

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

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**POLICY NO. 2/2019
REGISTRATION FOR DOCTORAL THESIS DEFENCE IN DOCTORAL
PROGRAMMES AT THE FIT BUT**

**Article 1
Subject**

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

**Article 2
General provisions**

1. Students register for the defence of their doctoral thesis at the Research Department of the FIT BUT by submitting a printed registration form signed by the relevant student and the student’s supervisor along with all annexes to the registration form; prior to this, students have to complete the following operations in the students’ part of the FIT IS:
 - a) enter the exact title of the thesis in the Czech and English language;
 - b) specify the language of the thesis;
 - c) enter an abstract in the Czech language (only if the student attends a study programme in the Czech language) and in the English language;
 - d) enter the key words in the Czech language (only if the student attends a study programme in the Czech language) and in the English language;
 - e) upload the doctoral thesis and summary of the doctoral thesis in the pdf format.
2. The registration form for the doctoral thesis defence is attached to this policy and is available on the FIT BUT website.
3. The following printed annexes must be attached to the registration form:
 - a) At least 3 copies of the doctoral thesis. The formatting of the thesis is governed by the standards for submission of final theses at the FIT BUT.

- b) At least 10 copies of the summary of the doctoral thesis (hereinafter "summary"). The summary shall be drawn up in the form of an A5 brochure in the extent of approx. 30 pages describing the subject-matter of the doctoral thesis and include an introduction, the aim of the thesis, the main body of the text, conclusion, abstract, list of references and CV.
 - c) An overview of activities performed during the doctoral studies including a list of published works and works accepted for publishing or a list of any engineering works and a feedback on such works together with an indication of the student's authorship share.
 - d) Copies of published works or copies of works which are accepted for publication, together with proofs of their acceptance for publication.
 - e) A student's supervisor's standpoint on the doctoral thesis.
- 4. The acceptance of the registration form and the other documents by the Research Department of the FIT BUT is conditional on formal accuracy thereof and filling in the relevant information and uploading the relevant documents into the FIT IS by the student.
 - 5. In that case that the Research Department of the FIT BUT ascertains deficiencies in the FIT IT and/or in the submitted documents, the student must remedy the deficiencies and supplement/modify the information and documents in the FIT IT and re-submit the printed documents.

Article 3 Final provisions

- 1. This internal standard shall enter into effect on the day specified in the heading hereof.
- 2. The annexes to this internal standard shall be updated following the approval of the amendment by the issuer of the standard. The updated annex shall always be published by posting with a specific date of validity.

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Dean of the FIT BUT