



# INSTITUTE OF CHEMICAL PROCESS FUNDAMENTALS of the CAS, v. v. i.

Director of the Institute

## Director's Order no. 3

### Title: Internal Regulations of the ICPF for Doctoral Studies

#### Preamble

The aim of the director's order is to establish clearly defined and motivating conditions for students of doctoral study programs within the ICPF.

#### Article 1

##### Salary support for full-time doctoral students

1. Students of doctoral study programs are also employees of the ICPF.
2. The starting working time of a doctoral student from institutional resources is set at 0.75. Depending on the fulfillment of study obligations and the course of study (achieved results and outputs, quality and scientific contribution of the work, etc.), the working time during studies may be adjusted as follows:
  - a) Increase to 1.0 in case of excellent results, significant contribution to the development of scientific knowledge, etc.
  - b) Reduction to 0.5 in case of long-term absence of results, unclear contribution of studies to the development of scientific knowledge, low progress in studies, etc.
3. The adjustment of the working time can be carried out on the basis of regular checks by the members of the PhD Studies Board (KVV) and on the basis of the proposal of the KVV. In order to reduce the working time, it is necessary to inform the student of the KVV's reservations, and these reservations must be expressed by the KVV in at least two subsequent inspections. In the event of student disagreement with the KVV's reservations, the student has the right to request a repeat inspection with the participation of the entire KVV.
4. The salary support for the student according to Article 1 is for a period of five years from the start of the studies.
5. From the sixth year of study, salary support from institutional resources is zero. After an agreement with the management of the ICPF, the student can receive further support from the grant funds.



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6. Salary adjustment according to this article is always carried out on March 1<sup>st</sup> and September 1<sup>st</sup> of each year.

## Article 2

### Control of studies by the KVV

1. Ongoing monitoring of studies is usually carried out twice a year:
  - a) in the period of January-February through an examination conducted at the workplace,
  - b) in the period of May-July, through the presentation of their ongoing work results at the Bažant Postgraduate Conference (for students in their 1st to 4th year) and examination at the workplace,
  - c) First-year students, in the period of May-July, undergo an examination in the presence of all members of the KVV, from which a recommendation will be issued regarding whether the student should continue their doctoral studies at the ICPF.

## Article 3

### Combined form of study

1. ICPF also allows a combined form of study.
2. Students who studied in a combined form from the beginning, i.e. did not receive a scholarship, but were employed at the ICPF, will be assessed individually.

## Article 4

### Closing Provisions

1. This order supersedes Director's Order no. 7/2019 and all previous versions of internal regulations related to this.
2. The control of compliance with this order is carried out by the KVV chairperson.
3. This order takes effect on 1 June 2023.

In Prague, 1 June 2023

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