

**Directive No. 5**

**DEAN'S DIRECTIVE ON THE DOCTORAL STUDY PROGRAMME 2014/2015  
AT THE FACULTY OF ARCHITECTURE OF BUT**

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**Section 1**

**Introduction**

1. *Dean's Directive No. 5 on the doctoral study programme at the Faculty of Architecture of BUT in the academic year 2014/2015 (hereinafter Directive) is complementary to the BUT Study and Examination Regulations (except part 1 and 2) as an internal regulation for organization and implementation of the Doctoral degree study programme at the Faculty of Architecture of BUT.*
2. *Doctoral degree programme, both full-time and combined, is accredited as a four-year study programme. In exceptional cases the Dean may transfer the student from the full-time form of studies to the combined form, based on the student's application approved by the supervisor and with the approval of the respective doctoral board. In quite exceptional cases, i.e. obtaining of the project grant, the Dean may extend the full-time form of studies by a proportional part. A student cannot be granted an exception and cannot be transferred to a combined form of studies, if he/she has not passed the state doctoral examination.*
3. *The condition of admittance in DSP at the Faculty of Architecture of BUT is a duly completed master degree at a higher education institution in CZ or abroad and a successful completion of the admission examination. In the admission exam the applicant proves his/her interest in and expert assumptions for a scientific work. The applicants admitted for study in DSP, who are the master degree graduates of a similar branch, must take two extra elective courses with respect to the Section 10, par. 3 of this Directive.*
4. *DSP includes lectures and seminars of compulsory and compulsory elective courses and exams. DSP is completed with a state doctoral examination (SDE) and a doctoral thesis (dissertation) defence.*
5. *A maximum recommended number of DSP students per one supervisor is 5 students. Exceptions are in the Dean's competence.*
6. *Themes of dissertations are announced by supervisors and approved by the doctoral board and the Faculty management. The Faculty scientific board takes note of the approved themes. Only one applicant may be admitted for one theme.*

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**Section 2**

**DSP Branches**

1. *Based on the Accreditation Commission authorization the Faculty of Architecture of BUT provides DSP in the branch of:*
  - a) *architecture 3501V002*
  - b) *urban design 3501V009*
2. *DSP targeted at building construction is realized within the branch of architecture.*
3. *Changes in branches listed in paragraph 1. are proposed to the Accreditation Commission by the Dean upon the scientific board approval.*

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**Section 3**

**Training Workplace, Supervisors and Lecturers**

1. *The Faculty of Architecture of BUT provides the doctoral study programme in branches listed above in Section 2. The Faculty Departments are training workplaces, provided that supervisors of accredited DSP branches work there.*
2. *The requirements on DSP lecturers are defined in the Section 12 and requirements on DSP supervisors are defined in the Section 13 of this Directive.*

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**Section 4**

**Admission Process**

1. *DSP admission criteria are determined by the Dean and approved by the Academic Senate of the Faculty.*
2. *The admission process is organized and announced in public by the Dean. Information on the admission process is each year published on the Faculty official notice board with respect to the law. The information shall concern mainly:*
  - a) *branches of DSP, in which the applicants are being admitted,*
  - b) *admission criteria,*
  - c) *general themes of DSP dissertations with a name of the supervisor for each theme,*
  - d) *where to submit an application,*
  - e) *an application deadline.*
3. *The following documents shall be submitted together with the DSP application:*
  - a) *Curriculum Vitae (CV),*
  - b) *notarized higher education certificate (except FA BUT graduates of the current academic year),*
  - c) *list of published and unpublished works,*
  - d) *written report on the chosen dissertation theme to express views and expert knowledge of the issue,*
  - e) *portfolio with works related to the applicant's specialization.*
4. *Provided that the application does not meet the formal requirements the applicant is asked to fulfil the requirements by a specific date. Applications delivered after the specific date will be excluded from the application process.*
5. *The applicant, who meets the requirements for DSP study, is invited to the admission examination by the Dean in writing, 14 days prior to the date of examination at the latest.*
6. *During the admission examination, the applicant shall prove his/her interest and expertise for the scientific work and prove that he/she is familiar with the Dean's Directive No. 5 on the doctoral study programme.*
7. *An admission committee, designated by the Dean on doctoral boards' recommendations, consists of at least three members and is headed by a chairperson. The committee members are mainly the Faculty lecturers – professors and associate professors, usually with a supervisor as one of the members.*
8. *Minutes are taken about the result of the admission examination.*
9. *An applicant becomes a student on the date of DSP registration; which takes place at the beginning of the academic year.*

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**Section 5**

**Forms of DSP**

1. *DSP is provided at the Faculty of Architecture of BUT in the following forms:*
  - a) *full-time*
  - b) *combined*

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**Section 6**

**Full-time DSP**

1. *The full-time DSP is the form of study with main activities of the DSP student being an organized training for scientific work carried out at the training workplace.*
2. *The length of DSP study at FA BUT is, without any interruption, 4 years since enrolment including the dissertation defence (Act No. 111/98 Coll.). An application for the dissertation defence, with all requested enclosures, shall be submitted at the end of September in the fourth year of study at the latest.*
3. *A part of DSP is also pedagogical performance in the extent of 4 teaching hours per week since 2<sup>nd</sup> year of study and participation in research activities of the department. This does not apply to students of combined form of study. The compulsory pedagogical practice is not financially rewarded.*

*In case of 4<sup>th</sup> year student of the full-time form of study the pedagogical and research activities are increased to 8 teaching hours per week.*

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4. Since 1<sup>st</sup> year of study the DSP student shall participate in creative activities of the department.
5. Full-time DSP students receive a monthly scholarship the size of which is defined each year in the Dean's Decision.

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Section 7

**Combined Form of DSP Study**

1. This form of study is a combination of full-time and part-time studies. The method of completion of the study requirements with respect to time is defined in an individual study plan of a student. An application for the dissertation defence shall be submitted at the end of September in the 4<sup>th</sup> year of study at the latest.
2. Combined DSP students do not receive a monthly scholarship.
3. When justified, the Dean may transfer the combined DSP student in the full-time form of study. The application for such transfer must be supported by the supervisor and approved by the respective doctoral board.

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Section 8

**Content of DSP Study**

Study activities:

- a) 3 compulsory courses completed with an exam,
  - b) 3 compulsory elective courses completed with an exam,
  - c) 5 compulsory elective courses for DSP students who graduated master study of a similar branch with respect to the Section 1, par. 3,
  - d) exam in 1 world non-Slavic language.
2. Scientific activities:
    - a) participation in one specific science and research task,
    - b) state doctoral examination,
    - c) dissertation defence.
  3. While working on the dissertation the DSP student shall elaborate during the 1<sup>st</sup> semester the dissertation outline (in the extent of 3 – 5 pages), in which he/she shall define the theme and its connections, sources of literature, methods and goals. In the 2<sup>nd</sup> semester the DSP student shall elaborate an analysis of the current state of the issue solved.
  4. The DSP student meets the individual programme requirements by passing the individual exams and the state doctoral examination. Exams take usually place in the examination period which follows after the period of instruction.

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Section 9

**Individual Study Plan**

1. The individual study plan (ISP) shall be filled in an ISP form by the supervisor and the student. The ISP is a binding document, on the basis of which the study and activities of the doctoral student are realized. The ISP must be elaborated within one month since enrolment.
2. The individual study plan is, after the approval by the head of department, discussed by the respective doctoral board. It is then, on the recommendation of the board, approved by the Dean. Any changes and up-dates of ISP shall be approved in the same way.
3. The individual study plan includes:
  - a) personal data,
  - b) choice of elective courses,
  - c) specialization, theme and title of dissertation,
  - d) participation in research activities of the Faculty or another institution, specialized and scientific activities, study stays and its programme, as well as other specialized activities related to the theme of dissertation,
  - e) time schedule of the study:
    - final date of exams in compulsory and elective courses and a language exam,
    - state doctoral examination,
    - dissertation submission.

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**Section 10**

**Courses of Doctoral Study Programme**

1. *Compulsory courses for all branches of study, which must be passed in the 1<sup>st</sup> year of study:*
  - *Methodology of scientific work, 1<sup>st</sup> year, winter semester*
  - *Theory and development of urbanism, 1<sup>st</sup> year, winter semester*
  - *Theory and development of architecture, 1<sup>st</sup> year, summer semester**The DSP student is obliged to pass an exam from a foreign language by the end of the 1<sup>st</sup> year.*
2. *Compulsory elective courses, out of which the DSP student must take at least three courses, so that one course is taken in the summer semester of the 1<sup>st</sup> year and the remaining courses in the winter semester of the 2<sup>nd</sup> year:*
  - a) *branch of architecture:*  
*architectural typology,*  
*protection and renovation of monuments,*  
*interior design and exhibitions,*  
*construction in architecture,*  
*work of art in architecture,*  
*computer technology in architecture,*  
*environment in architecture,*  
*civil engineering in architecture.*
  - b) *branch of urban design:*  
*urban and regional development,*  
*forecasting, planning and management of urban development,*  
*architecture and protection of landscape,*  
*development and coordination of technical infrastructure,*  
*urban development policy,*  
*problems of inner cities,*  
*computer support in urbanistic designing.*
3. *The doctoral students who have not graduated master degree programme in architecture or urban design must take two extra elective courses (with respect to Section 1, par. 3). The courses shall be selected by the respective doctoral board from the list of elective courses available for the given branch of DSP at FA BUT. The extra elective courses shall be taken during 2<sup>nd</sup> and 3<sup>rd</sup> semester of study together with other elective courses.*
4. *The doctoral students may choose compulsory elective courses from both Architecture and Urban Design branches in such a way that they register 1(2) compulsory elective course(s) from the other branch.*

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**Section 11**

**Assessment and Verification of Doctoral Study Programme**

1. *The DSP verification takes place once a year. The 1<sup>st</sup> year doctoral student must fulfill his/her study duties by 31<sup>st</sup> August of the current academic year. Other dates of verification are a submission of the state doctoral examination application with all requested supplements and a submission of the dissertation defence application with all requested supplements. Fulfilling of the study requirements means that the student has passed all the exams of the year with respect to the ISP and has obtained the minimum number of points in the field of instruction, in pedagogical practice, as well as scientific and specialized activities by a certain date of verification. A minimum number of points requested are specified in the Annex on DSP Point Evaluation. The workload of each full-time doctoral student is coordinated with respect to requirements of the training workplace and with respect to the requirements of the Faculty management.*
2. *The doctoral student is obliged to yearly present in public the outcomes and procedure of his/her work and document this. If the student does not make such presentation without good reason, it is viewed as a violation of the student's obligations, with a negative consequences concerning the evaluation of the student by the supervisor and other sanctions set in the Directive.*
3. *The assessment and verification of study is carried out with respect to the provisions of the Article 33 of the BUT Study and Examination Regulations. The assessment of the doctoral students is according to par. 3 presented by the supervisor to the respective doctoral board by the end of the academic year, i.e. 31<sup>st</sup> August, at the latest.*

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4. *In case the DSP student does not meet the requirements of the study plan as defined in the par. 11 of this Directive, the Vice-Dean together with the supervisor may suggest a decrease in the scholarship, removal of scholarship or termination of study.*

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**Section 12**

**DSP lecturers**

1. *DSP lecturers shall be professors and associate professors or, in the special case, generally recognized external experts.*
2. *Individual courses of DSP are lectured by the guarantors of the courses. The guarantors are, upon the doctoral board nomination and the scientific board approval, appointed by the Dean. There may be other lecturers from the academic staff in individual courses upon the doctoral board approval. The lecturers must have a scientific title or an academic degree or the PhD academic title or academic-scientific title of the same level. The guarantors of DSP courses are responsible for pedagogic documentation of the courses.*
3. *The activity of a DSP lecturer counts into the lecturer's workload under a special regulation of the Dean.*

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**Section 13**

**Supervisor**

1. *The supervisor is a personage in the scientific specialization of the study programme. The supervisor is critical for a personal guarantee of the study programme with respect to its accreditation and with respect to its realization in relation to a doctoral student. The supervisor is an internal lecturer at FA BUT. In exceptional cases the Dean may, upon the doctoral and scientific board approval, make an exception.*

*The supervisor, who may be a professor, associate professor or a notable expert in the field corresponding with the study programme specialization, is appointed and removed from the office by the Dean upon an approval by the scientific board. In exceptional cases, the supervisor may be an assistant lecturer with the title of Ph.D. or CSc. The Dean may make an exception, upon the scientific board approval.*

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**Section 14**

**Interruption of and Change in DSP**

1. *In case of significant reasons, the Dean may approve the interruption of DSP study. Doctoral students who have passed the state doctoral examination (SDE) can interrupt the studies up to 1 year. The interruption of study is regulated by the Article 34 of the BUT Study and Examination Regulations.*

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**Section 15**

**Acknowledgement of Part of Study**

1. *The student, who has completed a part of doctoral study programme at FA BUT, may apply to have the individual completed courses acknowledged when re-admitted for DSP study. Only courses completed within the last 5 years may be acknowledged. In case of re-admittance the student can be enrolled only as a student of the combined DSP and the length of study is shortened proportionately.*

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**Section 16**

**Social Security of full-time DSP students**

1. *The full-time doctoral student may be at the same time employed as a lecturer, based upon supervisor's recommendation and approval. The maximum work-load as a lecture is regulated by a special regulation of the Dean.*
2. *A doctoral student may undertake an internship at the higher education institution abroad, provided that the internship is linked to his/her doctoral study, without interrupting the study at FA. The student is entitled to receive a full scholarship in case that the internship does not exceed 6 months. In case of internship longer than 6 months the doctoral student is not entitled for the scholarship for the whole period of the internship. When the internship is not linked to the doctoral study, the student is obliged to interrupt the study. Only students who have passed the State Doctoral Examination may participate in the internship. The internship is recommended by the supervisor and doctoral board.*

*In exceptional cases the Dean may approve the internship upon the completion of the 1<sup>st</sup> year of study.*

3. *General health insurance of a student is regulated by relevant regulations.*

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4. Full-time doctoral students have the same rights as students of bachelor and master study programmes.

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Section 17

**State Doctoral Examination**

1. General requirements, method and form of the state doctoral examination application and assessment (hereinafter SDE) are regulated by the Section 2, State Doctoral Examination, of BUT Study and Examination Regulation (Article 37 – 40).
2. The date of SDE is set in the individual study plan of the student, but it shall take place in 2 years since DSP enrolment at the latest. The SDE application shall be submitted at least 2 months prior to the expected date of examination. Provided that the student does not pass SDE by the end of 6<sup>th</sup> semester of study, his/her study will be terminated on grounds of not meeting the study requirements defined in his/her ISP.

*The date of SDE is set in the individual study plan of the student, but it shall take place in 2 years since DSP enrolment at the latest for full-time students and 3 years for students of the combined form of study. The SDE application shall be handed in at least 2 months prior to the expected date of the examination.*

*Provided that the full-time student does not pass SDE by the end of 6<sup>th</sup> semester of study, his/her study will be terminated on grounds of not meeting the study requirements defined in his/her ISP.*

3. The application for the state doctoral examination shall be addressed to the Dean on the required form. Within the meaning of the Article 38 par. 2 of the BUT Study and Examination Regulations, the doctoral student shall submit together with the application also a list of activities carried out during DSP study and an assessment in points confirmed by the supervisor. Furthermore the student shall present a treatise in two copies, including the list of published works, or created engineer or art works and its acclaim. The treatise may be submitted in the Czech, Slovak or English language.
4. The treatise is presented in the extent of 20 typed pages and contains in particular a critical review of contemporary state of problematics which is the theme of dissertation, specification of the objectives of dissertation and the chosen methods of solution (Article 37 par. 2 of the BUT Study and Examination Regulations).  
*The treatise shall comply with the following requirements:*
  - the title of dissertation – in Czech and in English
  - key words – in Czech and in English
  - objectives of dissertation – in Czech and in English
  - task description – in Czech and in English
  - chosen scientific methods of research
  - bibliography – in Czech
5. SDE takes place in front of the dissertation defence committee, which is appointed „ad hoc“ by the Dean in concord with the § 53 of the Act No. 111/1998 Coll. and the Article 39 of the BUT Study and Examination Regulations. When selecting the committee members, the areas of expertise given in the individual study plan of the doctoral student are taken into account. The Dean appoints members of the committee on the doctoral board recommendation (and decides on the date and place of the defence), 4 weeks before the SDE at the latest. The chairperson assigns one member of the committee to elaborate a written assessment of the treatise. The assessment shall not be written by the chairperson or the supervisor. The supervisor assigns one of his/her doctoral students to be the committee secretary. The secretary is not a committee member.
6. SDE consists of two parts:
  - a) oral examination from a broader scientific basis,
  - b) defence of the treatise.
7. The oral exam from a broader scientific basis shall prove the general overview, knowledge and creative capacity of the doctoral student in the branch of studies including the acceptance of basic methods of scientific work. The extent of the examined issues is outlined by the completed compulsory and elective courses and is specified closer by the committee chairperson prior to the examination.
8. The written treatise contains evaluation of the issue, formulation of solution, goals and the dissertation purpose. The treatise defence (hereinafter defence) shall prove that the student is ready to elaborate the dissertation paper. At the beginning of defence the doctoral student introduces the content of the treatise to the committee. After the assessment is presented, the student answers questions asked by the committee. An expert discussion on the dissertation theme is a part of defence. The student answers questions asked by the committee members. During the treatise defence, the title and content of dissertation may be re-specified.

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9. Both parts of SDE are assessed separately. SDE assessment is done by voting in the closed meeting of state doctoral committee (classified with "passed" or "failed") with respect to the Article 40 of the BUT Study and Examination Regulations. For the overall assessment of the state doctoral examination with the grade "passed", both parts of the examination must be assessed with "passed".
10. Minutes are taken about the course and outcomes of the SDE on the requested form. The date of examination is stated in the form together with basic contact details of the student, list of committee members, completed courses and the title of treatise and the name of the committee member who was assigned to elaborate the written assessment of the treatise. During the examination, the questions asked during the oral examination, the course of discussion, the final title of dissertation, partial and overall assessment of SDE are added to the minutes. The minutes shall be signed by all committee members.

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Section 18

**Dissertation (Doctoral Thesis)**

1. In the dissertation the student presents original outcomes of the scientific issue solution, which he/she arrived at during the course of study. The dissertation must contain published outcomes (or outcomes accepted for publication) (§47, Article 4, Act No.111/1998 Coll.). The dissertation requirements are regulated by the Article 41 of BUT Study and Examination Regulations. The dissertation may be presented in the Czech, Slovak or English language.
2. A condition for the dissertation application acceptance is a proper completion of all study duties as set in the individual study plan and passing SDE.

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Section 19

**Dissertation (Doctoral Thesis) Defence**

1. The proceedings of doctoral thesis defence are regulated by Article 42 - 48 of BUT Study and Examination Regulations. When elaborating and submitting the dissertation, the Rector's Directive No. 2/2009 – Layout, submission, publication and storing of higher education qualification theses must be followed.  
The dissertation requirements concerning the content and layout:
  - a) title page
  - b) assignment of the higher education qualification thesis
  - c) abstract in the Czech and English language, key words in the Czech and English language
  - d) bibliographic references with respect to CSN ISO 690
  - e) author's proclamation on dissertation originality, author's signature
  - f) acknowledgement (voluntary)
  - g) content
  - h) introduction
  - i) key words
  - j) text of dissertation
    - review of current state of problematic that is the subject of dissertation
    - objectives of dissertation
    - scientific method of research employed
    - outcomes of dissertation including new facts, its analysis and importance for practical realization or for future development of this branch of science
    - list of practical training related to the theme of dissertation
  - k) conclusion – dissertation benefits
  - l) bibliography
  - m) list of abbreviations and symbols
  - n) list of annexes
  - o) annexes
2. Based on both doctoral boards' recommendation the doctoral student submits one copy of the dissertation concept bound in a ring binding to be revised by the authorised doctoral board member. The authorized doctoral board member verifies the formal correctness of the dissertation.
3. The dissertation defence application is submitted to the Dean on the requested form. Together with the application are submitted:
  - 4x final version of the dissertation,

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- 15x theses of the dissertation in the extent of up to 30 pages/A5 format,
- brief CV,
- list of activities during the doctoral study programme, especially list of publications and works accepted for publication, or a list of created engineer or art works including responses to the works,
- works and typescripts related to the dissertation that are accepted for publications, together with evidence of acceptance for publication,
- supervisor's assessment of dissertation
- 1x presentation panel in the B1 format

4. The date of dissertation defence is specified by the Article 6 and 7 of the Directive.

*The dissertation defence committee (Article 44 of the BUT Study and Examination Regulations) is appointed on the recommendation of the relevant doctoral board by the Dean. The committee is always appointed "ad hoc". Appointment of the opponents is regulated by the Article 45 par. 1 of the BUT Study and Examination Regulations with the number of opponents being three. Only one of three opponents may be a committee member. It is necessary that the supervisor takes part in the defence and his/her participation may be excused only for serious reasons. The supervisor is not a committee member. The committee nominates an expert record-keeper. The record-keeper is not a committee member.*

5. The committee chairperson sets the date of defence, in at least 15 days advance.

6. The opponents have the duty to participate in the defence in person. Provided that one and only one opponent cannot be present, the defence may take place only on condition that the opponent submitted a positive assessment of the dissertation.

7. The dissertation defence does not usually exceed two hours and usually proceeds as follows:

- a) the chairperson starts proceedings, introduces the student, announces the title of dissertation, and acquaints the dissertation defence committee with an overview of student's published scientific works, or with his/her engineer or art works,
- b) the doctoral student presents the content and main outcomes of his/her dissertation,
- c) the supervisor acquaints the committee with his/her evaluation of the student's work and his/her assessment of student's dissertation,
- d) the opponents present major part of their assessments, the assessment of absent opponent is read by the chairperson or another authorized committee member,
- e) the student comments on the opponents' assessments, especially on raised objections, remarks and inquiries,
- f) the chairperson opens a discussion on the dissertation and its broader aspects, in which all committee members, opponents and guests may participate. The discussion relates to the theme of dissertation.
- g) After the discussion, when all questions and comments have been worded, the committee continues the session in a closed meeting without the doctoral student and guests.

8. In concord with the Article 48 par. 8 of the BUT Study and Examination Regulations, the chairperson informs the respective doctoral board and the Dean.

9. Provided that the dissertation is not defended successfully, a new dissertation defence application may be submitted in one year at the earliest and in three years at the latest.

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#### Section 20

##### **Diploma**

*The doctoral student, who has completed the SDE and defended the dissertation, becomes the DSP graduate. The DSP graduate is entitled to be awarded the certificate confirming a termination of study, i.e. diploma and a diploma supplement.*

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#### Section 21

##### **Study Documentation**

1. The study documentation is managed in both written and electronic form. The written documentation is kept for at least 20 years.
2. Among the basic documentation rank materials from the admission process, individual study plan, records from individual exams, records from the state doctoral examination and dissertation defence, or other materials concerning the register of students as defined in the §88 Act No. 111/1998 Coll.

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Section 22

**Acclaims and Awards**

*The Dean may award the doctoral student with a special prize for outstanding achievements in scientific-research, professional and creative activities during the study.*

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Section 23

**Management of DSP Students Financial Support**

1. A condition for the financial support allotment to a DSP student is:
  - a) proper fulfilment of the individual study plan requirements,
  - b) participation in the doctoral scientific conference in the respective year.
2. Financial support is intended for study purposes and is used to finance mainly:
  - a) participation in domestic and foreign symposia, seminars, conferences and other professional events,
  - b) foreign and domestic study trips,
  - c) other educational courses (language courses, etc.),
  - d) expert literature and study materials (expert literature is registered and becomes the FA asset),
  - e) costs of dissertation completion and presentation.

**The use of the financial support is controlled by the valid BUT regulations and the supervisor is obliged to get acquainted with the regulations.**
3. The doctoral student may use the financial support only upon the agreement with the supervisor.

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Section 24

**Final Provisions**

1. The Directive comes into effect on September 1, 2014.
2. At the same time the Dean's Directive on the Doctoral Study Programme at the Faculty of Architecture of the Brno University of Technology of 1st September 2013 is declared null and void.

Josef Chybík, Prof. Ing., CSc.  
Dean, FA BUT