

**BRNO UNIVERSITY OF TECHNOLOGY**  
**FACULTY OF INFORMATION TECHNOLOGY**

Full text valid on: 15<sup>th</sup> October 2024  
Contains: Amendments no. 1 and 2

**FULL TEXT**  
**GUIDELINE NO. 2/2019**  
**REGISTRATION FOR DOCTORAL THESIS DEFENCE IN DOCTORAL PROGRAMMES AT**  
**FIT BUT**

**Article 1**  
**The aim of the guideline**

1. This guideline regulates the registration of students of doctoral programmes at FIT BUT (hereinafter the “student” or “students”) for doctoral thesis defence in doctoral programmes at FIT BUT.
2. Students register by submitting a registration form for the defence of their doctoral thesis and its annexes.

**Article 2**  
**General provisions**

1. The student registers for the defence of the doctoral thesis on the Science department of FIT BUT by submitting a printed registration form signed by the student, the supervisor and supervising specialist, if such was confirmed. Before registering to the defence, the student must complete the following in the student part of BUT IS:
  - a. enter the exact title of the thesis in Czech and English languages,
  - b. enter the language of the thesis,
  - c. enter the abstract of the thesis in Czech (only if the student is enrolled in the study programme in Czech language) and English languages,
  - d. enter the keywords for the thesis in Czech (only if the student is enrolled in the study programme in Czech language) and English languages,
  - e. upload the following files:
    - i. Doctoral thesis (as PDF),
    - ii. Doctoral thesis summary (as PDF),
    - iii. Professional CV of the student with the overview of activities carried out during the doctoral study which will include the list of published or accepted publications or other engineering works and responses to said articles and work with included participation of the student as a percentage. For journal publications, with an impact based on Web of Science or Scopus, the student shall also include the impact factor and quartile according to Web of Science and/or Scopus (in the year of publishing or the last available). For conferences publications, the student shall also include the rating of the conference according to CORE, GGS, Google Scholar H5 or other databases, if such ratings are available for the conference,
    - iv. Copies of published works or copies of accepted works with proof of acceptance,
    - v. Proof (of proofs) of international activities of the student during the doctoral study, according to the information provided by the Appendix no. 2 of this guideline.

2. The registration form to the doctoral thesis defence is the Appendix no. 1 of this guideline.
3. The following printed annexes have to be included with the registration:
  - a. *Copies of the doctoral thesis in the form and number specified by the instruction for submission of theses at FIT BUT, especially by the FIT guideline 7/2018.*
  - b. *Professional CV of the student and the overview of the activities carried out during the doctoral study (see article 2, paragraph 1(e, iii)).*
  - c. Copies of published works or copies of accepted works with proof of acceptance.
  - d. Proof (of proofs) of international activities of the student during the doctoral study, according to the information provided by the Appendix no. 2 of this guideline.
4. The opinion of the supervisor of the doctoral thesis shall be inserted to the IS BUT (Teacher) immediately after the printed versions of doctoral thesis are accepted by the Science department. The supervisor then delivers the printed version of the opinion to the Science department as soon as possible. If the student also has a supervising specialist, he/she can draft the opinion together with the supervisor. If the supervisor does not work on FIT BUT, his/her opinion is inserted into BUT IS by the Science department.
5. The Science department only accepts the registration form and other required documents that are formally correct and complete. Additionally, the electronic submission in the IS BUT has to be completed before any documents can be accepted.
6. The Science department only accepts the registration form and other required documents that are formally correct and complete. Additionally, the electronic submission in the IS BUT has to be completed before any documents can be accepted.

### **Article 3** **Closing provisions**

1. This guideline comes into effect on the date specified in its header.
2. Updates of the appendices of this guideline is going to take place after the issuer of the guideline approves such update. The updated appendix will be made public on the specified date of validity.

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