

Important information for students in 1st year of doctoral studies - 2024/2025

Study assistants for doctoral students

English study programmes

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Organization of studies, teaching

- Study in doctoral study programmes is organised in full-time and distance form or a combination of both (hereinafter referred to as "combined form of study"). In the full-time form of study, study is mainly carried out in the presence of the student at the workplace, guaranteeing his/her personal study plan (hereinafter referred to as "training workplace"). The scope of presence at the training workplace of a full-time doctoral student is usually 25 hours per week (except for the main holidays defined in the academic year schedule). In the distance form of study, the study is carried out mainly based on the student's independent training, mainly outside the training center. In the combined form of study, it is assumed that a time-defined part of the study takes place in the form of full-time study and another time-defined part takes place in the form of distance learning. The responsibilities of the doctoral student are determined by the supervisor in accordance with the doctoral student's personal study plan. If the doctoral student does not fulfil the obligations of a doctoral student, the supervisor shall submit a proposal to the departmental board to reduce the doctoral student's scholarship for students studying in full-time form in accordance with the Scholarship Regulations of the VSB-TUO.
- Lessons are taught in blocks in the 1st year, usually from 9 am to 2 pm. The winter term (Academic Research course) timetable for the academic year 2024/2025 will be sent out as soon as it is available. In the summer semester of AY 2024/2025, students must take the following courses according to their individual study programmes: Economic Theory (SP Economics), Economics and Management (SP Economics and Management), Finance (SP Finance), Systems Engineering and Informatics (SP Systems Engineering and Informatics). Teaching is on a tutorial basis, except for Economic Theory and Finance. Teaching of the Economic Theory course will take place in a block in the summer semester of AY 2024/2025. Teaching of the Finance course is likely to take place in the winter semester of AY 2024/2025.

Evidence of study

- **School email and information system Edison** (hereafter referred to as IS Edison, <http://edison.vsb.cz>). Each student will be assigned a personal number for the duration of their studies at EKF. The personal number can be found in the electronic application form after the publication of the admission results, 3 letters and 4 digits. The student will receive an initialization password to log in to InNET at the phone number provided on the application form after the electronic enrollment made by the study department. Please set the initial password for logging into the university's information systems at: <https://uzivatel.vsb.cz/nove-heslo>. When the student logs into IS Edison for the first time, he/she will be prompted to confirm "ENROLL IN STUDY" at the same time, his/her personal data will be displayed, and he/she will be informed that he/she has to check the data and report any changes to the study department. The study agenda is maintained in IS Edison. Access to IS Edison is possible after entering the login and password on the website <https://edison.vsb.cz>. Immediately after logging in to IS Edison, verify your personal data and confirm your enrolment in the study (**give your consent by 20.8.2024 for the 1st round, for the 2nd round until 16.9.2024**). The e-mail account can be accessed via <http://posta.vsb.cz/>. **Students must read the school email daily**, through which important

information and alerts will be communicated. It is impossible to replace the school email with another in IS Edison, but it is possible to set up forwarding to a private email at <https://edison.sso.vsb.cz/wps/myportal/uzivatek>.

Please get in touch with LIT staff or the help desk if you have trouble logging in.

- **The student card** is processed at A147 (Card Centre in Ostrava Poruba): access to the canteen, library, and parking lot. Graduates of the Master's degree programme of the Faculty of Economics should continue to use the card.
<https://innet.vsb.cz/cs/sluzby/kartove-centrum>
- **Exams** – the teacher announces the date of the exam. The teacher enters the result directly into IS Edison and issues the student with an examination report (twice - one for the student and one for the records of the study department), which the examiner signs, along with the supervisor or other committee members.
- **Dissertation seminar activities** – are entered by students continuously during the year (participation in teaching, articles and publications, project solutions, conferences, PhD academies, etc.) and the supervisor assigns individual credits for the activities. The credit evaluation of the basic activities of students counted in the dissertation seminar is determined by the Study and Examination Regulations. Students (especially full-time students) may be involved in teaching activities that take the form of supervised, unpaid teaching practice as part of their studies. The maximum total amount of unpaid teaching practice is, on average, 4 hours per week per semester in an academic year. The unpaid teaching practice is counted towards the credit assessment of core activities as set out in Annex 1 of the Study and Examination Regulations <https://dokumenty.vsb.cz/docs/files/cs/dd0741c8-ecee-4f05-8862-b8437b744f62>.
- **Annual evaluation of the student – no later than 15 August of the given year**, students must prepare a report on the results of their activities for the past academic year (annual evaluation of the student/AES), which they submit to the supervisor via IS Edison. This report is one of the bases for the student's evaluation. The AES contains a summary of exams taken and not taken, all dissertation seminar activities and the PSP for the following years of study. If a student does not take an exam in a given year that he/she is enrolled in, he/she can submit a request for a change to the PSP within the AES - moving the missed exam to the next academic year. **Submitting the AES to the supervisor is a non-reversible step**, so it is necessary to check that the student has entered all exam results and entered dissertation seminar activities. The supervisor and the departmental board will then comment on the AES. **Suppose the student fails to submit the AES by the given deadline. In that case, the student may be terminated from the study** (due to failure to meet the conditions of the Study and Examination Regulations).
- **Study control:**
The application for a study control for a given academic year is submitted automatically when the student closes the Student's Annual review. For a continuation of study without changing the personal study plan, it is necessary to obtain at least 40 credits per academic year in the full-time form of study and, in the combined form of study, at least 30 credits. The annual evaluation of students is discussed in the field council, and the result is the opinion that "passed" / "failed" to the annual evaluation. After the discussion of the annual evaluation in the field council, the Dean may decide on the termination of the study on the basis of the opinion of the field council. After checking the study, the student is asked to verify the data, and only then is enrolled in the next academic year. **Enrollment in the next academic year is done only electronically.**
- Changes in studies (change of personal study plan, change of study form, dissertation topic):
 - Written request on the form "Application-Doctoral Studies".
- The study is non-indexed. After passing the examination, the student receives a **report, which must be submitted to Department 161 for registration**. The exams taken are recorded in the Edison system on the student's record card and also on the department's transcript. DRS in the student's file (exam report).

Creating a Personal Study Plan (PSP)

- Students must create a personal study plan in cooperation with their supervisor as soon as possible after enrolment.
- A personal study plan is drawn up for the entire study period, not just for the first year.
- A change in the PSP must be addressed well in advance by way of an application. The request is submitted to the study department, or the change is addressed in the student's annual evaluation.
- **Course composition (for a course, select the course supervisor as the examiner):**
 - Academic Research – winter semester AY 2024/2025;

- Subject area – summer semester AR 2024/2025 (for SEI – Systems Engineering and Informatics; Finance – Finance, Economics and Management – Economics and Management, Economics – Economic Theory).
- PSP timetable – the above courses should be taken in the first year of study.
- The state doctoral examination should be taken in the 2nd year (indicate only the academic year in the PSP); submission of the dissertation for 4-year programmes in the 4th year of study (also indicate only the academic year in the PSP).
- The student must complete part of his/her studies at a foreign institution for at least one month. In exceptional cases, another form of direct student participation in an international creative project with results presented abroad or another form of direct participation of the student in international cooperation may be fulfilled.
- Once the PSP has been set up in IS Edison, it must be submitted to the supervisor for approval.

Basic responsibilities of a doctoral student

- Completion of enrolled courses of study;
- Research and scholarly activity, including participation in research projects;
- Publication of the results of scientific work, including participation in scientific conferences;
- **Foreign internship for four-year study programmes of at least one month;**
- Passing the state doctoral examination and defending the dissertation.
- In the case of full-time study, the student must be present in the department where he/she is placed, usually for 25 hours per week.

Other responsibilities of the student

- Immediately report changes in personal data (residence, ID, surname, contact) to the study officer.