Canteens and last but not least as an access card for entry and movement around BUT premises. The first card of this type and all renewals with a revalidation stamp are free of charge for the student, only a new card is charged in case of loss/damage.

Alternatively, you can purchase an **ISIC card** through the IS BUT, which in addition to all the above provides the holder with various discounts and benefits. Only students under the age of 26 are eligible for this card. The topic of student ID cards is also addressed in the [section in the IS](#). After ordering the ID card, simply track the status of the order and pick up the completed ID card/revalidation stamp at the study department.

Institutional login: Upon enrolment at BUT, each student acquires a unique electronic identity. It is associated with several services:

- Login into **IS BUT**: uses an assigned login and password that you choose
- Login into **eduroam network**: uses an assigned login and the password is BUT pin (more about BUT pin [here](#))

Email address: in the IS BUT it is possible to choose the preferred variant of the school email address, all about email and forwarding options [here](#). This school email address can be used to log in to MS Office services (Teams, Sharepoint, etc.).

Basic terms

Supervisor

- usually a professor or associate professor; proposes topics for doctoral studies in accordance with his/her own research; may supervise a maximum of 5 doctoral students at the same time (exceptions may be granted)
- a good supervisor gives the doctoral candidate experience, advises on research activities, supervises the process of writing the dissertation, and comments on early versions of the doctoral student's publications, if necessary

Study Advisory Board

- in relation to doctoral candidates, it is the basic body for evaluating and controlling the fulfilment of their individual study plans, it consists of both internal and external
- More about Doctoral Degree Programme Board [here](#) (CZ only)

Individual study plan

- It is created at the beginning of the study together with the student, signed by the director of the institute, discussed by the Board and approved by the dean of the FBM BUT.
- It contains an overview of the chosen study subjects, the content of the teaching practice, expected participation in conferences, the expected location of the foreign internship
- commits the PhD candidate to the dates of completion of courses, registration and passing the state doctoral examination, submission of the dissertation.

What to expect from studies

Process and organisation of studies

The standard period of study for a doctoral degree is **four years**. After the first two years, the student applies for the state final examination, which is usually taken during the third year of study. The dissertation should be submitted and defended in the fourth year.

They are typically in their first four years of **full-time study**. Alternatively, or after four years of full-time study, they may be a **combined student**. The most significant difference is that those studying in a combined mode are not eligible for a doctoral scholarship.

In addition to the Study and Examination Regulations of the BUT, the requirements of a student in a doctoral study programme at the FBM are regulated primarily by [Rules for the Organisation of Studies](#) (CZ only). In particular, it imposes the following obligations:

Study activity

In doctoral studies, students should take a total of 4 courses + professional publications.

In the first year there are compulsory subjects:

- Economics 3
- Methodology of scientific and research work in economics and management
- Outcomes of creative activity 1

Advancement to the 2nd year of doctoral studies:

At least one examination from the compulsory professional courses given in the Individual Study Plan of the doctoral studies and at least one "Output from creative activity I" (type of published paper in a domestic/foreign peer-reviewed proceedings or article in a peer-reviewed journal) corresponding to the topic of the dissertation with the structure of a scientific thesis. A minimum author's share of 80% for a publication is considered.

In the second year, the courses are divided into compulsory and elective courses (the student chooses at least 1 of the EC)

A more detailed schedule of PhD candidate duties for the academic year 2022/2023 can be found [here](#) (CZ only).

Outside of compulsory education, various scientific lectures, seminars and workshops of a professional nature are often organized at the BUT. Summer schools (intensive courses of several days with a narrow professional focus) often contribute to doctoral education. Last but not least, students can take advantage of language teaching at FAST BUT.

Creative activity

An integral part of doctoral studies at the FBM at BUT is publishing. Participation in research projects, specific research, etc. is considered creative activity. Mandatory publications can be found again [here](#) (CZ only)

At a minimum, it is usually:

Submission of a paper for the state doctoral examination: by the end of the second year of study, approx. 20-30 pages in length.

Dissertation: submission in the fourth year of study

Foreign internship

As part of your studies, you must complete an internship abroad, **typically for at least 1 semester**. The location of the internship will most often depend on the focus of your dissertation. Our students most often use the Erasmus+ or Freemover programmes for their placements. We have a separate chapter on mobility for you (click through - it will be in the BUT issues).

Pedagogical activity

The following are considered to be teaching activities that a doctoral candidate at the FBM BUT can report in his/her individual study plan:

- teaching students (in the scope of 4 hours for 4 semesters),
- supervising or opposing a bachelor's thesis (related to the doctoral dissertation),
- preparation of teaching materials.

Evaluation

After each academic year until graduation, an assessment (evaluation) of the PhD candidate takes place with an emphasis on how are candidates fulfilling their individual study plan. The results have a direct impact on the amount of the scholarship awarded, which may be reduced due to failure to meet the conditions.

After the second year of study, the candidate takes the state final examination, and at the end of his/her studies he/she defends his/her dissertation. The submitted dissertation thesis and the dissertation itself are evaluated by opponents proposed by the student's supervisor and defended in front of a professional committee.

Finance

Scholarships

The doctoral scholarship at the FBM BUT is paid once a month to full-time students. From the first year of study, students are awarded a doctoral scholarship of CZK 9,000. In the second year the scholarship is 9500 CZK, in the third year 11 500 CZK and in the fourth year the scholarship is 12 000 CZK. If you meet the requirements of the State Doctoral Exam in the third year, the scholarship is increased by 500 CZK to 12 000. The amount of this scholarship may be reduced if the student fails to meet his/her obligations, for example in the form of tuition.

In the [IS BUT](#) is also possible to apply for the Accommodation Scholarship, the Social Scholarship and the Extraordinary Social Scholarship. For more information on scholarships, please visit [web BUT](#) (CZ only).

Grants and competitions

In addition to scholarships, PhD candidates can receive financial support in the form of prizes in grant competitions. Candidates in their first year of study can participate in the [Brno Ph.D. Talent](#), which can annually reward 25 excellent PhD candidates with a prize of CZK 300,000. [The Werner von Siemens Prize](#) (CZ only) also targets students studying in technical fields.

BUT supports the research activities of its PhD candidates in the form of [competitions for specific research projects](#). PhD projects are targeted at junior projects, where a PhD candidate proposes a research project lasting 12 months and, if successful, can receive up to CZK 200,000.

Last but not least, PhD candidates are involved in grant projects in their research groups. Influential Czech providers include the Grant Agency of the Czech Republic, the Technology Agency of the Czech Republic or projects of the National Competence Centre. The European Union supports the development of research through Horizon Europe projects, in particular the prestigious European Research Council grants (ERC grants) and Marie Curie-Sklodowska Actions.

Friendly reminder: don't put extra pressure on yourself - by fragmenting your attention and energy you may not only inadvertently prolong your studies, but more importantly you may be exposing yourself to possible mental overload.

Fees

There is no fee for doctoral studies in the Czech language at the BUT. In a study programme with a foreign language, the study is charged according to the following amount in this [document](#).

Publishing

Since publishing is one of the key requirements for candidates in PhD programmes, we decided to devote more space to it.

Stay oriented in the world of publishing

To keep your research up to date, it is important to have information on published articles, "hot" research topics, cited journals or recognised researcher-authors. Quantifiers of these criteria are in particular:

- **Quotation index of the article** – how many times were the article quoted
- **Author's h-index** – indicates the productivity of the author and the citation rate of his/her articles. It is the largest number h such that at least h of the author's articles have a citation index greater than or equal to h.
- **Impact factor** of the journal – average number of citations of articles (from a given journal) in other professional publications.
- **Percentile** of the journal – how the magazine ranks among others in its category. The best journals are in the first and second decile (D1, D2), then in the first quartile (Q1). These metrics can easily be found in the WoS database, for example.

Various author databases can be used for networking in the academic environment, for example [ResearchGate](#), [Linkedin](#), [ORCID](#) or [Web of Science](#).

You can use databases to search for articles, for example [Scopus](#), [Web of Science](#) or [Google Scholar](#). The most recent manuscripts can be found at [arXiv](#).

Publications need to be recorded or reported. It is best to ask your supervisor about the procedure for reporting your outputs. As a university, BUT is evaluated based on, among other things, reported creative activity in:

- **RIV (Index of information on results)** – contains information on the results of research and development projects and research projects supported from public funds (according to Act No. 130/2002 Coll.)
- **RUV (Register of artistic performances)** – contains information on works of art created as part of creative activities at universities in the Czech Republic

Take the publishing seriously

When selecting a journal to submit your manuscript to, you need to consider (often in collaboration with your supervisor) the thematic suitability and quality level of your article. Before you decide, you can submit your article to [arXiv](#) – In addition to free publication of your research, you can get feedback before submitting your paper to the journal and, among other things, you get undoubted proof that your idea has been published at some point (peer review procedures can be uncomfortably long). How the peer-review process works is already described in the document [the Czech Association of Doctoral Researchers](#) (CZ only).

Friendly reminder: sometimes it is better to choose a journal first and then tailor the presentation of your research to it.

Handle studies with a smile on your face

Studying is not the most important thing in the world. Really.

Mental Health

Doctoral studies are not easy, they require an excessive amount of time and energy throughout your studies. That you enjoy research and have no problems? Looking forward to it, perfect, but **don't forget to "refresh" your head**. Maintain relationships with your surroundings, cultivate activities that are not related to your studies, take breaks and relax. It's **quite common** for students to experience fluctuating motivation, to be prone to burnout and often compare themselves to their colleagues, their workload and their achievements, which can lead to imposter syndrome. It's important to realise that this is not just about you and to talk calmly to someone you trust.

There's nothing like **strengthening informal relationships** in the workplace - attend meetings, conferences, workshops, or just don't dine alone when you have the chance. As well as **forming nice friendships**, connecting with colleagues can also expand your professional contacts, keep you 'in the loop' or provide support when needed.

For those struggling with mental health issues, BUT also provides more targeted help:

- [Alfons Counselling Centre](#) for students with special needs
- The app called [Nepanikař](#) (CZ only) - quick psychological first aid in a mobile application developed by a student of FEEC BUT

I have a problem

In general, you can never go wrong if you consult your supervisor to solve problems related to your studies. Specific suggestions can be addressed to the [Study Department](#) or you can directly contact Ing. Reková [\(here\)](#).

At the faculties of the BUT, students have the opportunity to address the management of their university unit through their student representatives in the student chamber of the academic senate of the faculty. At the university level, they can contact [Student Chamber of the Academic senate BUT](#) (CZ only). It defends the interests of all students at the level of the Academic Senate, as well as at various meetings of the university administration.

In serious cases, students can contact the [Code of Conduct](#).

What if I can't handle it

Sometimes things don't work out, whether for personal or objective reasons, but that doesn't have to be a reason to quit. These changes don't usually happen overnight, so they need to be addressed early. What can be done?

- Talk to your fellow PhD students, reach out to your supervisor, contact the study department or communicate with the Student Chamber of the Academic Senate of FBM - only communication of problems can lead to their resolution.
- The title of the dissertation may be specified during the course of study. A change in the individual study plan can be made at any time with the approval of the supervisor and the departmental board. What counts and does not count as a change in the individual study plan can be found in [Rules for the Organisation of studies](#) (CZ only). In justified cases:
 - **change the topic** of doctoral studies: the change is proposed by the doctoral student, after the approval of the supervisor and the departmental board, the dean of the FBM, BUT decides on the matter.
 - **change of supervisor**: the change is proposed by the doctoral student or supervisor and approved by the dean of the FBM, BUT after the opinion of the Study Advisory Board
 - **interrupt studies**: the doctoral student must submit a statement from the supervisor with the application, the matter is decided by the Dean of the BUT. For more information on interruption of studies at the student's request, see Article 36 and Article 18. [Study and Examination Rules of BUT](#).
 - **drop out of studies**: the doctoral student informs first his/her supervisor and then the dean of the BUT Faculty of Science of his/her decision to drop out of studies, and if he/she has accepted obligations resulting from projects, main or complementary activities defined by a contractual relationship, he/she is obliged to terminate this contractual relationship properly.

You quit (properly)!

According to the Section 47(4) of the Act, studies are duly completed by a state doctoral examination (hereinafter referred to as the "state examination") and a public defence of the dissertation, which demonstrates the ability and readiness for independent research or development activities. According to the Article 48 of the Rules of Procedure, the date on which the doctoral thesis is defended is the date of regular completion of studies.

Treatise

The treatise is 20-30 pages long and forms the basis of a future dissertation. It contains in particular an assessment of the state of knowledge in the field of the dissertation topic, the objectives of the dissertation, a description of the results already achieved, a description of the methods chosen to solve the remaining tasks and an overview of published works and works accepted for publication, or other engineering works produced.

The thesis has to be submitted in the printed version together with other important documents to Ing. Simona Reková. Further information [here](#) (CZ only).

Final State Doctoral Examination

You can apply for the state examination after you have fulfilled your obligations in the study part of your studies, no later than at the end of the 5th semester of the fourth-year in the full-time and combined form of study, if you have fulfilled them:

- all examinations from compulsory professional subjects and an optional professional subject given in the Individual Study Plan of the doctoral programme
- presentation of the dissertation research plan
- at least one output from "Creative Activity I" (type of published paper in a domestic/foreign peer-reviewed proceedings or an article in a peer-reviewed journal) for the first year
- for the 2nd year, at least one output from "Creative Activity II" (an article in a journal of the Jimp, JSC type or a paper in a D type proceedings) corresponding to the topic of the dissertation with the structure of a scientific thesis with the author's share of 80 %.

The application process is carried out by submitting an electronic version of the essay; the examination itself is usually held during the third year of study. The state doctoral examination is subject to [guideline](#) (CZ only).

Dissertation thesis

A dissertation is typically an independent work containing the results of a scientific or creative task. It consists mainly of an overview of the current state of the subject, the aims of the dissertation, the results achieved, their analysis and significance, a list of the literature used, a list of related works and a summary in Czech and English (usually one page length).

Within two weeks of submitting the electronic version of the dissertation* in the BUT IS, the doctoral candidate shall deliver to the study department: two printed copies of the dissertation, two printed copies of the dissertation thesis, a summary of the doctoral student's activities, reprints of his/her published works and the opinion of the supervisor - more information [Rules for the Organisation of Studies](#) (CZ only).

Defence of the Dissertation thesis

The dissertation must be submitted no later than the end of the maximum study period (Maximum study period, study period is twice the standard study period. The maximum period of study does not include the period of interruption according to Article 18, paragraph 7 of the BUT Study and Examination Regulations).

- if a student in both full-time and combined forms of study has passed the state doctoral examination.

The defence of the dissertation is subject to [Rules for the Organisation of Studies](#) (CZ only) and [Study and Examination Rules of BUT](#).

* The editing, submission and publication of dissertations is dealt with in [BUT guideline](#) (CZ only)

Only at our faculty

Student Chamber of the Academic Senate FBM BUT.

What is the Student Chamber of the Academic Senate at FBM, BUT? Students of the faculty elected by democratic vote, who represent the students and try to do the best for them. They communicate with the faculty management, make sure that everything works as it should, that the regulations and legislation at the faculty work properly and disseminate information from the management to the students.

The Senate cooperates with other student organizations, which organize many interesting events. If you meet a senator, don't be afraid to approach them or ask them anything.

You can find all the latest information on Facebook: [here](#).

Library FBM BUT

[Library](#) at the faculty is not just a place where you can borrow books from a large number of titles. The space also includes a study room that can be used for self-study or for the group collaboration. It is also possible to reserve a room, and occasionally the available computers and printer may come in handy as well. The Central Library of the BUT is located directly in the Faculty of Business and Management.

Chill out zones

The faculty has a couple of newly renovated rooms that serve as a place for students to relax with friends or to work on team projects in less formal atmosphere. The largest of these rooms includes a whiteboard for notes, comfortable sofas and chairs, or seating bags, for example. All of this was designed by members of the Student chamber.

Cafeteria

On the second floor of our faculty there is a cafeteria for students. Microwave ovens are available on the same floor. Newly available to the students of the faculty is also a vending machine for filtered sparkling or still water on the third floor from the partner [FILTERMAC](#).

To conclude

While creating this guide, we mostly used:

[Study and Examination Rules of BUT](#),

[Rules for the Organisation of Studies](#) (CZ only)

[Methodology of study organisation in doctoral study programmes](#) (CZ only),

[Handbook for new doctoral candidates](#) (CZ only),

Own experiences 😊

Those who have read this far already know everything about doctoral studies at the Faculty of Business and Management BUT. Please contact Student Chamber of Academic Senate BUT with any comments and suggestions about this handbook.

FCH – FACULTY OF CHEMISTRY

Brief introduction

Before you decide to start a PhD, you should consider your motivation for doing a PhD, your other career options, your family situation and inform yourself about what a PhD entails. Surveys show that doctoral candidates' awareness of the options available to them in their studies is low. Therefore, for those who are still thinking about doctoral studies, as well as for current doctoral candidates, the Student Chamber of the Academic Senate of BUT has come up with the PhD guide initiative. We hope that the information included in this PhD guide will be useful to all of you 😊

The first steps to study

Are you interested in the study programme or the topic? Contact the supervisor if possible, schedule a meeting (at least online) and talk about what you both want to get out of working on your chosen topic.

Study programmes

FCH BUT offers doctoral candidates dissertation topics in five areas:

- **Biophysical Chemistry**
- **Physical Chemistry**
- **Chemistry, Technology and Properties of Materials**
- **Environmental Chemistry and Technology**
- **Food Chemistry**

Not only for international PhD candidates, there is a range of paid study programmes in English. More information about these programmes, together with the dissertation topics, can be found at [here](#).

Application + Admission process

The application for doctoral studies at FCH in the Czech study programme can usually be submitted only in one round, the second round is announced only exceptionally. For English study programmes, it is possible to apply in two rounds. For details on the current application deadlines, please see [here](#). [Application](#) is submitted only via the Internet. In the course of completing the application, you will need to upload (electronically in .pdf format):

- CV
- Officially certified copy of evidence of education (diploma)
 - If you have studied abroad, you must provide the documents listed here under Recognition of education.
- Cover letter

The admission process continues with an entrance examination, which is conducted in the form of an interview during which the applicant's qualifications for doctoral studies are verified. Its quality is assessed in four areas:

The quality of previous study and professional activities (0-20 points)

Knowledge of the scientific basis of the field of study (0-30 points)

Prerequisites for further study (0-25 points)

Knowledge of the English language (0-25 points), where the applicant must obtain at least 50 points out of a possible 100 points and at the same time his/her score in any area is not less than half of the maximum score for that area.

Cards, BUT identity

Every BUT student is entitled to a **student card**. In its most basic version, this card serves mainly for identification during examinations, proof of entitlement to reduced boarding fees and a payment carrier in the operations of BUT dormitories and BUT Canteens and last but not least as an access card for entry and movement around BUT premises. The first card of this type and all renewals with a revalidation stamp are free of charge for the student, only a new card is charged in case of loss/damage.

Alternatively, you can purchase an **ISIC card** through the IS BUT, which in addition to all the above provides the holder with various discounts and benefits. Only students under the age of 26 are eligible for this card. The topic of student ID cards is also addressed in this [section in the IS](#). After ordering your card, simply track the status of your order and pick up your completed card/revalidation stamp at the Student Office Department. More info in [students manual for BUT cards](#).

Institutional login: Upon enrolment at BUT, each student acquires a unique electronic identity. It is associated with several services:

Login into **IS BUT**: uses an assigned login and password that you choose

Login into **eduroam network**: uses an assigned login and the password is BUT pin (more about BUT pin [here](#))

Email address: in the IS BUT it is possible to choose the preferred variant of the school email address, all about email and forwarding options [here](#). This school email address can be used to log in to MS Office services (Teams, Sharepoint, etc.).

Basic terms

Supervisor

- usually a professor or associate professor; proposes topics for doctoral studies in accordance with his/her own research; may supervise a maximum of 7 doctoral candidates at the same time (exceptions may be granted)
- a good supervisor gives the PhD candidate experience, advises on research activities, supervises the process of writing the dissertation, and comments on early versions of the PhD candidate's publications, if necessary

Doctoral study programmes boards

- in relation to PhD candidates, it is the basic body for evaluating and controlling the fulfilment of their individual study plans; it consists of both management and external members - more about the composition of the [Doctoral study programmes boards](#)

Individual study plan

- is created at the beginning of the study together with the supervisor, then approved by the head of the relevant department, the Study Advisory Board and the dean of BUT
- it contains an overview of the chosen study subjects, the content of teaching practice, expected participation in conferences, the expected location of the foreign internship
- commits the student to the deadlines for completion of courses, registration and passing the state doctoral examination, and submission of the dissertation.

What to expect from studies

Process and organisation of studies

According to the Higher Education Act, the **maximum duration of studies is 8 years** and it is generally assumed that doctoral studies last four years. During the course of the study, PhD candidate takes examinations in three subjects (usually in the first year), a state doctoral examination (usually by the end of the second year) and defends the dissertation (at the end, i.e. in the fourth year). However, the main focus of the study is scientific work, which will result in publication in prestigious scientific journals.

Typically, in his/her first four years, PhD candidate is a **full-time student** (after four years, the student remains full-time without a scholarship). Alternatively, or after four years in full-time study, the PhD candidate may transfer to a combined form of study. The most significant difference is that those studying in **combined form** are not eligible for a doctoral scholarship.

In addition to the Study and Examination Rules of BUT, the requirements of a PhD candidate at the Faculty of Chemistry are regulated primarily by the [Rules for the Organisation of Studies at the Faculty of Chemistry](#) (CZ only). The following obligations are mainly derived from it:

Study activity

In doctoral studies, the student follows a so-called Individual Study Plan, in which he or she sets out the main subject of research with his or her supervisor at the beginning of the study and ideally chooses the composition of courses accordingly. In total, PhD candidates should take a minimum of 3 courses and the composition is usually as follows:

- **1 compulsory course** that is specific to the study programme and is usually completed in the first year of study
- **2 compulsory electives** from the study programme, ideally related to the dissertation topic. Like the compulsory course, these courses are normally completed in the first year of study
- Students may choose a larger number of courses, but they must complete them. Cancellation of courses during the course of study is not possible
- Students can take elective courses organised by the Lifelong Learning Institute BUT

Creative activity

An integral part of doctoral studies at FCH is publishing. As a rule, at least:

- **Dissertation treatise:** submission by 30 April at the end of the second year of study, no later than 30 April at the end of the third year of study (usually the SDE is submitted at the end of the second year)
- **Dissertation:** submission ideally in the fourth year of study
- **First-authored article:** publication in a scientific journal where the PhD candidate is the first author

Other scientific and professional activities include, for example, grant applications, project work, presentations at training institute seminars, active participation in conferences with own contributions, etc.

Foreign internship

One of the conditions for successful completion of studies is the completion of a foreign internship or participation in an international creative project with results published or presented abroad or another form of direct participation of the student in international cooperation. The location of any internship will

most often depend on the collaboration or focus that your research group has. Mobility can be done through Erasmus+, Freemover or by individual arrangement with the contracted workplace.

Pedagogical activity

Teaching activities that a PhD candidate at FCH can report in his/her individual study plan include:

- Teaching students
- Guiding, consulting or opposing a bachelor's/master's thesis (related to the PhD candidate's dissertation)
- Preparation of teaching materials

In the event that a PhD candidate completes the Pedagogical Minimum Lifelong Learning course at another University or unit of BUT, the teaching practice is waived on the basis of a certificate of completion. The compulsory teaching practice is not financially remunerated; the Institute is obliged to reimburse the teaching practice exceeding the scope of the compulsory teaching activity.

Finance

Scholarships

The PhD scholarship at FCH is paid once a month to full-time PhD candidates. Its minimum amount is CZK 10 000 (expected to increase due to the amendment of the Higher Education Act). This amount is awarded to students of the first year of the DSP. In higher years, the amount is increased according to the PhD candidate's performance.

In the [IS BUT](#) It is also possible to apply for the Accommodation Scholarship, the Social Scholarship and the Extraordinary Social Scholarship. For more information on scholarships, please visit [web BUT](#).

Grants and competitions

In addition to scholarships, PhD candidates can receive financial support in the form of prizes in grant competitions. Students in their first year of study can participate in the [Brno Ph.D. Talent](#), which can annually reward 25 excellent PhD candidates with a prize of CZK 300,000. [The Werner von Siemens Prize](#) (CZ only) also targets students studying in technical fields.

BUT supports the research activities of its PhD candidates in the form of [competitions for specific research projects](#). PhD projects are targeted at junior projects, where a PhD candidate proposes a research project lasting 12 months and, if successful, can receive up to CZK 200,000.

Last but not least, PhD candidates are involved in grant projects in their research groups. Influential Czech providers include the Grant Agency of the Czech Republic, the Technology Agency of the Czech Republic or projects of the National Competence Centre. The European Union supports the development of research through Horizon Europe projects, in particular the prestigious European Research Council grants (ERC grants) and Marie Curie-Sklodowska Actions.

Friendly reminder: don't put extra pressure on yourself - by fragmenting your attention and energy you may not only inadvertently prolong your studies, but more importantly you may be exposing yourself to possible mental overload.

Fees

There is no fee for doctoral studies in the Czech language at FCH. In a study programme with a foreign language, a fee of EUR 4,000/academic year is charged.

Publishing

Since publishing is one of the key requirements for candidates in PhD programmes, we decided to devote more space to it.

Stay oriented in the world of publishing

To keep your research up to date, it is important to have information on published articles, "hot" research topics, cited journals or recognised researcher-authors. Quantifiers of these criteria are in particular:

- **Quotation index of the article** – how many times were the article quoted
- **Author's h-index** – indicates the productivity of the author and the citation rate of his/her articles. It is the largest number h such that at least h of the author's articles have a citation index greater than or equal to h
- **Impact factor** of the journal – average number of citations of articles (from a given journal) in other professional publications
- **Percentile** of the journal – how the magazine ranks among others in its category. The best journals are in the first and second decile (D1, D2), then in the first quartile (Q1). These metrics can easily be found in the WoS database, for example

Various author databases can be used for networking in the academic environment, for example [ResearchGate](#), [Linkedin](#), [ORCID](#) or [Web of Science](#).

You can use databases to search for articles, for example [Scopus](#), [Web of Science](#) or [Google Scholar](#). The most recent manuscripts can be found at [arXiv](#).

Publications need to be recorded or reported. It is best to ask your supervisor about the procedure for reporting your outputs. As a university, BUT is evaluated based on, among other things, reported creative activity in:

- **RIV (Index of information on results)** – contains information on the results of research and development projects and research projects supported from public funds (according to Act No. 130/2002 Coll.)
- **RUV (Register of artistic performances)** – contains information on works of art created as part of creative activities at universities in the Czech Republic

Take the publishing seriously

When selecting a journal to submit your manuscript to, you need to consider (often in collaboration with your supervisor) the thematic suitability and quality level of your article. Before you decide, you can submit your article to [arXiv](#) – In addition to free publication of your research, you can get feedback before submitting your paper to the journal and, among other things, you get undoubted proof that your idea has been published at some point (peer review procedures can be uncomfortably long). How the peer-review process works is already described in the document [the Czech Association of Doctoral Researchers](#) (CZ only).

Friendly reminder: sometimes it is better to choose a journal first and then tailor the presentation of your research to it.

Handle studies with a smile on your face

Studying is not the most important thing in the world. Really.

Mental Health

Doctoral studies are not easy, they require an excessive amount of time and energy throughout your studies. That you enjoy research and have no problems? Looking forward to it, perfect, but **don't forget to "refresh" your head**. Maintain relationships with your surroundings, cultivate activities that are not related to your studies, take breaks and relax. It's **quite common** for students to experience fluctuating motivation, to be prone to burnout and often compare themselves to their colleagues, their workload and their achievements, which can lead to imposter syndrome. It's important to realise that this is not just about you and to talk calmly to someone you trust.

There's nothing like **strengthening informal relationships** in the workplace - attend meetings, conferences, workshops, or just don't dine alone when you have the chance. As well as **forming nice friendships**, connecting with colleagues can also expand your professional contacts, keep you 'in the loop' or provide support when needed.

For those struggling with mental health issues, BUT also provides more targeted help:

- [Alfons Counselling Centre](#) for students with special needs
- The app called [Nepanikař](#) (CZ only) - quick psychological first aid in a mobile application developed by a student of FEEC BUT

I have a problem

Generally speaking, you can never go wrong by consulting your supervisor to solve problems related to your studies. Specific suggestions can be handled via [Study Department FCH BUT](#).

At FCH BUT, PhD candidates have the opportunity to address the faculty management through their student representatives in the [Student Chamber of the Academic Senate of FCH](#).

At the university level, students can contact [Student Chamber of the Academic Senate BUT](#) (CZ only). It defends the interests of all students at the level of the Academic Senate, as well as at various meetings of the university management.

In serious cases, students can contact the [Ethic Comitee of BUT](#) (CZ only). It relies mainly to BUT In serious cases, students can contact the [Code of Conduct](#).

What if I can't handle it

Sometimes things don't work out, whether for personal or objective reasons, but that doesn't have to be a reason to quit. These changes do not usually happen overnight and therefore need to be addressed early. What can be done?

- Talk to your fellow PhD candidates, reach out to your supervisor, contact the study department or a representative in the AS FCH - only communication of problems can lead to their resolution
- The title of the dissertation can be refined during the course of your studies
- A change in the individual study plan can be made at any time with the approval of the supervisor and the departmental board. What does and does not count as a change in the Individual study plan can be found in [Rules for the Organisation of Studies at the Faculty of Chemistry](#) (CZ only)

You quit (properly)!

According to the Section 47(4) of the Act, studies are duly completed by a state doctoral examination (hereinafter referred to as the "state examination") and a public defence of the dissertation, which demonstrates the ability and readiness for independent research or development activities. According to the Article 48 of the Rules of Procedure, the date on which the doctoral thesis is defended is the date of regular completion of studies.

Treatise

The treatise is 20-30 pages long and forms the basis of a future dissertation. It contains in particular an assessment of the state of knowledge in the field of the dissertation topic, the objectives of the dissertation, a description of the results already achieved, a description of the methods chosen to solve the remaining tasks and an overview of published works and works accepted for publication, or other engineering works produced.

Within two weeks of submitting the electronic version of the thesis* in the IS BUT, the PhD candidate delivers to the study department: a hard copy of the thesis in two copies, a summary of the PhD candidate's activities, and the supervisor's evaluation of the course of study so far - more information [here](#).

Final State Doctoral Exam

You can apply for the state examination after you have fulfilled your obligations in the study part of your studies, usually by 30 April of the second year of study, but no later than 30 April of the third year of study. Registration is done by submitting an electronic version of the thesis, after which you must submit a printed version of the thesis in two copies to the study department. The examination itself takes place either by the end of the second year or by the end of the third year, depending on when the PhD candidate signs up for the examination. The State Doctoral Examination is subject to the [Study and Examination Rules of BUT](#).

Dissertation thesis

A dissertation is typically an independent work containing the results of a scientific or creative task. It consists mainly of an overview of the current state of the subject, the aims of the dissertation, the results achieved, their analysis and significance, a list of the literature used, a list of related works and a summary in Czech and English (usually one page in length).

Within two weeks of the submission of the electronic version of the dissertation* in the IS BUT, the PhD candidate shall deliver to the study department: four hard copies of the dissertation, four hard copies of the dissertation thesis, a summary of the PhD candidate's activities, reprints of his/her published works and the opinion of the supervisor – more information [here](#) (CZ only).

Defence of the Dissertation thesis

A student may apply for a dissertation defence after passing the state doctoral examination and after the PhD candidate's results have been published or accepted for publication. The dissertation submitted for defence at FCH BUT must contain the elements of the [Dean's Directive No. 2/2017, Article 42](#). (CZ only) Registration is done by submitting an electronic version of the dissertation to BUT IS, which also starts the procedure for the dissertation defence. The defence of the dissertation should take place within 6 months from the start of the procedure. The dissertation defence is subject to [Study and Examination Rules of BUT](#).

* The editing, submission and publication of dissertations is dealt with in [BUT guideline](#) (CZ only).

Only at our faculty

Students Union FCH BUT

[SU FCH](#) (CZ only) is a voluntary organisation at FCH which aims to improve the lives of students and academics by organising exciting events of various kinds throughout the semester. Some of the most well-known events include Freshman Welcome, Půlení druháků, PubQuiz, Bowling, etc. Furthermore, SU FCH cooperates in organizing FCH BUT Ball.

Library FCH BUT

[Library of](#) the Faculty of Chemistry and the Institute of Forensic Engineering functions as an information centre with a wide user base and good accessibility from the student halls of residence. The library facilities include a study room which can be used by students for self-study or collective collaboration.

The Chemistry Day

[The Chemistry Day](#) (CZ only) is intended for all interested students and graduates who want to broaden their horizons about the possibilities of employment in the fields of chemical disciplines. Its aim is to put students in contact with employers and offer them job opportunities, part-time jobs, internships, trainee programmes and other cooperation with the application sphere.

Chemistry Day offers a unique opportunity for companies to reach out to students right on the school premises. In the past two years, unfortunately, due to the circumstances, we could not meet at our faculty as usual, so we prepared an online version of this popular event and placed the presentations of individual companies directly on our website.

To conclude

While creating this guide, we mostly used:

[Study and Examination Rules of BUT](#),

[Dean's Directive No. 2/2017](#) (CZ only)

[Methodology of study organisation in doctoral study programmes](#), (CZ only)

[Handbook for new doctoral candidates](#) (CZ only)

Those who have read this far already know everything about doctoral studies at the Faculty of Chemistry of BUT. For any comments and suggestions about this PhD guide, please contact SKAS BUT.

FCE – FACULTY OF CIVIL ENGINEERING

Brief introduction

Before you decide to start a PhD, you should consider your motivation for doing a PhD, your other career options, your family situation and inform yourself about what a PhD entails. Surveys show that doctoral candidates' awareness of the options available to them in their studies is low. Therefore, for those who are still thinking about doctoral studies, as well as for current doctoral candidates, the Student Chamber of the Academic Senate of BUT has come up with the PhD guide initiative. We hope that the information included in this PhD guide will be useful to all of you 😊

The first steps to study

Are you interested in the study programme or the topic? Contact the supervisor if possible, schedule a meeting (at least online) and talk about what you both want to get out of working on your chosen topic. Together with your supervisor, discuss the possibility of engaging in research projects related to your future dissertation topic. Involvement in a current research project contributes to the successful completion of your studies in the standard time.

Study programmes

The Faculty of Civil Engineering of Brno University of Technology, hereinafter referred to as FCE BUT, offers a variety of doctoral study programmes, both in full-time and combined form of study. All study programmes are taught in the standard length of study of 4 years. You can choose from the following study programmes:

Full-time study:

• Building Constructions	8 semesters	Czech language
• Physical and Building Materials Engineering	8 semesters	Czech language
• Structural and Transport Engineering	8 semesters	Czech language
• Water Management and Water Structures	8 semesters	Czech language
• Civil Engineering Management	8 semesters	Czech language
• Geodesy and Cartography	8 semesters	Czech language
• Civil Engineering	8 semesters	English language
• Physical and Building Materials Engineering	8 semesters	English language
• Structural and Transport Engineering	8 semesters	English language
• Water Management and Water Structures	8 semesters	English language
• Civil Engineering Management	8 semesters	English language
• Geodesy and Cartography	8 semesters	English language

Combined form of study:

• Building Constructions	8 semesters	Czech language
• Physical and Building Materials Engineering	8 semesters	Czech language
• Structural and Transport Engineering	8 semesters	Czech language
• Water Management and Water Structures	8 semesters	Czech language
• Civil Engineering Management	8 semesters	Czech language
• Geodesy and Cartography	8 semesters	Czech language

• Civil Engineering	8 semesters	English language
• Physical and Building Materials Engineering	8 semesters	English language
• Structural and Transport Engineering	8 semesters	English language
• Water Management and Water Structures	8 semesters	English language
• Civil Engineering Management	8 semesters	English language
• Geodesy and Cartography	8 semesters	English language

For more information on the above study programmes and dissertation topics, please see [here](#)

Application + Admission process

The application can be submitted as well as for lower level programmes using the web interface E-application directly on the website www.vut.cz, directly [here](#). Applications can be submitted only electronically. In case you are not a student of FCE BUT you will be asked to provide some documents while filling in the e-application form. These include, for example, information about:

- High school graduation
- College graduation
 - You may also be asked to complete the following documents:
 - CV including a photo
 - Proof of diplomas from undergraduate and graduate studies,
 - Evidence of previous publications, participation in competitions, or other achievements during your studies
 - Completion of a motivation letter or letters of recommendation.

Cards, BUT identity

You will be issued with a student ID card upon admission. This entitles you to access to BUT buildings and pay meals at Halls of Residence and Dining Services of BUT. It also serves as an identification card for attending exams and is essential for normal movement around the grounds and buildings of the faculty. In order to ensure the validity of the card, it is advisable to secure a new re-sticker from the relevant study officer at the Faculty's Study Department at the beginning of the academic year. This is free of charge for the student ID card.

In order to take advantage of other benefits associated with studying, you can also order an ISIC student card through the IS BUT. This is already subject to a fee. The current price will be communicated to you when ordering this card on the following [link](#) (as of 1.9.2022 the price is set at 330,-/year). This card works in the same way as the student card, but can also be used to claim student discounts from contractual partners. However, these discounts can only be used (in most cases) until the age of 26. In order for the ISIC card to function properly and to keep it active in the ISIC database, a new sticker must be ordered every year (this is charged according to the current valid price list).

BUT ID: If you are not yet a BUT student, you will be assigned your personal BUT number - BUT ID - during the registration process when creating your e-application. This is, most often, 6 numbers that identify your studies at Brno University of Technology. This identification number is unique throughout the university, it does not refer to one specific faculty. This electronic identity refers primarily to:

- Faculty e-mail
- Login into Intraportal BUT ([IS BUT](#))
- Student identification
- Login to university networks Eduroam (also works outside the Czech Republic, login is done using BUT ID in combination with [BUT PIN](#))
- Login to BUT partner services - Microsoft Office, Microsoft Windows, ScienceDirect, access to standards, etc. (more about BUT cloud services and tutorials [here](#))

Basic terms

Vice-Dean for Doctoral studies

A vice-dean who has been appointed by the dean to administer and supervise the implementation of doctoral study programmes at FCE BUT during his/her term of office.

Supervisor

Supervisor of a PhD candidate. He/she writes the dissertation topic and supervises its proper study. In addition to this, he/she also monitors the fulfilment of the study requirements, guides the student towards the proper completion of his/her studies and assigns other work tasks related to the doctoral studies. These are most often academic staff with an associate professor or professor title.

A specialist supervisor is a person who has expertise in the field and topic of the dissertation and is able to assist the PhD candidate during the dissertation or during the fulfilment of the study requirements.

The supervisor, as well as the specialist supervisor, are the main supports for the PhD candidate during the development of research or publication activities during the studies.

Doctoral Degree Programmes Boards

In relation to doctoral candidates, it is the basic body for evaluating and controlling the fulfilment of their individual study plans, it consists of members of the faculty management and external members, more about specific subject councils [here](#).

Individual study plan

In contrast to Bachelor's or Master's studies, doctoral studies are normally carried out under an individual study plan. See below under Tutorials.

Treatise

The treatise is 20-30 pages long and forms the basis of a future dissertation. It contains in particular an assessment of the state of knowledge in the field of the dissertation topic, the objectives of the dissertation, a description of the results already achieved, a description of the methods chosen to solve the remaining tasks and an overview of published works and works accepted for publication, or other engineering works produced. For more information, see the full text of BUT Study and Examination Rules [here](#).

Final State Doctoral Examination

You can apply for the state exam after you have fulfilled your study requirements, at the end of your second year of study at the latest. You can apply by submitting an electronic version of your essay, and the exam itself is usually held during your fourth (to seventh) year of study. For more information, see the full text of BUT Study and Examination Rules [here](#).

Dissertation thesis

A dissertation is typically an independent work containing the results of a scientific or creative task. It consists mainly of an overview of the current state of the subject, the aims of the dissertation, the results achieved, their analysis and significance, a list of the literature used, a list of related works and a summary in Czech and English (usually one page in length). For more information, see the full text of BUT Study and Examination Rules [here](#).

Defence of the Dissertation thesis

The student may apply for the dissertation defence after passing the state doctoral examination and after the results of his/her work have been published. The application is done by submitting an electronic version of the dissertation to the IS of BUT, which also starts the procedure for the dissertation defence. The defence of the dissertation should take place within 6 months from the start of the procedure. For more information, see the full text of BUT Study and Examination Rules [here](#).

What to expect from studies

Process and organisation of studies

PhD candidates have a choice of 2 forms of study - full-time and combined. The most important difference is that those who study in combined mode are not entitled to a doctoral scholarship. The regular duration of doctoral studies at the Faculty of Civil Engineering is 8 semesters, or 4 years. Doctoral studies consist of 5 main pillars:

- Scientific activity
- Publishing activities
- Study obligations
- Teaching practice
- Foreign internship

In addition to the Study and Examination Rules of BUT, the requirements of a PhD candidate at FCE BUT are regulated by the Dean's Directive No.07/2022 for the implementation of doctoral study programmes in the full-time form of study at the Faculty of Civil Engineering of the Brno University of Technology.

Study obligations and teaching practice

In the first year, students choose from a set of compulsory elective courses, where they take courses that will help them acquire the theoretical basis for their dissertation. In the second year, students take the remaining compulsory electives and the English exam. In the third year, students work fully on dissertation-related research and should be preparing for the state doctoral examination.

In the PhD, candidates should take a total of 8 courses. Participation in the following courses is compulsory:

- Compulsory electives (5 courses) - Courses are composed of specialisations related to the student's doctoral focus
- English (2 semesters) - a tutorial class where the student studies a professional topic related to the dissertation and then an oral exam where the student presents the research in progress in professional English
- Methods and legal aspects of scientific work and research - where students learn the basics of scientific work

The student writes the courses based on his/her field of study and the focus of the dissertation from the compulsory elective courses listed for the programme or field of study. Last but not least, students can take advantage of language classes at FCE BUT, or optional courses within BUT (for example, within BUT units - CESA with a large range of sports, etc.)

An integral part of doctoral studies at FCE BUT is publishing, as mentioned above. In addition to publishing articles, the following must also be fulfilled (see the current information in the Directive for the Organisation of Studies in Doctoral Programmes and the related Rules and guidelines of BUT and FCE BUT):

- **Dissertation treatise:** submission by the end of the third year of study, 20-30 pages
- **Dissertation:** submission in the fourth year of study, usually 60 pages or more
- **First-authored article:** publication in a scientific journal where the PhD candidate is the first author. Other scientific and professional activities include, for example, grant applications, project work, presentations at research group seminars, active participation in conferences with own contributions, etc
- **Teaching practice:** activities undertaken by a PhD candidate at FCE BUT. The teaching is to be carried out in the scope of 4 hours for 5 semesters. Teaching practice may include supervising or opposing undergraduate theses or preparing teaching materials

According to §47 (4) of the Act, the study is duly completed by a state doctoral examination and a public defence of the dissertation, which demonstrates the ability and readiness for independent activity in the field of research or development. Pursuant to Article 48 of the Study Regulations, the date of the proper completion of studies is the date on which the dissertation is defended.

Foreign internship

As part of your studies, you should complete an internship abroad of **at least 1 month**. The location of the internship will most often depend on the collaboration or focus that your research group has. Information about FCE mobility selection procedures is listed below [here](#) (CZ only). Our students most often use the following programmes for trips:

- [Erasmus +](#) (work internship) where you can travel within the EU to universities, research institutes or companies. The duration of a stay under this programme is a minimum of 60 days in total and a maximum of 360 days during the academic year or for the duration of the ATP. The programme is supported by an amount depending on the destination of departure, ranging from EUR 630/month to EUR 750/month. Selections are made 3 times a year.

- **Erasmus +** (short-term doctoral mobility), where you can travel to universities and research institutions, just like for work placements. They vary in length of stay from 5 to 30 days and you can travel several times within the DSP. Reimbursement of living and travel costs is according to the rates of each region and according to distance, according to the so-called Distance Calculator. The selection procedure is the same as for the work placements 3 times a year, the indicative dates are January, April/May and September.
ATTENTION! In the case of trips to universities in eligible partner countries, an inter-institutional agreement must be signed prior to the trip, in addition to the other required documents. The contact person for Erasmus+ mobility programmes at FCE is [Bc. Ludmila Zelinková](#).
- **RP Student Mobility (Free Movers)** where you can visit universities, research institutions or companies around the world. The length of stay is limited from 14 to 360 days within a calendar year. It is possible to go several times within the framework of the DSP. Financial support is determined on the basis of a methodology for each calendar year. The selection process takes place 1 or 2 times a year, the indicative dates are January/February and May/June. The contact person for Free Movers at FCE is [Bc. Ludmila Zelinková](#).
- **CEEPUS (Placements at Universities)** in which you can visit Austrian universities and universities in Central and Eastern European countries belonging to the respective networks, which are updated for each academic year. The duration of the stay varies from 1 to 3 months according to the conditions of the respective network. The financial support varies depending on the destination. The contact person for this mobility programme is [doc. Ing. Tomáš Hanák, Ph.D.](#)
- **AKTION** (Study and Research Stays, Summer Language Schools) in the framework of which it is possible to visit foreign universities for 1 to 3 months in the case of short-term research stays, or 1 to 5 months in the case of semester stays. The AKTION programme is subsidised with EUR 1150/month. The selection procedures take place 2 times a year. The contact person is [Mgr. Zita Štěpánová, Ph.D.](#)

There are many opportunities for mobility abroad within the doctoral study programme and they vary according to the current offers, e.g. Fulbright Scholarship, Visegrad Fund, Barrande Fellowship, CERN, Vulcanus in Japan, European Southern Observatory, AIA, etc. Other opportunities are being updated [here](#) (CZ only).

Continuous evaluation of doctoral candidates

In each subsequent year, the PhD candidate is evaluated in the form of "credits" earned, with an emphasis on how he or she fulfils his or her individual study plan. The results of the evaluations have a direct impact on the amount of the scholarship awarded. Each student should report on the progress of their dissertation once a year to their supervisor. This usually takes place in the form of so-called colloquia.

After the third year of study, the student takes the state final examination, The submitted dissertation thesis and the dissertation itself are evaluated by opponents selected by the PhD candidate's supervisor and defended before a professional committee. The study is completed with the defence of the dissertation.

Finance

Scholarships

The doctoral scholarship for candidates of full-time doctoral study programmes at FCE BUT is governed by points for individual activities and activities of the study plan, it is not credits according to the ETCS. The scholarship is paid only for the standard period of study. The amount of the scholarship depends on the number of points. For first year DSP students at FCE, the amount is fixed. During the course of study, the amount changes based on the proposal. Proposals to change the stipend are submitted to the Dean by the PhD candidate's supervisor on the basis of the PhD candidate's study results (credits earned) no later than 10 September (for PhD candidates who started their studies on 1 September) or 10 February (for PhD candidates who started their studies in the summer semester) of the relevant academic year. Further information on doctoral scholarships can be found [here](#) (CZ only).

In the [IS BUT](#) it is also possible to apply for the Accommodation Scholarship, the Social Scholarship and the Extraordinary Social Scholarship. For more information on scholarships, please visit .

Grants and competitions

There are a number of opportunities to receive financial support in addition to scholarships during your PhD studies. For example, one option is to raise funds by winning grant competitions. For example, students in their first year of study can enter a competition [Brno Ph.D. Talent. The Werner von Siemens Prize](#) (CZ only) is also aimed at students in technical fields, as is the competition [KING](#), (CZ only) Ingráček etc.

BUT also supports the research activities of its PhD candidates through a [competition of specific research projects](#). The PhD projects are targeted at junior projects, where a PhD candidate proposes a research project of 12 months duration.

Last but not least, PhD candidates are involved in grant work in their research groups. Influential Czech challengers include the Grant Agency of the Czech Republic, the Technology Agency of the Czech Republic or projects of the National Centre of Competence. The European Union supports the development of research through Horizon Europe projects, in particular the prestigious European Research Council grants (ERC grants) and Marie Curie-Sklodowska Actions.

For more up-to-date information on ongoing and new competitions and prizes, please see [web FCE BUT](#). (CZ only)

Fees

There is no fee for doctoral studies in the Czech language at FCE BUT. In the study programme with a foreign language, the study is charged according to the valid guidelines on the website fce.vutbr.cz. For the current academic year (2022/2023) the fee for studying in English is:

- EUR 4 000 per academic year for full-time study
- EUR 1 500 for the combined form of study

Publishing

Since publishing is one of the key requirements for candidates in PhD programmes, we decided to devote more space to it. The evaluation of publications in the field of science and research (R&D) in the Czech Republic and the evaluation of authors in the international context uses various existing indicators to measure the success and prestige of journals, authors, author teams, institutions, etc. These indicators are calculated on the basis of citation rates of publications and are therefore primarily calculated on the basis of data in databases that focus on linking publications and citations.

You will certainly come across indicators in the context of publications:

- **Impact factor (IF)** is an indicator (journal impact factor) used exclusively by the producer of Web of Science, or Journal Citation Reports. It expresses the citation rate of articles published in a given journal in the previous two years. IF counts self-citations.
- **The H-index**, or Hirsch index, is an index reflecting the citation rate of authors. The H-index is a number h that indicates the number of publications that have been cited at least h times.
- **Article Influence Score (AIS)** is an indicator based on the value of the Eigenfactor indicator. In essence, it indicates the average number of citations per article over a 5-year period and thus roughly corresponds to the 5-year impact factor, except that the citations received are weighted by several other criteria within the Eigenfactor. In contrast to the impact factor, this indicator does not include journal self-citations.
- **The Scimago Journal Rank (SJR)** is processed for the Scopus database. The principle of calculation is similar to AIS, the difference being the period of time and the counting of self-citations. SJR collects data over a period of 3 years and counts self-citations at a rate of 33%.

For you as a PhD candidate at FCE BUT, the AIS will be the less important indicator. Based on this indicator, journals are divided into so-called quality bands:

- **Decil** (D1 and D2), 10% and 20% of the top-ranked journals in the field, respectively,
- **Quartile** (Q1 to Q4), 25% of the top-ranked journals in the field to 25% of the lowest-ranked journals in the field.

Quality journals can be considered as those ranked in decile D1 and D2 or quartiles Q1 and Q2 according to AIS.

Various author databases can be used for networking in the academic environment, for example [ResearchGate](#), [Linkedin](#), [ORCID](#) or [Web of Science](#). You can use databases to search for articles, for example [Scopus](#), [Web of Science](#) or [Google Scholar](#).

Publications need to be recorded or reported. At BUT, publications are entered into the Apollo information system. It is best to ask your supervisor about the procedure for reporting your outputs. BUT as a university is evaluated, among other things, on the basis of reported creative activity in:

- **RIV (Index of information on results)** – contains information on the results of research and development projects and research projects supported from public funds (according to Act No. 130/2002 Coll.)
- **RUV (Register of artistic performances)** – contains information on works of art created as part of creative activities at universities in the Czech Republic

When selecting a journal to submit your manuscript to, you need to consider (often in collaboration with your supervisor) the thematic suitability and quality level of your article. Publication procedures vary according to the requirements of each scientific journal. Some journals have templates and insist on strict adherence to them. Very often the citation styles required also vary. Before submitting your manuscript to the editorial office, pay ample attention to the author guidelines. How the peer-review process works is already described in the document [the Czech Association of Doctoral Researchers](#) (CZ only).

Handle studies with a smile on your face

Mental Health

Doctoral studies are not easy, they require an excessive amount of time and energy throughout your studies. That you enjoy research and have no problems? Looking forward to it, perfect, but **don't forget to "refresh" your head**. Maintain relationships with your surroundings, cultivate activities that are not related to your studies, take breaks and relax. It's **quite common** for students to experience fluctuating motivation, to be prone to burnout and often compare themselves to their colleagues, their workload and their achievements, which can lead to imposter syndrome. It's important to realise that this is not just about you and to talk calmly to someone you trust.

There's nothing like **strengthening informal relationships** in the workplace - attend meetings, conferences, workshops, or just don't dine alone when you have the chance. As well as **forming nice friendships**, connecting with colleagues can also expand your professional contacts, keep you 'in the loop' or provide support when needed.

For those struggling with mental health issues, BUT also provides more targeted help:

- [Alfons Counselling Centre](#) for students with special needs
- The app called [Nepanikař](#) (CZ only) - quick psychological first aid in a mobile application developed by a student of FEEC BUT

I have a problem

Generally speaking, you can never go wrong by consulting your supervisor to solve problems related to your studies. Specific suggestions can be handled via [Study department FCE BUT](#).

At the faculties of BUT, PhD candidates have the opportunity to address the management of their university unit through their student representatives in the student chamber of the academic senate of the faculty. FCE BUT also has a Student Chamber of the Academic Senate of FCE BUT which you can contact at any time through the following channels: [Facebook](#), [Instagram](#), for more info you can visit [web SKAS FCE BUT](#) as well.

At the university level, students can contact [Student Chamber of the Academic Senate BUT](#) (CZ only). It defends the interests of all students at the level of the Academic Senate, as well as at various meetings of the university management.

In serious cases, students can contact the [Ethic Comitee of BUT](#) (CZ only). It relies mainly to BUT In serious cases, students can contact the [Code of Conduct](#).

What if I can't handle it

Sometimes things don't work out, whether for personal or objective reasons, but that doesn't have to be a reason to quit. These changes do not usually happen overnight and therefore need to be addressed early. What can be done?

- Talk to fellow PhD [candidates](#), approach your supervisor, contact the study department or SKAS FCE BUT - only communication of problems can lead to their resolution.
- The title of the dissertation can be refined during the course of your studies and does not require the approval of the departmental board.
- A change in the individual study plan can be made at any time with the approval of the supervisor and the departmental board.

In justified cases:

- change the topic of doctoral studies: the change is proposed by the PhD candidate, after the approval of the supervisor and the subject board, the dean of FCE BUT decides on the matter.
- change the supervisor: the change is proposed by the PhD candidate or the supervisor and, after the opinion of the subject board, is approved by the Dean of FCE BUT.
- to interrupt the study: the PhD candidate shall submit the statement of the supervisor with the application, the matter is decided by the Dean of FCE BUT. For more information on interruption of studies at the request of the student, see Article 36 and Article 18 of [Study and Examination Rules of BUT](#).
- **drop out of studies:** the student informs the Director of CEITEC BUT of his/her decision to drop out of studies and, if he/she has accepted obligations resulting from projects, main or additional activities defined by the contractual relationship, he/she is obliged to properly terminate this contractual relationship.

You quit (properly!)

According to the Section 47(4) of the Act, studies are duly completed by a State Doctoral Examination (hereinafter referred to as the "state examination") and a public defence of the dissertation, which demonstrates the ability and readiness for independent research or development activities. According to the Article 48 of the Rules of Procedure, the date on which the doctoral thesis is defended is the date of regular completion of studies.

Treatise

The treatise is 20-30 pages long and forms the basis of a future dissertation. It contains in particular an assessment of the state of knowledge in the field of the dissertation topic, the objectives of the dissertation, a description of the results already achieved, a description of the methods chosen to solve the remaining tasks and an overview of published works and works accepted for publication, or other engineering works produced. For more information, see the full text of BUT Study and Examination Rules [here](#).

Final State Doctoral Examination

You can apply for the state exam after you have fulfilled your study requirements, at the end of your second year of study at the latest. You can apply by submitting an electronic version of your essay, and the exam itself is usually held during your fourth (to seventh) year of study. For more information, see the full text of BUT Study and Examination Rules [here](#).

Dissertation thesis

A dissertation is typically an independent work containing the results of a scientific or creative task. It consists mainly of an overview of the current state of the subject, the aims of the dissertation, the results achieved, their analysis and significance, a list of the literature used, a list of related works and a summary in Czech and English (usually one page in length). For more information, see the full text of BUT Study and Examination Rules [here](#).

Within two weeks from the submission of the electronic version of the dissertation* in the IS BUT, the PhD candidate delivers to the study department: two hard copies of the dissertation, two hard copies of the dissertation thesis, an overview of the PhD candidate's activities, reprints of his/her published works and the opinion of the supervisor.

Defence of the Dissertation thesis

A student may apply for a dissertation defence after passing the state doctoral examination and after the results of his/her work have been published. The application is done by submitting an electronic version of the dissertation to the IS of BUT, which also starts the procedure for the dissertation defence. The defence of the dissertation should take place within 6 months from the start of the procedure. For more information, see the full text of BUT Study and Examination Rules [here](#).

* The editing, submission and publication of final theses is dealt with in [BUT guideline](#) (CZ only).

To conclude

Other interesting and important links related to doctoral studies are:

[Study and Examination Rules of BUT](#)

[Rules for the organization of doctoral studies at FCE BUT,](#) (CZ only)

[Dean's Directive No. 7/2022 for the implementation of doctoral study programmes in the full-time form of study](#) (CZ only)

[Handbook for new doctoral candidates](#) (CZ only)

With any questions and suggestions about this guide, you can via [email](#) contact [Student Chamber of the Academic Senate](#)

IFE – INSTITUTE OF FORENSIC ENGINEERING

Brief introduction

Before you decide to start a PhD, you should consider your motivation for doing a PhD, your other career options, your family situation and inform yourself about what a PhD entails. Surveys show that doctoral candidates' awareness of the options available to them in their studies is low. Therefore, for those who are still thinking about doctoral studies, as well as for current doctoral candidates, the Student Chamber of the Academic Senate of BUT has come up with the PhD guide initiative. We hope that the information included in this PhD guide will be useful to all of you 😊

The first steps to study

Are you interested in the study programme or the topic? Contact the supervisor if possible, schedule a meeting (at least online) and talk about what you both want to get out of working on your chosen topic.

Study programmes

The Department of Forensic Engineering (hereinafter referred to as BUT) offers students only the study programme Forensic Engineering, which can be studied in full-time or combined form. Forensic Engineering currently focuses on 4 areas:

- Safety of technical and economic systems
- Assessment of defects and failures in technology
- Valuation of assets
- Analysis of road accidents

You can find more information about these fields and dissertation topics for full-time study [here](#), for the combined form of study click [here](#).

Applications + Admission process

An application for doctoral studies at BUT Institute can be submitted within an academic year, usually in two rounds of admissions, where the second round of admissions is announced in case of an insufficient number of applicants admitted in the first round. Details on the current application deadlines can be found on the website of BUT. [Application](#) is submitted only via the internet. In addition to completing the e-application form, the following will need to be delivered to BUT Institute:

- a structured CV with a photograph
- proof of completed university education
- proof of passing the master's degree examinations

Detailed information about the requirements for admission to the doctoral programme can be found [here](#) (CZ only).

Cards, BUT identity

Every BUT student is entitled to a **student card**. In its most basic version, this card serves mainly for identification during examinations, proof of entitlement to reduced boarding fees and a payment carrier in the operations at Hall of Residence and Dining Services of BUT and last but not least as an access card for entry and movement around BUT premises. The first card of this type and all renewals with a revalidation stamp are free of charge for the student, only a new card is charged in case of loss/damage.

Alternatively, an **ISIC card** can be purchased through the IS of BUT, which in addition to all of the above, entitles the holder to various discounts and benefits. Only students under the age of 26 are eligible for this card.

The topic of student cards is dealt with in the [IS module](#). After ordering your pass, simply track the status of your order and pick up your completed pass/revalidation stamp at the Student Services Department.

Institutional login: Upon enrolment at BUT, each student acquires a unique electronic identity. It is associated with several services:

- Login into **IS BUT**: uses an assigned login and password that you choose
- Login into **eduroam network**: uses an assigned login and the password is BUT pin (more about BUT pin [here](#))

Email address: in the IS BUT it is possible to choose the preferred variant of the school email address, all about email and forwarding options [here](#). This school email address can be used to log in to MS Office services (Teams, Sharepoint, etc.).

Basic terms

Supervisor

- usually a professor or associate professor; proposes topics for doctoral studies in accordance with his/her own research; may supervise a maximum of 7 doctoral candidates at the same time (exceptions may be granted)
- a good supervisor gives the PhD candidate experience, advises on research activities, supervises the process of writing the doctoral thesis, and comments on early versions of the PhD candidate's publications

Doctoral Degree Programme Board

- in relation to doctoral candidates it is the basic body for the evaluation and control of the implementation of their individual study plans, it consists of both members of the management and external members
- more about the [Doctoral Degree Programme Board IFE BUT \(CZ only\)](#)

Individual Study Plan

- it is created at the beginning of the study together with the dissertation supervisor, it is commented by the head of the research group, it is discussed by the departmental council, it is approved by the director of BUT
- it contains an overview of the chosen study subjects, the content of the teaching practice, expected participation in conferences, expected location of the foreign internship
- commits the student to the dates of completion of courses, registration and passing the state doctoral examination, submission of the dissertation.

What to expect from studies

Process and organisation of studies

The standard duration of doctoral studies at the Institute of Advanced Studies at BUT last four years. After the first two years, PhD candidates apply for the state final examination, which they usually take during the third year of study. The dissertation should be submitted and defended in the fourth year.

Typically, in their first four years, PhD candidates opt for full-time study. Alternatively, or after four years in full-time study, he or she may be a combined student. The most significant difference is that those studying combined are not eligible for a doctoral scholarship.

The requirements of a student studying in a doctoral programme at IFE BUT are regulated by [Study and Examination Rules of BUT](#) and [Rules for the organisation of studies at IFE BUT](#) (CZ only).

Study activity

- In doctoral studies, candidates should take a total of 5 compulsory courses. Participation in the following courses is compulsory:
- Probability and Mathematical Statistics
- Safety of technical and economic systems
- Forensic Engineering - General Methodology
- Legal aspects of scientific work
- Foreign language for doctoral studies

The student is additionally required to enrol in at least 2 other compulsory elective courses related to the topic of his/her PhD thesis. These subjects are chosen by the PhD candidate in agreement with the supervisor from the courses offered by IFE BUT, but also by agreement with other faculties and units of BUT. The individual study plan typically requires the student to take these courses during the first two years of study.

Outside of compulsory education, various scientific lectures, seminars and courses of a professional nature are often organised at BUT. Last but not least, students can take advantage of language classes at FCE BUT.

Creative activity

An integral part of doctoral studies at IFE is the regular publication of the results of their creative activities at international conferences and in the form of articles in journals. Emphasis is placed on the presentation of results in journals maintained in the WoS or SCOPUS databases. In terms of other creative activities, these are usually:

- Treatise of the Dissertation thesis: submission by the end of the second year of study, 20-30 pages in length.
- Dissertation: submission in the fourth year of study, usually 60 pages or more

In addition, it is expected that the thesis will be presented annually at a doctoral conference [JuFoS](#).

Foreign internship

Part of the study obligations include completing part of the study at a foreign institution or participating in an international creative project with results published or presented abroad or other form of direct participation of the student in international cooperation. The trips are implemented mainly in cooperation with foreign partner institutions within the ERASMUS+, Freemovers, CEEPUS, or MŠMT Development Projects.

Next study obligations

Teaching activities that a PhD candidate at IFE BUT may encounter:

- teaching students (in the form of lectures, conducting seminars),
- supervising or opposing a thesis (related to the doctoral dissertation),
- preparation of teaching materials.

Participation in the preparation of expert opinions:

- the PhD candidate actively participates in creative activities consisting in solving expert opinions prepared by BUT Institute or other parts of BUT, which act as expert institutes, and from the solution of these problems performs analyses for the needs of their doctoral thesis.

Evaluation

Review and evaluation of study obligations takes place every semester in the doctoral seminar, the evaluating subject is the supervisor. At the end of each academic year, the student submits an annual evaluation, which is discussed with his/her supervisor and which is a summary of the activities carried out in the doctoral studies during the year in question.

After the second year of study, the student takes the State Final Examination, and at the end of his/her studies he/she defends his/her dissertation. The submitted dissertation thesis and the dissertation itself are evaluated by opponents selected by the PhD candidate's supervisor and defended before a professional committee.

Finance

Scholarships

The doctoral scholarship at IFE BUT is paid once a month to full-time PhD candidates. Its standard component is CZK 6,750 for the first year of study, CZK 10,120 for the second year of study and CZK 11,470 for the third and fourth year of study. The amount of this scholarship can only decrease if the student fails to fulfil his/her study obligations. More about the scholarships [here](#) (CZ only) and [here](#) (CZ only).

International students (with the exception of Slovakia) are also entitled to a mobility allowance of CZK 2,000 per month.

In the [IS BUT](#) It is also possible to apply for the Accommodation Scholarship, the Social Scholarship and the Extraordinary Social Scholarship. For more information on scholarships, please visit [web BUT](#) (CZ only).

Grants and competitions

In addition to scholarships, PhD candidates can receive financial support in the form of prizes in grant competitions. Students in their first year of study can participate in the [Brno Ph.D. Talent](#), which can annually reward 25 excellent PhD candidates with a prize of CZK 300,000. [The Werner von Siemens Prize](#) (CZ only) also targets students studying in technical fields.

BUT supports the research activities of its PhD candidates in the form of [competitions for specific research projects](#). PhD projects are targeted at junior projects, where a PhD candidate proposes a research project lasting 12 months and, if successful, can receive up to CZK 200,000.

Last but not least, PhD candidates are involved in grant projects in their research groups. Influential Czech providers include the Grant Agency of the Czech Republic, the Technology Agency of the Czech Republic or projects of the National Competence Centre. The European Union supports the development of research through Horizon Europe projects, in particular the prestigious European Research Council grants (ERC grants) and Marie Curie-Sklodowska Actions.

Friendly reminder: don't put extra pressure on yourself - by fragmenting your attention and energy you may not only inadvertently prolong your studies, but more importantly you may be exposing yourself to possible mental overload.

Fees

There is no fee for Doctoral studies in Czech language at IFE BUT.

Publishing

Since publishing is one of the key requirements for candidates in PhD programmes, we decided to devote more space to it.

Stay oriented in the world of publishing

To keep your research up to date, it is important to have information on published articles, "hot" research topics, cited journals or recognised researcher-authors. Quantifiers of these criteria are in particular:

- **Quotation index of the article** – how many times were the article quoted
- **Author's h-index** – indicates the productivity of the author and the citation rate of his/her articles. It is the largest number h such that at least h of the author's articles have a citation index greater than or equal to h.
- **Impact factor** of the journal – average number of citations of articles (from a given journal) in other professional publications.
- **Percentile** of the journal – how the magazine ranks among others in its category. The best journals are in the first and second decile (D1, D2), then in the first quartile (Q1). These metrics can easily be found in the WoS database, for example.

Various author databases can be used for networking in the academic environment, for example [ResearchGate](#), [Linkedin](#), [ORCID](#) or [Web of Science](#).

You can use databases to search for articles, for example [Scopus](#), [Web of Science](#) or [Google Scholar](#). The most recent manuscripts can be found at [arXiv](#).

Publications need to be recorded or reported. It is best to ask your supervisor about the procedure for reporting your outputs. As a university, BUT is evaluated based on, among other things, reported creative activity in:

- **RIV (Index of information on results)** – contains information on the results of research and development projects and research projects supported from public funds (according to Act No. 130/2002 Coll.)
- **RUV (Register of artistic performances)** – contains information on works of art created as part of creative activities at universities in the Czech Republic

Take the publishing seriously

When selecting a journal to submit your manuscript to, you need to consider (often in collaboration with your supervisor) the thematic suitability and quality level of your article. Before you decide, you can submit your article to [arXiv](#) – In addition to free publication of your research, you can get feedback before submitting your paper to the journal and, among other things, you get undoubted proof that your idea has been published at some point (peer review procedures can be uncomfortably long). How the peer-review process works is already described in the document [the Czech Association of Doctoral Researchers](#) (CZ only).

Friendly reminder: sometimes it is better to choose a journal first and then tailor the presentation of your research to it.

Handle studies with a smile on your face

Studying is not the most important thing in the world. Really.

Mental Health

Doctoral studies are not easy, they require an excessive amount of time and energy throughout your studies. That you enjoy research and have no problems? Looking forward to it, perfect, but **don't forget to "refresh" your head**. Maintain relationships with your surroundings, cultivate activities that are not related to your studies, take breaks and relax. It's **quite common** for students to experience fluctuating motivation, to be prone to burnout and often compare themselves to their colleagues, their workload and their achievements, which can lead to imposter syndrome. It's important to realise that this is not just about you and to talk calmly to someone you trust.

There's nothing like **strengthening informal relationships** in the workplace - attend meetings, conferences, workshops, or just don't dine alone when you have the chance. As well as **forming nice friendships**, connecting with colleagues can also expand your professional contacts, keep you 'in the loop' or provide support when needed.

For those struggling with mental health issues, BUT also provides more targeted help:

- [Alfons Counselling Centre](#) for students with special needs
- The app called [Nepanikař](#) (CZ only) - quick psychological first aid in a mobile application developed by a student of FEEC BUT

I have a problem

Generally speaking, you can never go wrong by consulting your supervisor to solve problems related to your studies. Specific suggestions can be handled via [Study Department IFE BUT](#), possibly on Deputy Director of the Institute for Student Affairs.

At the university level, students can contact [Student Chamber of the Academic Senate BUT](#) (CZ only). It defends the interests of all students at the level of the Academic Senate, as well as at various meetings of the university management.

In serious cases, students can contact the [Ethic Comitee of BUT](#) (CZ only). It relies mainly to BUT [Code of Conduct](#).

What if I can't handle it

Sometimes things don't work out, whether for personal or objective reasons, but that doesn't have to be a reason to quit. These changes do not usually happen overnight and therefore need to be addressed early. What can be done?

- Talk to fellow PhD candidates, reach out to your supervisor, contact the study department or ombudsperson - only communication of problems can lead to their resolution.
- A change in the individual study plan can be made at any time with the approval of the supervisor and the departmental board.

In justified cases it can be:

- **change the topic of doctoral studies:** the change is proposed by the PhD candidate, after the approval of the supervisor and the departmental board, the director of IFE BUT Institute decides on the matter
- **change the supervisor:** the change is proposed by the PhD candidate or the supervisor and approved by the Director of IFE BUT after the opinion of the subject board
- **interrupt studies:** the PhD candidate must submit a statement from the supervisor with the application, the matter is decided by the Director of BUT Institute. For more information on interruption of studies at the student's request, see Article 36 and Article 18 of [Study and Examination Rules of BUT](#).
- **to drop out the study:** the PhD candidate informs the Director of BUT Institute about his/her decision to leave the study and, if during the study he/she has accepted obligations resulting from the solution of projects, main or additional activities defined by the contractual relationship, he/she is obliged to properly terminate this contractual relationship.

You quit (properly)!

According to the Section 47(4) of the Act, studies are duly completed by a state doctoral examination (hereinafter referred to as the "state examination") and a public defence of the dissertation, which demonstrates the ability and readiness for independent research or development activities. According to the Article 48 of the Rules of Procedure, the date on which the doctoral thesis is defended is the date of regular completion of studies.

Treatise

The treatise is 20-30 pages long and forms the basis of a future dissertation. It contains in particular an assessment of the state of knowledge in the field of the dissertation topic, the objectives of the dissertation, a description of the results already achieved, a description of the methods chosen to solve the remaining tasks and an overview of published works and works accepted for publication, or other engineering works produced.

Final State Doctoral Examination

You will apply for the state doctoral examination after fulfilling your obligations by the end of the 5th semester of your studies at the latest. Registration is done by handing in the thesis, the examination itself is usually held during the third year of study. The state doctoral examination is subject to [Rules for the organization of studies at IFE BUT](#) (CZ only) and [Study and Examination Rules of BUT](#).

Dissertation thesis

A dissertation is typically an independent work containing the results of a scientific or creative task. It consists mainly of an overview of the current state of the field, the objectives of the dissertation, the results achieved, their analysis and significance, a list of the literature used and a list of related works.

Within two weeks of submitting the electronic version of the dissertation* in the IS BUT, the PhD candidate delivers to the study department: five copies of the dissertation in paper form, ten copies of the dissertation thesis in paper form, the application for defence, curriculum vitae, a summary of the PhD candidate's activities, reprints of his/her published works and the opinion of the supervisor.

Defence of the Dissertation thesis

The student may apply to defend the dissertation after passing the state doctoral examination and after fulfilling the publication obligations. The registration is done by submitting an electronic version of the dissertation to the IS of BUT, which also starts the procedure for the defence of the dissertation. The defence of the dissertation should take place within 6 months from the start of the procedure. The dissertation defence is subject to [Rules for the organization of studies at IFE BUT](#) (CZ only) and [Study and Examination Rules of BUT](#).

The application for the defence of the dissertation includes:

- CV,
- the dissertation in 5 copies,
- the these of dissertation in 10 copies of up to 30 pages, prepared in accordance with the regulations for the ["Publication of Scientific Writings at Brno University of Technology - Thesis Edition"](#) (CZ only)
- an overview of the activities carried out during the study in the doctoral study programme, including a list of published works and works accepted for publication, or a list of created engineering or artistic works, and the feedback of these works and works,
- published works or manuscripts of works accepted for publication, together with evidence of acceptance for publication (relating to the thesis),
- the doctoral supervisor's opinion on the dissertation.

* The editing, submission and publication of dissertations is covered in BUT [guideline](#) (CZ only).

Only at our faculty

Library

IFE BUT library is nowadays part of the Faculty of Chemistry in the Purkyňova area.

You can look up for books via www.vutbr.cz/knihovny, (CZ only) where you can also find extensive electronic information resources (databases), the digital library of BUT or, for example, various training courses provided by the library.

To conclude

While creating this guide, we mostly used:

[Study and Examination Rules of BUT](#)

[Rules for the organisation of studies at IFE BUT](#) (CZ only)

[Methodology of study organisation in doctoral study programmes](#) (CZ only)

[Handbook for new doctoral candidates](#) (CZ only)

Own experiences 😊

Those who have read this far already know everything about the doctoral studies at IFE BUT. Please contact Student Chamber of the Academic Senate BUT with any comments and suggestions about this PhD guide.

CEITEC – CENTRAL EUROPEAN INSTITUTE OF TECHNOLOGY

Brief introduction

Before you decide to start a PhD, you should consider your motivation for doing a PhD, your other career options, your family situation and inform yourself about what a PhD entails. Surveys show that doctoral candidates' awareness of the options available to them in their studies is low. Therefore, for those who are still thinking about doctoral studies, as well as for current doctoral candidates, the Student Chamber of the Academic Senate of BUT has come up with the PhD guide initiative. We hope that the information included in this PhD guide will be useful to all of you 😊

The first steps to study

Are you interested in the study programme or the topic? Contact the supervisor if possible, schedule a meeting (at least online) and talk about what you both want to get out of working on your chosen topic.

Study programmes

CEITEC BUT offers one study programme Advanced Materials and Nanotechnology. Within it, research groups focus on:

Advanced Materials (AM: Advanced Materials)

Advanced nanotechnologies and microtechnologies (hereinafter referred to as ANM: Advanced nanotechnologies and microtechnologies)

For more information about these fields and the dissertation topics, please see [here](#).

Application + Admission process

Applications for doctoral studies at CEITEC BUT can usually be submitted in two calls for one academic year. For details on the current application deadlines, please see [here](#). [The application](#) is submitted only electronically. In the course of completing the application, you will need to upload (electronically in .pdf format):

- CV with photo
- Bachelor's and Master's diplomas with transcript of marks
- A Cover letter
- two letters of recommendation

Information regarding recognition of foreign education is given below [here](#).

Cards, BUT identity

Every BUT student is entitled to a **student card**. In its most basic version (the standard student card), this card serves mainly for identification during examinations, proof of entitlement to reduced board and payment at Halls of Residence and Dining Services of BUT, and last but not least as an access card for entering and moving around BUT premises. The first card of this type and all renewals with a revalidation stamp are free of charge for the student, only a new card is charged in case of loss/damage.

Alternatively, an **ISIC card** can be purchased through the IS of BUT, which in addition to all of the above, entitles the holder to various discounts and benefits.

The topic of student ID cards is also addressed in this [section in the IS](#). After ordering your card, simply track the status of your order and pick up your completed card/revalidation stamp at the Student Office Department. More info in [students manual for BUT cards](#).

Institutional login: Upon enrolment at BUT, each student acquires a unique electronic identity. It is associated with several services:

Login into **IS BUT**: uses an assigned login and password that you choose

Login into **eduroam network**: uses an assigned login and the password is BUT pin (more about BUT pin [here](#))

Email address: in the IS BUT it is possible to choose the preferred variant of the school email address, all about email and forwarding options [here](#). This school email address can be used to log in to MS Office services (Teams, Sharepoint, etc.).

Basic terms

Supervisor

- Usually a professor or associate professor; proposes topics for doctoral studies in accordance with his/her own research; may supervise a maximum of 7 doctoral candidates at the same time (exceptions may be granted).
- A good supervisor gives the PhD candidate experience, advises on research activities, supervises the process of writing the dissertation, and comments on early versions of the PhD candidate's publications, if necessary.

Study Advisory Board

In relation to doctoral candidates, it is the basic body for evaluating and controlling the fulfilment of their individual study plans; it consists of both management and external members.

More about the composition [Study Advisory Board CEITEC BUT](#) (currently, there are two Study Advisory Boards at CEITEC BUT).

Individual Study Plan

- it is created at the beginning of the study together with the dissertation supervisor, approved by the head of the research group, discussed by the departmental council, approved by the director of CEITEC BUT
- it contains an overview of the chosen study subjects, the content of teaching practice, expected participation in conferences, expected location of the foreign internship
- it commits the student to the dates of completion of courses, registration and passing of the state doctoral examination, submission of the dissertation as well as to his/her scientific orientation

What to expect from studies

Process and organisation of studies

In general, it is assumed that a PhD studies at CEITEC last **four years**. After the first two years, PhD candidates take the state final examination, which they usually take during their third year of study. The dissertation should be submitted and defended in the fourth year.

Typically, in their first four years, PhD candidates opt for full-time study. Alternatively, or after four years in full-time study, he or she may be a combined student. The most significant difference is that those studying combined are not eligible for a doctoral scholarship.

In addition to the CEITEC Study and Examination Rules, the requirements of a PhD candidate at CEITEC are regulated mainly by [Rules for Organising the Studies \(CZ only\)](#). It mainly implies the following obligations:

Study activity

In the doctoral studies, candidates should take a total of 7 courses. Participation in the courses is compulsory for all of them:

- CEITEC Friday seminar (2 semesters) - soft skills seminar,
- English (2 semesters) - conversation courses focusing on scientific English,

For AMN students, it is also mandatory to take Principles of Nanoscience and Nanotechnology (1 semester) - an overview of selected topics in the field of nanoscience.

Students with an AMN (or AM) major are additionally required to enroll in at least 3 (or 4) additional courses related to their dissertation topic. These courses are chosen by the PhD candidate from the courses offered by CEITEC BUT, but also by agreement of other faculties and units of BUT or MUNI Faculty of Science. The individual study plan typically requires the student to take these courses during the first two years of study. Students from abroad (outside the Slovak Republic) are also obliged to take a Czech language course as the eighth subject (2 semesters).

Outside of compulsory education, CEITEC BUT often organises various scientific lectures, seminars and workshops of a professional nature. Summer schools (intensive courses of several days with a narrow professional focus) often contribute to doctoral education.

Creative activity

An integral part of doctoral studies at CEITEC BUT is publishing. As a rule, at least:

Dissertation thesis: submission by the end of the second year of study, 20-30 pages

Dissertation: submission in the fourth year of study, usually 60 pages or more

First-authored article: publication in a scientific journal where the PhD candidate is the first author.

Other scientific and professional activities include, for example, grant applications, project work, presentations at research group seminars, active participation in conferences with own contributions, etc.

Foreign Internship

As part of your studies, you should complete a traineeship abroad, typically of **at least 3 months**. The location of the internship will most often depend on the collaboration or focus that your research group has. Our students most often use the Erasmus+ or Freemover programmes for their trips. We have a separate section on mobility for you (prelink – bude v záležitostiach VUT).

Pedagogical activity

- The following are considered to be teaching activities that a PhD candidate at CEITEC BUT can report in his/her individual study plan:
- teaching students (in the scope of 4 hours for 4 semesters),
- supervising or opposing a bachelor's thesis (related to the doctoral dissertation),
- preparation of teaching materials.

Evaluation

After the first, third and every subsequent year until graduation, the PhD candidate is assessed (evaluated) with an emphasis on how he/she is fulfilling his/her individual study plan. The results of the evaluations have a direct impact on the amount of the scholarship awarded (its exceptional component).

After the second year of study, the student takes the state final examination, and after the fourth year of study, the dissertation defence. The submitted dissertation thesis and the dissertation itself are evaluated by opponents selected by the PhD candidate's supervisor and defended before a professional committee.

Finance

Scholarships

The doctoral scholarship at CEITEC BUT is paid once a month to full-time PhD candidates. Its standard component is 10 250 CZK. Starting from the first year of study, students are also granted an extraordinary scholarship of CZK 6,500. The amount of this scholarship can only decrease if the student qualifies with a grade C or D in the yearly evaluation.

International students (except Slovakia) are also entitled to a mobility allowance of CZK 2,000/month.

Grants and competitions

In addition to scholarships, PhD candidates can receive financial support in the form of prizes in grant competitions. Students in their first year of study can participate in the [Brno Ph.D. Talent](#), which can annually reward 25 excellent PhD candidates with a prize of CZK 300,000. [The Werner von Siemens Prize](#) (CZ only) also targets students studying in technical fields.

BUT supports the research activities of its PhD candidates in the form of [competitions for specific research projects](#). PhD projects are targeted at junior projects, where a PhD candidate proposes a research project lasting 12 months and, if successful, can receive up to CZK 200,000.

Last but not least, PhD candidates are involved in grant projects in their research groups. Influential Czech providers include the Grant Agency of the Czech Republic, the Technology Agency of the Czech Republic or projects of the National Competence Centre. The European Union supports the development of research through Horizon Europe projects, in particular the prestigious European Research Council grants (ERC grants) and Marie Curie-Sklodowska Actions.

Friendly reminder: don't put extra pressure on yourself - by fragmenting your attention and energy you may not only inadvertently prolong your studies, but more importantly you may be exposing yourself to possible mental overload.

Fees

There is no fee for doctoral studies in the Czech language at CEITEC BUT. In a study programme with a foreign language, the study fee is EUR 3,000/academic year.

Publishing

To keep your research up to date, it is important to have information on published articles, "hot" research topics, cited journals or recognised researcher-authors. Quantifiers of these criteria are in particular:

- **Quotation index of the article** – how many times were the article quoted
- **Author's h-index** – indicates the productivity of the author and the citation rate of his/her articles. It is the largest number h such that at least h of the author's articles have a citation index greater than or equal to h.
- **Impact factor** of the journal – average number of citations of articles (from a given journal) in other professional publications.
- **Percentile** of the journal – how the magazine ranks among others in its category. The best journals are in the first and second decile (D1, D2), then in the first quartile (Q1). These metrics can easily be found in the WoS database, for example.

Various author databases can be used for networking in the academic environment, for example [ResearchGate](#), [Linkedin](#), [ORCID](#) or [Web of Science](#).

You can use databases to search for articles, for example [Scopus](#), [Web of Science](#) or [Google Scholar](#). The most recent manuscripts can be found at [arXiv](#).

Publications need to be recorded or reported. It is best to ask your supervisor about the procedure for reporting your outputs. As a university, BUT is evaluated based on, among other things, reported creative activity in:

- **RIV (Index of information on results)** – contains information on the results of research and development projects and research projects supported from public funds (according to Act No. 130/2002 Coll.)
- **RUV (Register of artistic performances)** – contains information on works of art created as part of creative activities at universities in the Czech Republic

Take the publishing seriously

When selecting a journal to submit your manuscript to, you need to consider (often in collaboration with your supervisor) the thematic suitability and quality level of your article. Before you decide, you can submit your article to [arXiv](#) – In addition to free publication of your research, you can get feedback before submitting your paper to the journal and, among other things, you get undoubted proof that your idea has been published at some point (peer review procedures can be uncomfortably long). How the peer-review process works is already described in the document [the Czech Association of Doctoral Researchers](#) (CZ only).

Friendly reminder: sometimes it is better to choose a journal first and then tailor the presentation of your research to it.

Handle studies with a smile on your face

Studying is not the most important thing in the world. Really.

Mental Health

Doctoral studies are not easy, they require an excessive amount of time and energy throughout your studies. That you enjoy research and have no problems? Looking forward to it, perfect, but **don't forget to "refresh" your head**. Maintain relationships with your surroundings, cultivate activities that are not related to your studies, take breaks and relax. It's **quite common** for students to experience fluctuating motivation, to be prone to burnout and often compare themselves to their colleagues, their workload and their achievements, which can lead to imposter syndrome. It's important to realise that this is not just about you and to talk calmly to someone you trust.

There's nothing like **strengthening informal relationships** in the workplace - attend meetings, conferences, workshops, or just don't dine alone when you have the chance. As well as **forming nice friendships**, connecting with colleagues can also expand your professional contacts, keep you 'in the loop' or provide support when needed.

For those struggling with mental health issues, BUT also provides more targeted help:

- [Alfons Counselling Centre](#) for students with special needs
- The app called [Nepanikař](#) (CZ only)- quick psychological first aid in a mobile application developed by a student of FEEC BUT

I have a problem

Generally speaking, you can never go wrong by consulting your supervisor to solve problems related to your studies. Specific suggestions can be handled via [Study Department CEITEC BUT](#).

At the faculties of BUT, PhD candidates have the opportunity to address the management of their university unit through their student representatives in the student chamber of the academic senate of the faculty. CEITEC BUT does not have its own "small" senate and for students there is therefore [ombudsperson](#) as a person who will discreetly direct students' suggestions to the appropriate university authorities or, where appropriate, help to resolve them themselves.

At the university level, there is [Students Chamber of the Academic senate BUT](#) (CZ only). It defends the interests of all students at the level of the Academic Senate, as well as at various meetings of the university administration.

In serious cases, students can contact the [Ethic Comitee of BUT](#) (CZ only). It relies mainly to BUT [Code of Conduct](#).

What if I can't handle it

Sometimes things don't work out, whether for personal or objective reasons, but that doesn't have to be a reason to quit. These changes do not usually happen overnight and therefore need to be addressed early. What can be done?

- Talk to fellow PhD candidates, approach your supervisor, contact the study department or ombudsperson - only communication of problems can lead to their resolution.
- The dissertation title can be refined during the course of your studies and does not require the approval of the departmental board.
- A change in the individual study plan can be made at any time with the approval of the supervisor and the discipline board. What does and does not count as a change in the ISP can be found in [The Rules for the Organisation of Studies \(CZ only\)](#)

In justified cases it may be possible:

- **change the topic of the doctoral study:** the change is proposed by the PhD candidate, after the approval of the supervisor and the departmental board, the Director of CEITEC BUT decides on the matter
- **change the supervisor:** the change is proposed by the PhD candidate or the supervisor and approved by the Director of CEITEC BUT after the opinion of the departmental board
- **to interrupt the study:** the PhD candidate shall submit the statement of the supervisor with the application, the matter shall be decided by the Director of CEITEC BUT. For more information on interruption of studies at the request of the student, see Article 36 and Article 18 [Study and Examination Rules of BUT](#).
- **drop out of studies:** the student informs the Director of CEITEC BUT of his/her decision to drop out of studies and, if he/she has accepted obligations resulting from projects, main or additional activities defined by the contractual relationship, he/she is obliged to properly terminate this contractual relationship.

You quit (properly)!

According to the Section 47(4) of the Act, studies are duly completed by a state doctoral examination (hereinafter referred to as the "state examination") and a public defence of the dissertation, which demonstrates the ability and readiness for independent research or development activities. According to the Article 48 of the Rules of Procedure, the date on which the doctoral thesis is defended is the date of regular completion of studies.

Treatise

The treatise is 20-30 pages long and forms the basis of a future dissertation. It contains in particular an assessment of the state of knowledge in the field of the dissertation topic, the objectives of the dissertation, a description of the results already achieved, a description of the methods chosen to solve the remaining tasks and an overview of published works and works accepted for publication, or other engineering works produced.

Within two weeks from the submission of the electronic version of the thesis* in the IS BUT, the PhD candidate delivers to the study department: a hard copy of the thesis, an overview of the PhD candidate's activities, and the supervisor's evaluation of the course of study so far - more information [here \(CZ only\)](#).

Final State Doctoral Examination

You can apply for the state exam after you have fulfilled your study requirements, at the end of your second year of study at the latest. You can apply by submitting an electronic version of your essay, and the exam itself is usually held during your third year of study. The State Doctoral Examination is subject to the [Rules for the Organization of Studies at CEITEC BUT \(CZ only\)](#) and [Study and Examination Rules of BUT](#).

Dissertation thesis

A dissertation is typically an independent work containing the results of a scientific or creative task. It consists mainly of an overview of the current state of the subject, the aims of the dissertation, the results achieved, their analysis and significance, a list of the literature used, a list of related works and a summary in Czech and English (usually one page in length).

Within two weeks of submitting the electronic version of the dissertation* in BUT IS, the PhD candidate shall deliver to the study department: two hard copies of the dissertation, two hard copies of the dissertation thesis, a summary of the PhD candidate's activities, reprints of his/her published works and the opinion of the supervisor - more information [here \(CZ only\)](#).

Defence of the Dissertation thesis

A student may apply for the defence of his/her dissertation after passing the State Doctoral Examination and after the results of his/her work have been published in at least one article in an international journal with an impact factor. The application process takes place by submitting an electronic version of the dissertation to the IS of BUT, which also starts the procedure for the dissertation defence. The defence of the dissertation should take place within 6 months from the start of the procedure. The dissertation defence is public and subject to [Rules for the Organization of Studies at CEITEC BUT \(CZ only\)](#) and [Study and Examination Rules of BUT](#).

* The editing, submission and publication of theses is dealt with in [BUT guideline](#) (CZ only).

Only at CEITEC BUT

What is CEITEC BUT and where to classify it

CEITEC (Central European Institute of Technology) is a consortium of six research institutions. Its part connected with the Brno University of Technology, i.e. [CEITEC BUT](#), is located in the Technology Park (Brno-Královo Pole).

Within BUT, CEITEC stands among the university institutes - it is not a faculty, it does not have a dean and vice-deans. Its management consists of the Director and Deputy Director, the Deputy for Science and Studies, the Secretary, the Research Area Coordinators and the Head of CEITEC Nano. CEITEC BUT does not have institutes/departments, but consists of a total of 19 research groups - each with its own RGL (research group leader). In the [Academic Senate BUT](#) (CZ only) is CEITEC BUT is represented by three senators (shared by all three BUT institutes) - two employees and one student.

CEITEC Nano

Research infrastructure [CEITEC Nano](#) provides students and researchers with open access to state-of-the-art laboratory equipment used mainly for nanofabrication, nanocharacterisation, structural analysis and X-ray tomography. All about how to access CEITEC Nano equipment is [here](#).

Relax and free time

Research is often about teamwork - that's why our buildings have kitchenettes, breakout areas with whiteboards and meeting rooms for discussions and presentations by research teams. The NanoGym in Building C and table tennis or foosball tables in Buildings C and A serve to clear your head.

CEITEC Student PhD Committee

[Student's groups](#) CEITEC BUT, CEITEC MUNI a CEITEC MENDELU, which aims to bring PhD candidates together, especially by organising informal events such as the CEITEC Science Mixer, various "Tea Times", but also by organising a joint CEITEC PhD Retreat.

Do you need to find out more? Important documents, links to the electronic agenda, news and invitations to events for members of our academic community can be find out via [CEITEC BUT Sharepoint](#).

To conclude

While creating this guide, we mostly used:

[Study and Examination Rules of BUT](#)

[Rules for the organization of studies at CEITEC BUT \(CZ only\)](#)

[Methodology of study organisation in doctoral study programmes](#) (CZ only)

[Handbook for new doctoral candidates](#) (CZ only)

Own experiences 😊

Those who have read this far already know everything about the doctoral studies at CEITEC BUT. If you have any comments or suggestions, contact us via [email](#) or via [Student Chamber of the Academic Senate BUT](#) (CZ only).

FFA – FACULTY OF FINE ARTS

[Link](#)

FA – FACULTY OF ARCHITECTURE

[Link](#)