

**MUNI  
MED**

# **PhD studies at the Faculty of Medicine, Masaryk University**

**A guide for students, supervisors, Doctoral Boards and Doctoral Committees**



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# DOCTORAL STUDIES AT THE FACULTY OF MEDICINE

Handbook for students, supervisors, subject councils and subject committees

## 1. INTRODUCTION

### 1.1 INTRODUCTORY REMARKS BY THE VICE-DEAN

Doctoral studies at the Masaryk University Faculty of Medicine (MU Faculty of Medicine) are among the most prestigious at the university and in the Czech Republic.

Our PhD students acquire deep knowledge in the field and experimental methodologies and establish cooperation with top foreign institutions. They participate in international conferences and projects, undertake internships abroad and publish their results in renowned journals.

Our goal and the joint efforts of the faculty management, the doctoral boards, supervisors and students are to maintain a high study standard and a competitive level. We strive to create an environment conducive to the growth and development of doctoral studies, focusing on creating favourable, stimulating and safe conditions for all involved.

This brochure aims to present the roles and responsibilities of the key players in doctoral studies and the support system available.

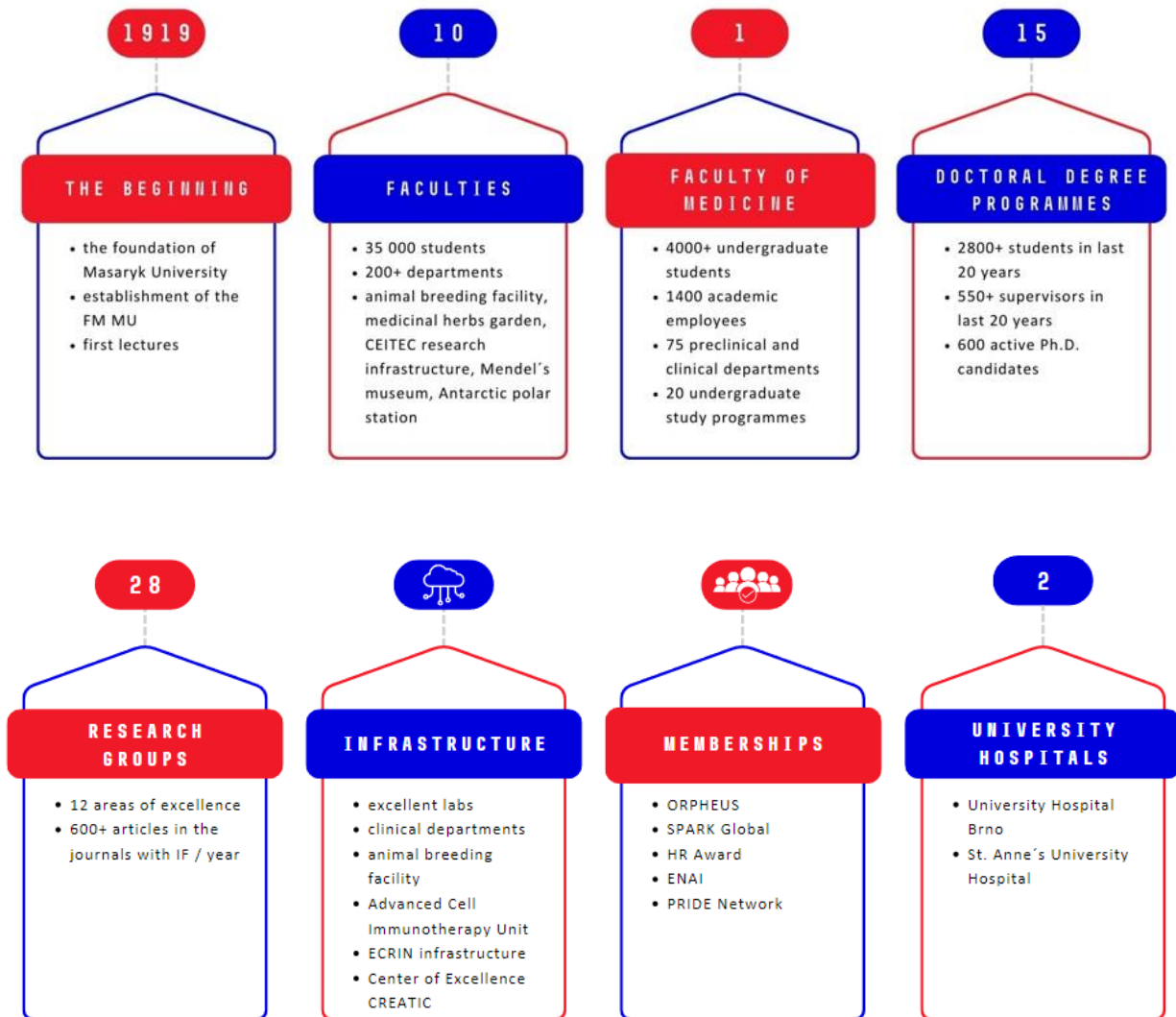


**prof. MUDr. Tomáš Kašpárek, Ph.D.**

**Vice-Dean for Science, Doctoral Studies and Organisational Development of the FM MU**

## 1.2 GET TO KNOW

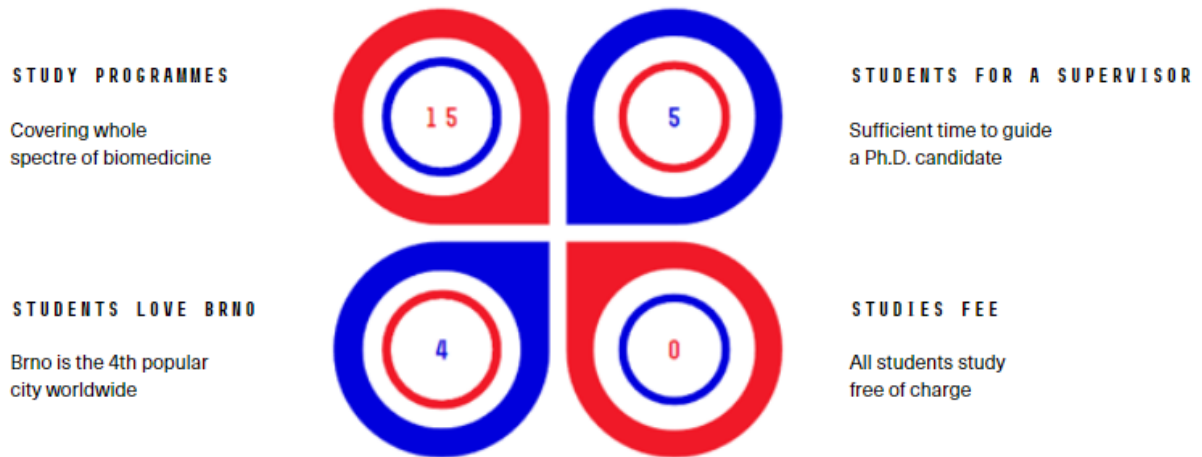
# ABOUT MASARYK UNIVERSITY



### WHY TO CHOOSE THE FACULTY OF MEDICINE IN BRNO?

- [Study programmes](#) in full-time and combined form -possibility to combine studies with employment
- work on real problems with the possibility of transferring the results into practice
- gaining deeper insight into the field beyond specialisation training - attestation
- starting your scientific career, the possibility of establishing your research group
- background of a prestigious and strong institution, modern infrastructure and laboratories
- contact with the excellence in biomedical research in the Brno scientific area
- internships at the world's most prestigious universities, clinics and laboratories
- studying under dual supervision at a foreign institution (cotutelle, European doctorate)
- study in cooperation with individual institutes of the Academy of Sciences of the Czech Republic

- unforgettable years in a city with a unique atmosphere, student spirit, gastronomy, culture, leisure activities and beautiful surroundings. Find out what you can [experience and taste](#) in Brno and why it is the [4th most popular student city in the world](#)
- we are members of many organisations



## 1.3 I WANT TO STUDY AT FM MU

### 1.3.1 BEFORE YOU APPLY TO STUDY

Doctoral studies at FM MU are conducted by the [MUNI Study and Examination Regulations](#) and are framed by precisely defined [conditions and obligations](#). The standard study period is **4 years**.

Choosing a thesis topic and working with a supervisor is key to successful study. On the FM MU website you will find the [topics offered](#), **information about the supervisor**, **financial support for the project**, the departments involved and the international cooperation of the supervisor.

Choosing a scientifically active supervisor who successfully obtains grants for his/her research and publishes in prestigious journals in collaboration with foreign colleagues is recommended.

Consider the form in which you want to study:

- **full-time form** - with the obligation to be regularly present at the FM MU workplace
- **combined form** - it is not necessary to be present at the FM MU workplace (can be combined with employment)

Concerning the type of training institute (theoretical institute/laboratory/clinic) and the topic of the thesis, it is not always possible to study in a combined form.

Thesis topics are announced regularly in spring and autumn. If you are interested in a thesis topic of your own, we recommend that you contact the chair of the doctoral board to discuss a suitable topic and the selection of a suitable supervisor.

## FINANCIAL RESOURCES

Check with the prospective supervisor about financial resources related to the chosen thesis project.

In the full-time form of study, you can be awarded a **scholarship** during the standard study period (4 years), currently in the amount of CZK 16,000 per month.

Other financial resources are funds from **grants** or from the doctoral student's **time** at the training workplace (when concurrent with employment at the theoretical or clinical workplace of the faculty).

More information:

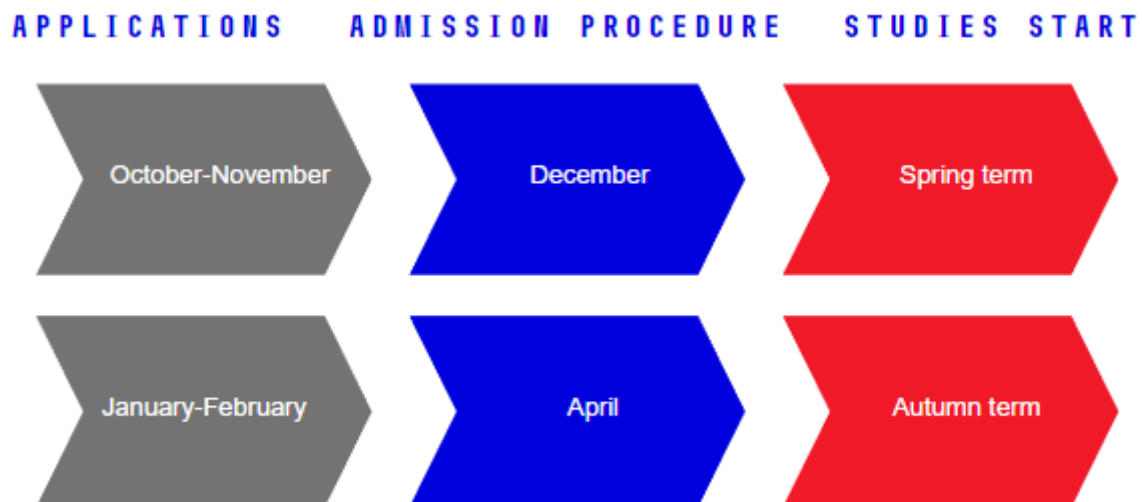
- [LF MU Scholarship Programmes](#)
- [MU Scholarships](#)
- [MU Scholarship Regulations](#)

### MEET US AT PH.D. DAY

Every autumn, we organise [PhD DAY](#), a **meeting of** PhD students, representatives of study programs, research teams, faculty management and administrative staff **with applicants**. Get detailed information about our studies, research topics, research groups, grants and international internships. We post the dates on our website and social media.

### 1.3.2 ADMISSION PROCEDURE

The admission procedure occurs according to the previously published faculty-wide and field-specific requirements and admission conditions **twice a year**. Thesis topics are published in the open selection procedures.



You can apply via the [web form](#). It is completed by paying the admission fee.

### PROFESSIONAL ENTRANCE EXAMINATION

The entrance examination is held before the admissions committee in the form of a **discussion on the candidate's chosen thesis topic**. The committee assesses the applicant's professional interest, motivation, knowledge of the field and his/her overall readiness for doctoral studies. The admission interview also includes a check of the level of English (at least B2 is recommended according to the standards of doctoral studies).

In evaluating the applicant, the committee also considers the materials provided as attachments to the application, the professional CV, additional information and the statement of the proposed



supervisor. The supervisor may be an admissions committee member and is always present at the interview.

By prior agreement, a personal interview can be held online.

A protocol is made for the course and the entrance examination result. The **results of the admission procedure are** usually communicated to the student on the day of the admission procedure.

**Our tip:** contact your potential supervisor before the interview. Each study programme has its specifics and a supervisor can help you prepare for the interview in the best possible way.

## ADMISSION TO STUDY

Applicants who are graduates of a master's degree programme at the latest on the date of enrolment, who demonstrate adequate English language knowledge and pass the entrance examination are admitted to study.

## APPEALS AGAINST THE RESULTS OF THE ADMISSION PROCEDURE

The result of the admission procedure may be **appealed within 30 days** of the notification. A duly completed appeal must be submitted to the Dean of the Faculty.

The appeals assessment is carried out per Act No. 111/1998 Coll. On Higher Education

## INFORMATION AND DOCUMENTS

- [Office for Qualifying Development](#)
- [Admission Appeals](#)
- [Appeal form](#)
- [Act No. 111/1998 Coll. on Higher Education](#)

## 1.4 MAIN ACTORS IN DOCTORAL STUDIES

### **Student**

By studying professional subjects, he deepens his professional knowledge, works on his thesis project, publishes his original results and participates in teaching in undergraduate study programmes. Submits a thesis for defence.

### **Supervisor**

Collaborates with the student on the thesis project and the development of his/her individual study plan, opposes the proposed methodology, supports the acquisition of the necessary skills and knowledge of the student, involves the student in scientific teams and collaborations, leads him/her to present the results and to prepare the thesis manuscript. He/she participates in securing funding sources for the thesis project, monitors the study's progress and communicates with the doctoral board or committee.

### **Second supervisor/specialist supervisor**

It is possible to appoint a second supervisor to complement the necessary expertise, especially for interdisciplinary topics. This may also be a scientist from another institution who cooperates with the student and his/her supervisor on the thesis project based on a cooperation agreement (e.g. with the Czech Academy of Sciences) or within the framework of the so-called "cotutelle" (study under double supervision in cooperation with a foreign institution).

**Mentor**

Student Advisor in an independent position to the supervisor. He/she regularly consults with the student about the course and direction of his/her studies, possible personal obstacles and problems, and further possibilities for his/her development. He/she can be a possible mediator of conflicts between the student and the supervisor and a motivational and supportive element when the student is, for example, considering dropping out of the course. He/she can be an academic from MUNI or an external one. The introduction of mentoring is the responsibility of the doctoral board, as is the decision whether the choice of mentor is left to the student or whether the student chooses from a predetermined range of mentors.

**Expert consultant**

A subject matter expert or specialist in the field of research. He or she is in an independent position from the supervisor and the doctoral board and consults with the student on the progress and development of the thesis project. The roles of mentor and expert consultant may overlap.

**Chair of the Doctoral Board = Guarantor of the Study Programme**

Chairs the doctoral board (DB), the programme's governing body, and decides on its behalf. He/she is also the guarantor of the study programme. Prepares materials for accreditation, evaluates the study programme, assesses the course of study of individual students and expresses its opinion on the fulfilment of the requirements of the DB. Decides on the opening of the admission procedure and the topics to be covered, assigns supervisors, and sets up the admission committee, the committee for the state doctoral examination and the thesis defence. Evaluates the activities of individual supervisors.

**Doctoral Board and Doctoral Committee**

The governing body of the study programme. In the case of a programme with specialisations, some of the competencies of the DB are taken over by the doctoral committee, which manages the course of study in the specialisation.

**Chairman of the Doctoral Committee**

Chairs the doctoral committee established for study programmes with specialisations.

**Admissions Committee**

The DB appoints members of the admissions committee.

**Defence Committee, State Doctoral Examination Committee**

The individual commissions govern the above activities. They are not identical to the doctoral board and committee. The Dean, on the proposal of the DB chair, appoints the committee members.

**Vice Dean for Doctoral Studies**

Coordinates the activities of the DBs, is responsible for the quality of the Ph.D. school, and decides on exceptions. Supports the development and further strategic direction of doctoral studies at FM MU.

**Vice-Rector for Research and Doctoral Studies**

Supports the development, contributes to the strategy and harmonises the conditions of doctoral studies at the university level.

**Office for Qualifying Development FM MU**

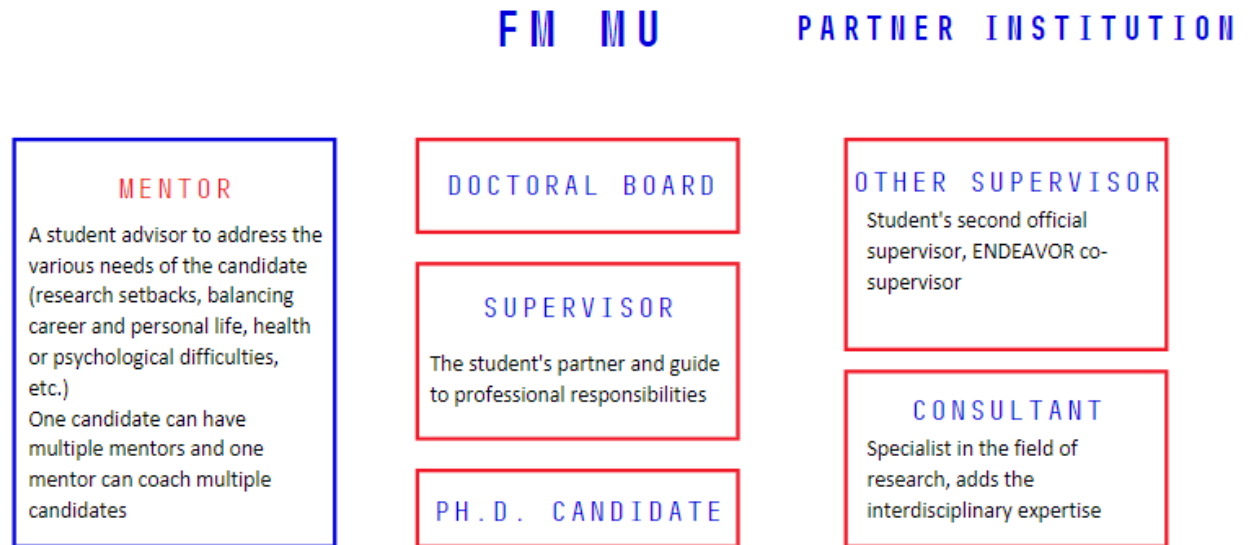
Provides administrative support for doctoral studies in Czech study programmes.

**Office for Science and Quality of FM MU**

Provides administrative support for Ph.D. students in English degree programmes. Is responsible for the quality assessment and accreditation of doctoral studies and promoting internationalisation.

## Office for Research MUNI

Provides methodological guidance for the administration of doctoral studies.



## 1.5 AVAILABLE SUPPORT

Administrative and methodological support for students, supervisors and doctoral boards (DB) and committees (DC) is provided by the Office Research and Quality.

### Office for Research and Quality handles the following agendas of international doctoral students:

- reviews proposals for the appointment of a supervisor and the maximum number of 5 students per supervisor,
- reviews and publishes approved thesis topics,
- checks and confirms applications for studies,
- prepares protocols and briefs the DB and DS chairs before the admission interview,
- collects admission protocols, issues admission and non-admission decisions,
- prepares the complete agenda of enrolment in English language studies,
- checks whether the doctoral board or committee has assessed compliance with the individual study plan,
- controls the enrolment in the next semester and the fulfilment of the individual study plan conditions at the end of the semester,
- administers the payment of scholarships,
- collects electronic and written applications, submits them to the Vice-Dean for Doctoral Studies for approval and produces the relevant decisions,
- provides administration associated with the submission of the thesis, providing opponent reviews,
- ensures the appointment of the committees for the state doctoral exam (SDE) and the thesis defence, publishes the dates of the SDE and defence, administratively ensures the course of the SDE and defence,
- assists all Ph.D. students in obtaining funding for compulsory internships abroad
- administers all registration and decision-making tasks in the IS MU system.

Then:

- collects and prepares for the DB and DC and the Vice-Dean for Doctoral Studies the documents for regular evaluations, provides methodological and administrative support for the quality assurance of the doctoral degree programmes (DDP),
- collects and prepares for the DDP guarantor the documents for the accreditations

## LIBRARIES AND READING ROOMS

FM MU students can use all faculty and departmental libraries. With a valid ISIC card, they can access the study and computer rooms and print, copy and scan from their devices.

## IT SERVICES

### **MS Office 365**

All MU students and employees have automatic access to [MS Office 365](#).

What MS Office 365 offers you:

- Personal and team document storage, sharing and collaborative editing.
- Communication tools - email, text messages, voice calls, video conferencing.
- Time management - sharing calendars and scheduling appointments.
- Task and project organisation - assigning and monitoring tasks, project management.

### **Remote Access (VPN)**

Using remote access [VPN \(Virtual Private Network\)](#), staff and students can log into the university network from anywhere. Once connected to the VPN, the computer will behave as if it were connected directly to the university network.

Benefits of VPN:

- Once connected, you can use services only available from the university network (e.g. access to MUNI's paid information resources, specialised equipment, devices or university licences).
- You can connect to the VPN with Windows, macOS, Linux and other operating systems. For mobile platforms, Android or iOS devices are supported.
- Special VPN servers for employees and students of one faculty or department only to access resources that are not for the whole MUNI.
- The connection is always encrypted and allows secure connections even from unknown networks. Servers have redundant power from independent power circuits and are fail-safe.

### **Software**

MUNI offers various programmes for students and employees to study or work.

Some programs can be installed on your personal computer. Others can only be used on MUNI computers. In addition, the license sometimes includes discounted prices for additional software.

An overview of the most common programs available can be found [here](#).

### **Data storage**

The University offers a range of data storage solutions. Different storage solutions guarantee different levels of data security. Before you start storing data on a USB, on your mobile, on the network or in the cloud, check out the [recommendations on](#) what storage solutions are suitable for different data types.

**Special storage** - you can use the MU central network storage or your faculty's storage for research and large-volume data.

**Sharing and transferring large data** - data vaults are used to temporarily store very large data that can be shared with other (and external) users or used for your own needs. There is a FileSender service provided by CESNET as well as a Depository in IS MU.

**Data backup and archiving** - Bacula backup service is provided in the MUNI infrastructure to back up application server data and important workstations (e.g., laboratories). In the case of the need to back up data of significant volumes or their long-term archiving, we recommend using the services of hierarchical data repositories of the CESNET infrastructure (in special cases, also MUNI repositories).

Solutions tailored to the specific needs of the user are also possible.

Our tip: [Handling research data](#)

## LANGUAGE CENTRE

Do you need to strengthen your language skills, help with proofreading a professional article or translate a grant application into a foreign language? Use the services of the [Language Centre](#).

[The MU Centre for International Cooperation](#) and the [Office for Research and Quality](#) will help you with the administration and, if necessary, the choice of a foreign internship or foreign exchange.

## CENTRE FOR COMPETENCE DEVELOPMENT (CERPEK)

Do you want to strengthen and develop your pedagogical or professional competencies? Use the services of [CERPEK MU](#).

## CENTRE FOR TECHNOLOGY TRANSFER (CTT)

The transfer of ideas, technologies or research results into practice and the protection of intellectual property is assisted at the faculty level by [the Technology Transfer Manager](#) and at the university level by the [MU Technology Transfer Centre](#). They provide advice in:

- advising on intellectual property law,
- ensuring the protection of intellectual property arising from research,
- administrative and legal support for inventors,
- cooperation in the knowledge and technology transfer and into practice (patents, licenses, other results),
- distribution of revenues from technology transfer,
- setting up spin-off companies,
- cooperation with the corporate sector.

The handling of intellectual property at Masaryk University is regulated by [Rector's Directive No. 10/2013](#).

## MUNI CAREER CENTRE

[The MUNI Career Centre](#) is a recruitment and consultancy agency that connects students with employers. It helps students to start their careers and facilitates employers to recruit qualified MUNI students and graduates. It provides one-on-one counselling and organises seminars, workshops and events to help students prepare for employment and overcome current career issues and challenges.

## CENTRE FOR INTERNATIONAL COOPERATION (CIC)

[The Centre for International Cooperation](#) coordinates MUNI activities in international cooperation. It administers international exchange visits of students, academics, researchers and other staff and maintains bilateral relations with foreign universities.

CICactivities:

- promotion, establishment and support of relations with foreign universities
- international mobility (of students, teachers and non-academic staff)
- management of language programmes (short and long programmes and summer schools)
- expert advice on preparing international projects in the [Erasmus+](#) Lifelong Learning Programme and other international programmes (CEEPUS, Aktion, etc.)
- presentation of MUNI at conferences and trade fairs abroad
- activities within international university networks

## FACILITIES FOR GROUP WORK AND MEETINGS OF PH.D. STUDENTS AT THE BOHUNICE UNIVERSITY CAMPUS

Do you need to meet and work with your colleagues? Some departments of FM MU offer their [spaces](#) for **group work of Ph.D. students**. Please get in touch with the department's contact person.

## 2. I AM A STUDENT

Your Ph.D. represents the **beginning of your academic and scientific career**. It consists of regular work on a thesis project and gradually completing an Individual Study Plan (ISP). This plan includes general faculty requirements and is further supplemented by field-specific courses and doctoral board requirements (DB) requirements. Your advisor will help you to develop it.

During your Ph.D. studies, you will deepen your knowledge, gain experience in international research institutes and improve your skills in presenting and publishing your results. You will become a fully-fledged researcher. You will be able to plan scientific projects, seek funding, share results with the scientific community and collaborate with colleagues both at home and abroad.

### 2.1 BEFORE ENROLMENT

#### ACCOMMODATION AND CATERING

Brno is a student city with many options for [private accommodation](#) or student dormitories. MUNI offers 3,800 beds in [11 buildings](#) in different parts of Brno at different price ranges. Internet, laundry and study rooms are available in every dormitory.

MUNI operates several canteens. The current offer and all practical information can be found [here](#).

Our tip: Brno is famous for its fine gastronomy. In the [Go To Brno](#) guide, you will find tips on interesting restaurants, experiences, entertainment and practical information.

#### HEALTH INSURANCE

Domestic students are state-insured.

International students arrange their own health insurance:

- **EU citizens** with their health insurance card at a branch of the General Health Insurance Company, where they will be issued with an EU citizen insurance card
- **citizens of other countries** have commercial health insurance with health insurance companies operating in the Czech Republic (list of these companies [here](#) under Life in the CZ)

Our tip: we will happily advise you before and after your arrival in our faculty [Welcome Office](#).

## HEALTHCARE

Information about **health services for employees and students of FM MU** can be found [here](#).

In **acute cases**, it is possible to use the medical [emergency](#) service at the Trauma Hospital Brno.

## UNIVERSITY SPORTS FACILITIES

Students can use the university sports facilities. The range of sports facilities can be found [here](#).

## TRANSPORT

The [Integrated Transport System](#) of the South Moravian Region (ITS JMK) provides public transport in the city and the region. With only one ticket, you can travel around Brno and its surroundings.

## 2.2 STARTING THE STUDY

### ENROLMENT IN THE STUDIO

The study begins with enrolment, provided by the Office for Research and Quality. Enrolment of new students is usually carried out **at the beginning of February** (for the spring semester) and **at the beginning of September** (for the autumn semester). The enrolment invitation will provide the exact date of enrolment and other relevant information.

After enrolment, your supervisor will introduce you to the workplace and your colleagues and together you will start working on your individual study plan.

## PRACTICAL INFORMATION

### MASARYK UNIVERSITY INFORMATION SYSTEM (IS MU)

MUNI uses the [Information System](#) to manage data on studies, students, teachers, communication and many other purposes. You will receive login data and a faculty e-mail address upon enrolment.

The IS MU is used for all **study agendas** (fulfilling of ISP and semester contents, enrolment of courses, approval of semester contents and ISP, administration of internships, completion of studies).

### ISIC CARD

Upon enrolment in full-time study, you will be granted student status and be eligible for an [International Student Identity Card](#) (ISIC). It allows you to enjoy many benefits and discounts.

With the ISIC card, you also get:

- access to buildings and classrooms, access to equipment if you are involved in teaching
- access to the university computer room, libraries and study rooms
- possibility to pay for copying and printing in libraries and computer labs
- possibility of paying for meals in the canteens

How to get an ISIC:

- sign up for the study,
- have your [photo taken](#) (the photo will also be uploaded to your IS MU profile),
- order your ISIC at the [MU Business Center](#),
- inform the Office for Research and Quality, which will order the printing of the ISIC card

Please get in touch with the Office for Research and Quality if your ISIC is lost, damaged or stolen.

Our tip: Do you have an ISIC card from your previous studies at MUNI? You do not need to get a new one.

## CAMPUS LIBRARY AND OTHER LIBRARIES

FM MU students can use the services of **all faculty and departmental libraries**.

Students of FM MU are primarily served by the [University Campus Library](#) (UCL) with more than 300,000 pieces of specialised literature. Students can access the study room and computer lab with an ISIC card.

You can also use various online resources and journal databases with abstracts and full-text articles. E-books and access to stand-alone journal titles are also available for purchase. An overview of all resources and access information can be found on the [MU Electronic Resources Portal](#).

## UNIVERSITY COMPUTER NETWORK AND INTERNET CONNECTION

Students and staff have **free** access to the **Wi-Fi network** in all MUNI buildings. Many academic institutions around the world use the worldwide Eduroam network. Therefore, you can automatically connect to it even when travelling for work or study.

Instructions on how to connect to the network can be found [here](#).

Wired connections are also available in faculty and university computer labs and study rooms.

## SCHOLARSHIP

In the full-time form of study, you can be awarded a **scholarship for** the standard study period (4 years), currently in the amount of CZK 16,000 per month.

The scholarship is paid from the month following the month of enrolment. In addition to this scholarship, additional funding is available from various scholarship funds and grant schemes. Please get in touch with your supervisor for information. The Office for Research and Quality will assist you in arranging your scholarship.

[FM MU Scholarship Programmes](#)

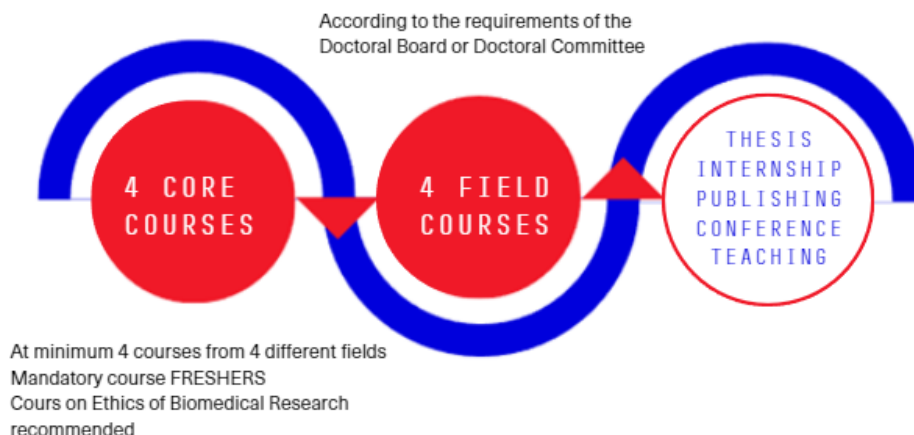
[Measures of the Dean - Scholarships](#)

[MU Scholarships](#)

[MU Scholarship Regulations](#)



## 2.3 STUDY CONDITIONS



The basis of doctoral studies at LF MU is systematic work on a thesis. A condition for **successful graduation** is fulfilling the [faculty-wide](#) and field-specific conditions specified in the agreement with your supervisor in your ISP. Fulfilment of the study conditions is evaluated each semester by the student's supervisor and once a year by the DB.

In the **full-time** study, the doctoral student should be **present at the workplace** for the entire standard study period, corresponding to **40 hours per week**.

### 2.3.1 COURSES ON A COMMON FACULTY-WIDE BASIS

They cover the **basic scientific skills**. Taking courses offered at the whole MUNI or external courses is possible.

Students will choose at least 3 of the six areas listed below at their discretion and will be required to take the FRESHERS: Skills for Research Careers course:

1. [FRESHERS: Skills for Research Careers](#) - **compulsory** for all Ph.D. students at FM MU
2. [Ethics of Biomedical Research](#) - **recommended** for all Ph.D. students at FM MU
3. [Acquisition of Scientific Information](#)
4. [Organisation of research projects and clinical trials](#)
5. [Data analysis](#)
6. [Computer network user](#)

### 2.3.2 SPECIALISED COURSES

**They deepen the knowledge and skills** in the studied scientific field and its methodology. The DB or DC always determines the offer and the possible obligation to attend them.

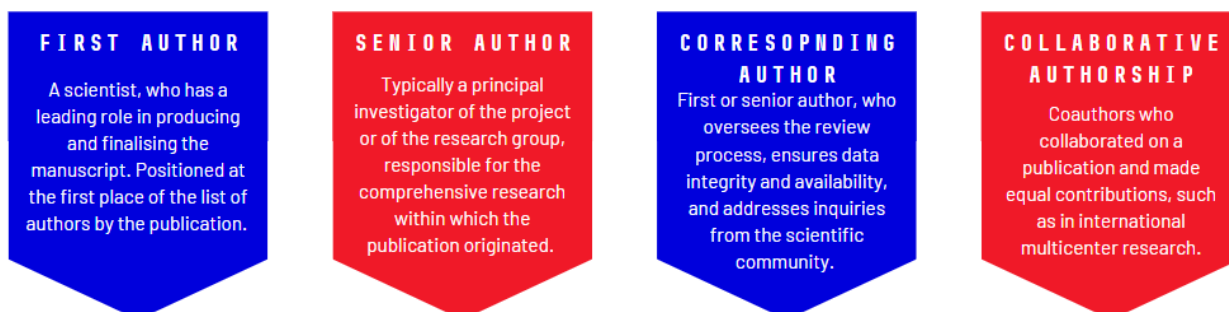
These may be methodological courses, regular seminars or events recommended by the DB or supervisor and organised by professional societies.

### 2.3.3 PREPARATION OF THE THESIS

It includes developing a literature review of the thesis, data collection, statistical evaluation, preparation of the project and work on it, sample processing, participation in a specialised seminar, lecturing on the thesis topic, or clinical practice. The supervisor evaluates the fulfilment of the set preparation plan at the end of each semester.

## 2.3.4 PUBLICATION ACTIVITY

Publications of original results are one of the main outputs of the doctoral studies. As a minimum, at least **one first-authored publication** of original work in a journal with an impact factor (IF) **above the median of the field** (relevant category according to WoS) or **two first-authored publications** in a journal with an IF value in **Q3** of the thesis field is defined. Individual DB may increase this minimum.



Only publications affiliated by the student with FM MU are acceptable. The FM MU department is indicated on the publication next to the student's name. These rules must also be observed when studying and working at MUNI or in a university hospital at the same time.

It is not permissible to publish in journals exhibiting predatory practices.

Our tip: The campus library offers a [Check](#) service to help you identify any predatory journals.

### INFORMATION AND DOCUMENTS :

- [Scientific publishing at LF MU](#)
- [MUNI Directive No. 10/2013 Intellectual Property](#)
- [Intellectual Property at MUNI](#)

Support for publishing activity:

#### Office for Research and Quality of the Faculty of Medicine MU:

- [fund](#) to support excellent **Q1 and Q2 publications** (fees for publication, proofreading, Open Access, etc.)
- **registering results** into the Results [Information Register](#)
- author identifiers and **scientific identity**
- Open Science, Open Access, research data, repository
- [Intellectual property](#) and technology transfer (in cooperation with CTT MU)

#### Campus Library:

- access to [professional electronic](#) resources
- education and support of academic and creative writing, scientific publishing, and citation ethics - together with the [MUNI Writing Lab](#)
- prevention of publishing in predatory journals ([Check](#) service)

#### MUNI Centre for Scientometric Support and Evaluation:

- bibliometric analysis of publication activity

### 2.3.5 PARTICIPATION IN TEACHING

Your possible academic career includes **teaching**. We support the development of pedagogical competencies by having doctoral students participate in teaching in undergraduate study programmes at FM MU, however, to a **maximum of 150 hours per 4 years of study** (if the student does not also have a teaching position).

Do you want to **improve** your teaching competencies? Take advantage of the services of the Competence Development Centre ([CERPEK MU](#)), which offers a wide range of courses.

### 2.3.6 FOREIGN INTERNSHIP

Each PhD student must spend at least **one month** on an **internship abroad**.

Ideally, the student chooses the foreign institution themselves. The supervisor and his/her contacts or experience with the institution usually play a key role. Even during your stay abroad, **you remain a student at FM MU**, i.e. you continue to be paid a scholarship. The overlap with a full-time faculty or university hospital job is dealt with individually.

Do not forget to register your internship in the IS MU **before you leave**. After returning from the internship, apply for recognition of the internship. Instructions can be found on the website or provided by the Faculty Welcome Office at the [Office for Research and Quality](#) upon request.

Our tip: We try to secure **funding for students to go abroad** from scholarship or grant programmes. The Office for Research and Quality will help you with the selection of the appropriate scheme and **administration**.

### INFORMATION AND DOCUMENTS :

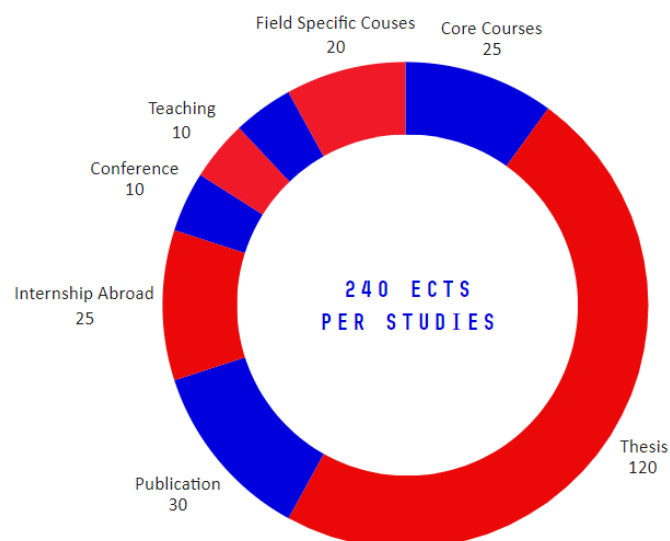
[Methodological material for awarding internships](#)

### 2.3.7 COMPULSORY PRACTICE

In some clinical DDPs, it may be compulsory to undertake a clinical internship during your studies. It is up to the DB or DC competence to determine the conditions.

### 2.3.8 CREDIT SYSTEM

Indicative scheme of the credit system of doctoral studies at FM MU:



## 2.4 COURSE OF STUDY

The content and schedule of the study are specified in the so-called **Individual Study Plan (ISP)**, created by the student in cooperation with his/her supervisor at the beginning of the study. The study is divided into semesters. Each semester, the student prepares a **semester's content** according to his/her ISP.

Once a year, the performance of the ISP is evaluated by the DB or DC. The evaluation may take the form of a student conference.

During the study, the student takes the **state doctoral examination** in the field of study. After fulfilling all the obligations given by the ISP and after completing the work on the thesis project, the **study is completed with the thesis defence**.

Specific study milestones, i.e. mandatory completion of a certain condition at a specific point in time, may be set in the DB conditions.

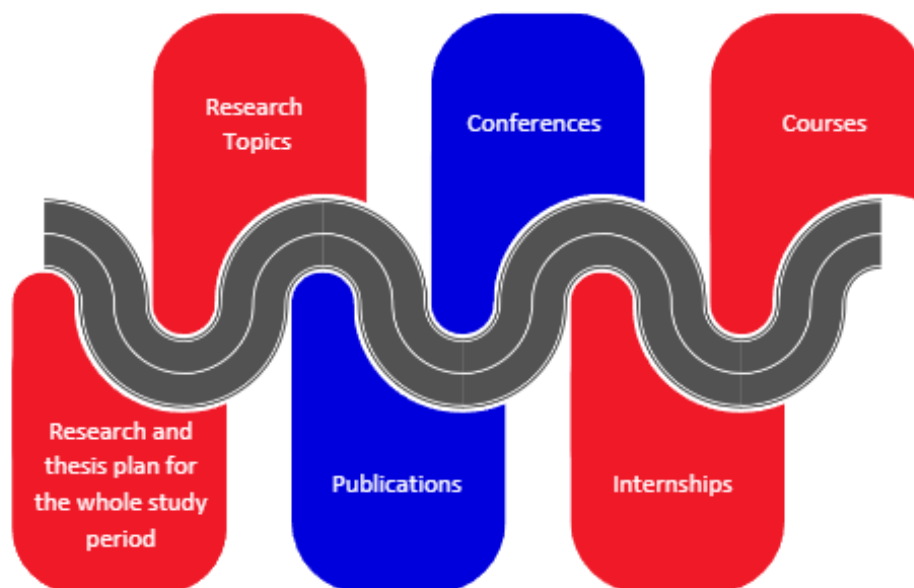
Please note: Not fulfilling the ISP, semester requirements, or milestones may be grounds for termination of studies, as well as failure to register for the next semester.

## 2.5 INDIVIDUAL STUDY PLAN (ISP) AND SEMESTER CONTENT

### 2.5.1 INDIVIDUAL STUDY PLAN

It is the **basic document** that guides your entire study. It lists **study obligations and planned research work** (timeframe with the scope of your studies, the thesis project assignment, the timetable for completing your responsibilities and the key milestones of your studies). The student creates it with the supervisor in the first year of study. The supervisor approves it and subsequently by the DB or DC.

Please note: A new ISP must be completed and approved in case of a major change.



A MODEL INDIVIDUAL STUDY PLAN:

UČo: 123		MUDr. Jana Nováková
<b>Individual study plan:</b>		<b>Entire studies plan</b>
<b>Student proposal for the entire studies:</b>		<b>Schedule</b>
<b>1<sup>st</sup> semester Autumn</b>	<ul style="list-style-type: none"> <li>– Pilot Experimental Models ....</li> <li>– Literary Research I - preparation of a review text</li> <li>– Beginning of Quantitative Analysis...</li> </ul>	
	Courses	<ul style="list-style-type: none"> <li>– Doctoral thesis Preparation I.</li> <li>– Professional Training I.</li> <li>– Acquisition of Scientific Information (2nd common area) - 5 credits</li> </ul>
<b>2<sup>nd</sup> semester Spring</b>	<ul style="list-style-type: none"> <li>– • Literary Research II - finishing a review text - preparation of publication I,</li> <li>– • Completion of Quantitative Analysis...</li> </ul>	
	Courses	<ul style="list-style-type: none"> <li>– Doctoral thesis Preparation II.</li> <li>– Professional Training II.</li> <li>– Academic Writing in English (1st common area) - 5 credits</li> <li>– .... (field-specific courses) - 5 credits</li> </ul>
<b>3<sup>rd</sup> semester Autumn</b>	<ul style="list-style-type: none"> <li>– Experimental Models ...</li> <li>– Processing the Measurement Results, Preparation of the Publication Manuscript</li> </ul>	
	Courses:	<ul style="list-style-type: none"> <li>– Doctoral thesis Preparation III.</li> <li>– Professional Training III.</li> <li>– Data Analysis (5th common area) - 5 credits</li> <li>– .... (field-specific courses) - 5 credits</li> </ul>
<b>4<sup>th</sup> semester Spring</b>	<ul style="list-style-type: none"> <li>– EExperimental Models ...</li> <li>– International Internship</li> <li>– Analysis of Results</li> <li>– Preparation of Publication Manuscript</li> </ul>	
	Courses:	<ul style="list-style-type: none"> <li>– Doctoral thesis Preparation IV.</li> <li>– Professional Training IV.</li> <li>– Computer Network User (7th common area) - 5 credits</li> <li>– .... (field-specific courses) - 5 credits</li> </ul>

### 2.5.2 SEMESTER CONTENT:

At the beginning of each semester, the student proposes a "semester content" in agreement with the supervisor. This is a detailed plan of activities, **studies and research** milestones for the semester:



At the end of **the semester**, the student will finalise a semester completion **feedback form**. You will be notified of the obligation to complete the semester fill by email one week before the deadline. The supervisor will evaluate the completion of the milestones and **agree on the student's progression** to the next semester and the proposed semester content for the next semester. Once a year, the completion of the semester content is evaluated by the DB or DC, which will give an opinion on the continuation of the study.

Our tip: If there are **changes to** the approved semester content, you can **justify** them at the end of the semester in the Student Feedback section of the Semester Content agenda.

A MODEL OF A SEMESTER CONTENT:

Faculty of Medicine: Autumn 2019	
Doctoral thesis preparation:	Getting acquainted with the topic that is the subject of my doctoral thesis, namely the topic of sleep and orthodontic anomalies in children, the relationship between these issues, their etiopathogenesis and treatment. Literary research based on the instructions of the supervisor. Getting acquainted with the design of the study, its methodology, and the clinical part of the research.
Publications/articles:	Preparation of a first-author publication - literary research.
Science Forums/Conferences/Lectures:	Active and passive participation in domestic as well as foreign conferences, e.g. the XX. Congress of the Czech Orthodontic Society, the IV. Czech-Slovak Orthodontic Congress, the 50th Sido International Congress in Italy, the lecture by Dr. G. Sampermans in Brno, the Dental Summit 2019 in Prague, the lecture by B. Wilms in Prague. The presentation of pilot data.
Student's feedback:	During this semester, I got acquainted with the topic of my doctoral thesis. I successfully completed the first year at the Department of Orthodontic, including many training lessons in the field of orthodontics, as well as an intensive course on sleep medicine. I worked on literary research on the topic and submitted an article.
The supervisor agrees with the student's progress into the next semester:	Yes
Supervisor's evaluation:	The student wrote an overview article in Czech and English on the topic of sleep apnoea and orthodontic anomalies, which was accepted for publication in a Czech peer-reviewed journal. The article will be a part of the introduction to her doctoral thesis. The student goes above and beyond in fulfilling her duties, actively participates in specialized seminars and conferences. As part of her research work, she prepared material for the ethical committee in cooperation with other researchers; an original survey which is going to be tested was also designed.

### 2.5.3 TIMETABLE AND KEY MILESTONES

Overall Study Plan Schedule		
	Autumn	Spring
Student's suggestion	During first two terms	
Supervisor's approval	During first two terms	
Doctoral Board's approval	During first two terms	
Any change to the overall study plan has to be approved by the supervisor and the Doctoral Board again.		

Term Content Schedule		
	Autumn	Spring
Student's suggestion	1. 6. – 20. 9.	1. 1. – 20. 2.
Supervisor's approval	15. 6. – 30. 9.	15. 1. – 29. 2.
Students feedback	1. 12. – 31. 1.	1. 5. – 31. 8.
Supervisor's evaluation	15. 12. – 15. 2.	15. 5. – 15. 9.
Doctoral Board's evaluation	anytime	anytime

### IMPORTANT CONTACTS AND DOCUMENTS

- [MU Study and Examination Regulations](#)

### ENROLMENT OF SUBJECTS

All students enrol in core courses of common faculty-wide basis and field-specific courses in IS MU according to the [FM MU schedule](#).

The offer of faculty and university-wide courses can be found in the IS MU in the [Course Catalogue](#) section. The selection can be consulted with the supervisor. The supervisor will recommend courses in cooperation with the Czech Academy of Sciences or another institution according to the specific topic of the thesis.

### 2.6 THESIS AND STATE DOCTORAL EXAMINATION

**The main** activity of a PhD student is continuous work on the thesis project and **preparation of the thesis**. It includes creating a literature review of the thesis, data collection, statistical evaluation, sample processing, data analysis and interpretation, presentation of results, etc. In the thesis, the student presents the **results of the scientific work he/she has achieved during his/her studies**.

- 100-180 characters including spaces / 50–100 standard pages
- Original results, either already published or accepted for publication
- A collection of already published works with a comprehensive introduction to the topic and with the commentary

If you submit the results of a collective scientific work you have contributed for defence, the parts you have worked on must be clearly marked. The thesis should be accompanied by a statement from the supervisor confirming the authorship of the student and evaluating his/her contribution.

### SIGN UP FOR THE DEFENCE

Once your thesis is finalised, you will submit a **thesis defence application with the required attachments**. All documents can be emailed to the Office for Research and Quality. Before submitting the thesis, please also remember to fill in the IS MU "[Thesis Archive](#)".



**The condition for applying** the defence of a thesis is the fulfilment of all study conditions, the previous successful passing of the state doctoral examination or the simultaneous application for the state doctoral examination. The chair of the DB confirms the fulfilment of all conditions on the application for permission to defend.

## HIDING OF THE THESIS

theses are collected in the [University Repository](#). This ensures the responsible exercise of property rights and archiving of employee works. According to "Open Access" principles, it offers fast and unrestricted access to the scientific community and the public to information and knowledge created at MUNI.

On the submission date, the thesis is **published in the IS MU**. From this date, it is publicly available and traceable and cannot be edited in any way.

If the thesis contains information protected by a special law, containing trade secrets, legitimate interests of third parties, MUNI intellectual property, inventions and technical solutions, you have the option not to publish parts of the thesis or the entire thesis after prior agreement with the supervisor. However, the student should prepare the dissertation so that it is unnecessary to conceal it or that the public part of the thesis gives full information about the results achieved.

## OPPONENT'S REPORT

The thesis is subject to an **opposing opinion**. On the proposal of the DB, the Dean appoints at least **two opponents**, at least **one** of whom **is not employed by MUNI**. The opponent cannot be a current or former supervisor, consultant, mentor or co-author of publications or papers on which the thesis is based. You have the right to be informed of the reviews at least seven working days before the defence. The thesis cannot be modified following the opponent's opinion.

Once the Office for Research and Quality has all the reports, it will ask the Chair of the DB or committee to set a date and place for the defence and a thesis defence committee.

The defence must take place **no later than one year after the application**. If the SDE has not taken place by the date of the defence, the date of the SDE is also set. If the SDE and the defence are held on the same day, a joint committee is appointed which fulfils the conditions for the composition of both committees. The supervisor also submits his or her report before the defence. The student has the right to see this report at least 7 working days before the defence.

## STATE DOCTORAL EXAMINATION

You must **comply with all the** obligations set out by the DB or DC before you can apply for a state doctoral examination (SDE).

The DB proposes the date of the SDE, and the Dean will set it as soon as possible. The SDE must take place **within one year of the application** unless compelling reasons must be communicated to the student (e.g. expiry of the maximum period of study).

The general **requirements of** the SDE are set out in the **DDP characteristics** and approved by the DB. The student must be informed of any **additional requirements** at least **4 weeks before the examination date**. The examination shall be held in the language in which the DDP is conducted or in the language specified in the DDP characteristics.

If specified by the DB or committee, the student submits a thesis no later than with the application form. The examination then includes a debate on the thesis.

The result of the SDE shall be assessed according to the grading scale set out in Article 17(1) of the [MU Study and Examination Regulations](#). The SDE committee makes a written protocol. If you do not pass the SDE, you may **repeat** it at most **once**. A new date for the SDE will be set by the Dean on the proposal of the DB so that it will take place by the **end of the following semester** at the latest.

## THESIS DEFENCE

You can only proceed to the thesis defence after a successful SDE. The defence takes place in front of the committee. The chair of the committee will acquaint the committee members with the candidate and the statement of the chair of the DB or committee on the fulfilment of the requirements and conditions of the study. The student's supervisor will evaluate the course of study and its results. Afterwards, the thesis results are presented, the opponents' opinions are read, and a public discussion of the project results occurs. After this part, a closed meeting of the defence committee takes place. The committee decides by majority vote on the defence's success and the final evaluation. You will be notified of the results immediately after the vote.

The thesis defence and the announcement of the results are public.

## SUCCESSFUL THESIS

If you successfully complete the SDE and defend your thesis, your studies are completed, and you successfully graduate.

## UNSUCCESSFUL THESIS

If your defence is graded "unsatisfactory", you may **repeat it once**. On the DB or DC proposal, the Dean will determine the retake date (no later than **in the following two semesters**) and the thesis defence committee. The conditions for the retake must be set by the defence committee no later than one month after the date of the unsuccessful defence. Until the date of the re-defence, the Dean may **suspend** the student's **studies**.

If you do not defend your thesis in due time and again, your studies are terminated for failure to meet the requirements.

If the student cannot attend the thesis defence at the set date for serious reasons, he or she must send a letter of apology within 5 working days after the date. Failure to do so will result in an "unsatisfactory" evaluation. The assessment of the relevance of the reasons for absence is in the competence of the Dean.

## 2.7 INTERRUPTION OF STUDIES

You can interrupt your studies if you are in an unexpected life situation. The earliest you can do this is after successfully completing the first semester and meeting the requirements for enrolment in the following semester.

This is typically due to health or personal reasons, maternity or parental leave. You can also interrupt your studies for whole semesters until the final term of your SDE or thesis defence. However, the total period of interruption must not exceed the standard study period.

Once you want to **return to your studies**, you must **re-enrol**.

You apply for interruption in the IS MU. The Dean decides on the application and sets the start and end date for interrupting studies.

## 2.8 GRADUATION

### 2.8.1 SUCCESSFUL COMPLETION OF STUDIES

The study is successfully completed **by passing the SDE and defending the thesis**. The SDE can be held before or simultaneously before the thesis defence date. The application for the SDE must be submitted at the latest simultaneously with the application for the thesis defence.

### 2.8.2 UNSUCCESSFUL TERMINATION OF STUDIES

The study ends unsuccessfully:

- failure to meet the conditions of study (including failure to enrol in the following semester)
- by quitting your studies
- expulsion from studies

If complications arise during your studies, you should immediately contact your supervisor, the Office for Research and Quality staff and, if appropriate, the chair of the DB or DC immediately. Some problems may seem intractable initially, but many can be resolved through discussion and cooperation with the supervisor (or mentor) and administrative support.

You may appeal against a decision to terminate your studies or expel you from your studies (Article 42 of the [MU Study and Examination Regulations](#)). Timely submission of an appeal has a suspensive effect.

If you wish to withdraw from your studies for any reason, please follow the instructions given [here](#) or consult with the Qualifications Development Office.

## 2.9 PH.D. STUDY OPTIONS

### 2.9.1 STUDY IN COOPERATION WITH THE ACADEMY OF SCIENCES OF THE CZECH REPUBLIC

Doctoral studies can be carried out in cooperation with the Academy of Sciences of the Czech Republic (CAS) departments.

MU signed a memorandum of cooperation with the CAS. Based on partial agreements signed by FM MU with institutes of the CAS, it is possible to study in cooperation with a specific institute of the CAS and have this fact indicated on the diploma.

It is also possible to be supervised individually by a specific supervisor from the CAS outside of official cooperation (without subsequent mention of the CAS institute on the diploma).

Information on whether the thesis topic is announced in cooperation with the CAS can be found in the published topic.

### 2.9.2 STUDY UNDER DOUBLE GUIDANCE - COTUTELLE

It is a doctoral study under the guidance of two supervisors, one from the FM MU and the other from a foreign institution. The foreign institution is chosen by the student together with the future supervisor, ideally according to the focus of the thesis project.

Each study of this type is implemented based on an individual agreement between the FM MU and the foreign institution. The specific conditions of the studies, the activities and roles of individual supervisors, the conditions of the thesis defence and the holding of the SDE are generally regulated by [Study and Examination Regulations MU](#), and the details are set out in the [individual agreement](#). More information is provided by the Office for Research and Quality FM MU.

Cotutelle can be completed with a "European doctorate" if the conditions are met.

### 2.9.3 EUROPEAN DOCTORATE

If you meet the conditions listed below, you have the opportunity to obtain a "European Doctorate":

- Performing part of the thesis preparation duties in another EU country for at least 3 months.
- The thesis, or at least its introduction, summary and conclusions, is prepared in a foreign language, either in English or in the official language of a specific EU country approved by the DB.
- The thesis defence is supported by the opinions of at least two opponents from another EU country, and the supervisor and the opponents must not be working at universities in the same country.
- At least one thesis defence committee member works at a university in another EU country.

If the student meets the conditions and is considering the European Doctorate, he/she will complete the [European Doctorate application form](#). The Dean will decide on this application based on a proposal from the DB.

## IMPORTANT CONTACTS AND DOCUMENTS

- [MU Study and Examination Regulations](#)

## 2.10 GOOD PRACTICE OF DOCTORAL STUDIES

Good practice of doctoral studies at FM MU is set up in the [Students](#) and the [Standard for Doctoral Student Supervisors](#).

### 2.10.1 RESEARCH ETHICS

MUNI knows its social responsibility and must preserve and develop ethical values. It has established a system of ethical rules and principles binding for all members of the academic community, professional and research staff and other employees of the University.

#### BASIC PRINCIPLES OF RESEARCH ETHICS:

- freedom of research and responsibility,
- respect for pluralism and tolerance,
- respect for human dignity and autonomy in research,
- transparency,
- solidarity and cooperation in research,
- beneficence and non-maleficence, balancing each risk with a benefit.

The Ph.D. student is responsible for the accuracy and objectivity of the research conducted. The research results are shared with other members of the research team. He/she respects the principles of authorship and co-authorship of publications, does not commit plagiarism and

respects the principles of good citation practice. More information on academic integrity can be found [here](#).

MUNI has established several expert committees to monitor compliance with the ethical principles:

[Ethics Board of Masaryk University](#) - a permanent advisory body of the Rector of MUNI. It assesses cases of violations of general moral principles or the rules of the Code of Ethics of MUNI's academic and professional staff, which is outside the framework of the organisational structure of MUNI or has not been resolved at its level.

[Masaryk University Research Ethics Committee](#) deals with the ethical aspects of research conducted at MUNI (except for FM MU) involving human subjects, including biological material of human origin.

[Ethics Committee of the FM MU](#) supervises the application and observance of relevant ethical standards in research at the FM MU involving human subjects in any way (including work with biological material of human origin).

[Masaryk University Equal Opportunities Panel](#) is a permanent advisory body to the Rector and supervises the observance and application of the principles of equal access.

[Expert Commission for the Welfare of Experimental Animals](#) supervises the protection of animals.

[You can contact an expert advisor for GMO control](#) for questions about working with genetically modified organisms and securing the necessary documents.

Legal support for research at MUNI is provided by [a lawyer specialised in research](#), an employee of the Legal Department of the MUNI specialising in legal issues related to research, providing consultation on legal-ethical research issues and supervising the application and compliance with legal regulations and internal standards.

## IMPORTANT CONTACTS AND DOCUMENTS

- [Research Integrity web](#)
- [Code of Ethics for MU Academic and Professional Staff](#)
- [Ethics Committee of the MU Faculty of Medicine](#)
- [Ethics Committee of Masaryk University](#)

## 2.11 ADMINISTRATION AND LEGISLATION

### IMPORTANT CONTACTS AND DOCUMENTS

- [Office for Research and Quality](#)
- [Act No. 111/1998 Coll., on Higher Education](#)
- [MU Study and Examination Regulations](#)

## 2.12 RELATIONSHIP BETWEEN DOCTORAL STUDENT AND SUPERVISOR

**The relationship between the Ph.D. student and the supervisor is crucial.** A set of recommendations, basic principles and good practices are anchored in the [Doctoral Student](#) and [Supervisor](#) Standard.

If problems arise during your studies (failing to meet a set semester load, milestones or ISP, completing a thesis, research results not coming out and being difficult to publish), you should contact your supervisor immediately. **Together**, you can **seek solutions**.

If **communication** with the supervisor proves **difficult**, contact your mentor (if assigned) in the first instance, who can act as **an independent mediator** to resolve any conflicts between you and the supervisor, or the DB or DC and the Office for Research and Quality. They will try to reach an agreement with the supervisor.

## CHANGE OF SUPERVISOR

If the supervisor cannot continue to supervise you for objective reasons, he/she may **resign** at his/her request. As a last option, the removal of the supervisor by the Dean can be initiated by the DB, who will promptly appoint a new supervisor in an attempt to minimise the adverse impact of a change of supervisor on your further studies. Your original supervisor will remain your supervisor until a new supervisor is appointed.

## 3. I AM A SUPERVISOR

The supervisor plays a **key role** in doctoral studies. He or she works with the student on the assignment and development of the thesis project, supports the student in acquiring the necessary skills and knowledge, involves him or her in the research team and introduces him or her to the rules of scientific work, publication and presentation of results.

### 3.1 HOW TO BECOME A SUPERVISOR

The supervisor is an academic whose expertise and moral integrity guarantee the quality supervision of the doctoral student. At a minimum, the supervisor is a habilitated academic (or a researcher with appropriate qualifications) active in the scientific field of the specific doctoral programme. In exceptional cases, it is possible for a non-habilitated academic with completed doctoral studies and scientific publications and grants to become a supervisor on the proposal of the DB.

In exceptional cases, the Dean may appoint a person outside the MUNI academic community as a supervisor, with whom a special contract is concluded. This agreement obliges the student to fulfil the supervisor's duties for the duration of the student's doctoral studies.

The candidate usually chooses the supervisor in the application form, together with the chosen thesis topic. The Dean of the FM MU decides the appointment of a supervisor on the proposal of the DB. In addition to the supervisor, another supervisor or a consultant (an expert on the topic of the thesis project) may participate in the supervision of the student.

Following the recommendation of the International Scientific Board of MUNI, it is recommended that the supervisor should supervise a maximum of 5 doctoral students at the same time. The fulfilment of this condition is verified by the Office for Qualifying Development.

## RESIGNATION FROM SUPERVISION

The supervisor may resign as supervisor of a student if circumstances prevent him/her from properly supervising the student. The supervisor shall notify the Dean, the Chair of the DB and the student in written form.

In case of any change of supervisor, the DB shall immediately appoint a new supervisor and inform all students of the change of supervisor. The DB shall endeavour to minimise the adverse impact of the change of supervisor on the student. Until a new supervisor is appointed, the student will remain under the supervision of the original supervisor.

## 3.2 THE RELATIONSHIP BETWEEN THE SUPERVISOR AND OTHER ACTORS IN DOCTORAL STUDIES

### **Supervisor – doctoral board/committee**

The supervisor may or may not be a member of the DB or committee of the relevant DDP, responsible for the progress of the student's studies in interaction with the DB and commission. The supervisor's duties towards the doctoral board are defined in the MU Study and Examination Regulations. The supervisor, the DB, and the student form the "holy trinity" of doctoral studies.

### **Supervisor – mentor**

The mentor is an advisor in an independent position from the supervisor. He/she is familiar with the thesis topic, regularly consults with the student on the course of study, its direction and other possibilities. He/she is a possible mediator of conflicts between the student and the supervisor.

### **Supervisor - consultant**

The consultant is an expert on the thesis topic, performs an advisory function, without having any duties related to the function of supervisor or membership in the DB or committee (if he/she is not a member). He/she is familiar with the thesis topic and can consult the student on professional or very specific issues.

### **Jointly Supervised Ph.D. studies**

A typical example of a double-supervised doctorate is the so-called "cotutelle", where the student completes part of the studies at a foreign institution with which an individual contract is concluded. The supervisor of the foreign institution usually has the same rights and obligations unless otherwise stated in the agreement.

## 3.3 LISTING THE THESIS TOPIC

Admissions are taking place in the form of **open competition**. The admissions committee selects the most suitable candidate for a specific thesis topic and supervisor from among the applicants. To give the candidate a comprehensive picture of the prospective supervisor and the department, the listed topics include professional profiles of potential supervisors, including their scientific focus, publications and grants.

**The DB approves the topics for the admission procedure** based on the proposals of the supervisors. The topic must include information about the form of study, supervisor, department, possible involvement in a grant and project funding, and brief requirements of the DB for the student. They should primarily be based on original research. This ensures the potential for achieving quality results in national and international comparisons.

## IMPORTANT DATES

**July and December:** the Office for Research and Quality will notify you by email that the collection of thesis topics has started.

## 3.4 RESOURCES FOR THE THESIS PROJECT AND STUDENT FUNDING

### DOCTORAL STUDENT FUNDING

In the full-time form of study, the student is entitled to a **scholarship during the standard study period** (4 years), currently of CZK 16,000 per month. Other financial resources are funds from grants or the doctoral student's full-time employment at the workplace at the theoretical or clinical department of LF MU. The student may receive a project scholarship within various internal and external grant schemes.

In the event of non-fulfilment of study obligations, the scholarship may be withdrawn at the supervisor's proposal. Similarly, the entitlement to the scholarship ceases when the student switches from full-time to combined form.

More information:

- [LF MU Scholarship Programmes](#)
- [MU Scholarships](#)

### FUNDING OF THE THESIS PROJECT

In addition to the student's personal expenses, it is necessary to have funding for the thesis project. This includes laboratory materials, infrastructure, other services, etc. In addition to the operational resources of the department, various project resources can be used.

Our tip: We recommend you include information about available funding for doctoral studies when submitting your thesis topic. Another resource may be the various competitions for PhD students. The most important regional competition is the [Brno Ph.D. Talent](#) for full-time students in their first or second semester of study.

### FUNDING AN INTERNSHIP ABROAD

The Office for Research and Quality helps students obtain funding for compulsory internships abroad. The student selects the appropriate foreign institution for the internship, using the contacts of the supervisor, mentor or consultant.

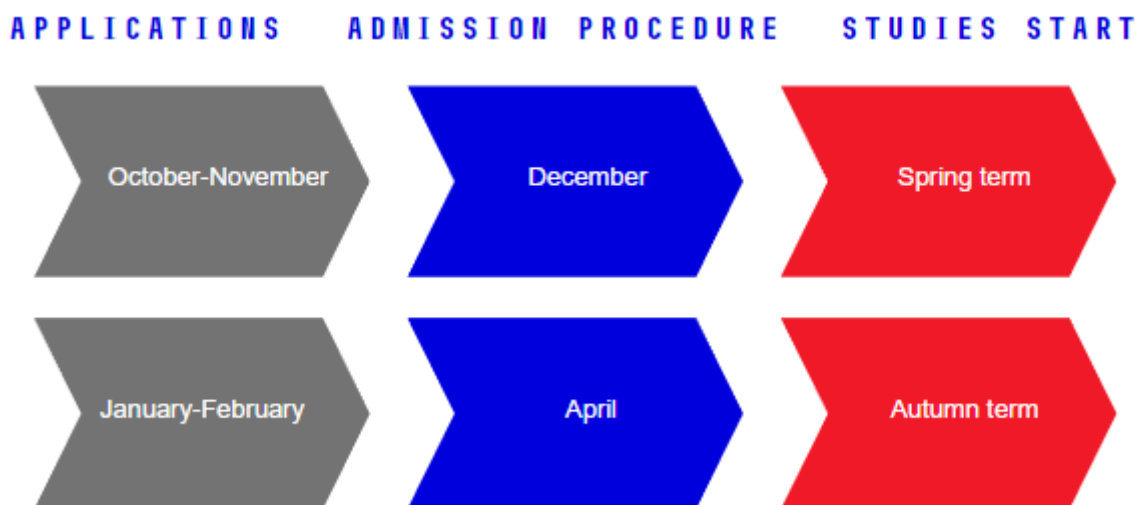
### GRANT SUPPORT

Grants can be a source of funding for the thesis project. The student may (alone or in collaboration with a supervisor or team of which he/she is a member) apply to several grant schemes.

The current offer is regularly published on the FM MU website in the section dedicated to [project support](#). Consultancy, administrative support, project documentation, project application preparation, grant implementation, reporting and possible audit activities are provided by the Grant Office, cooperating closely at the Rectorate level with the [Research Department](#).



### 3.6 ADMISSION PROCEDURE



Candidates apply for the topics announced for a specific doctoral programme.

The admission procedure takes place **twice a year** in the form of open competitions when the thesis topics are published. The complete faculty-wide and field-specific admission procedure requirements and conditions are published in advance.

#### ENTRANCE EXAMINATION

It takes place in front of the admissions committee as a discussion on the candidate's chosen thesis topic. The admissions committee assesses the applicant's professional interest, motivation, knowledge of the field and overall readiness for doctoral studies. The admissions interview also includes verification of the level of English language proficiency (at least B2).

In evaluating the applicant, the committee also considers the application's appendices – the professional CV, supplementary information and the statement of the proposed supervisor. The supervisor may be a member of the admissions committee but not its chair or may participate in an advisory capacity. By prior agreement, the personal interview may be held online.

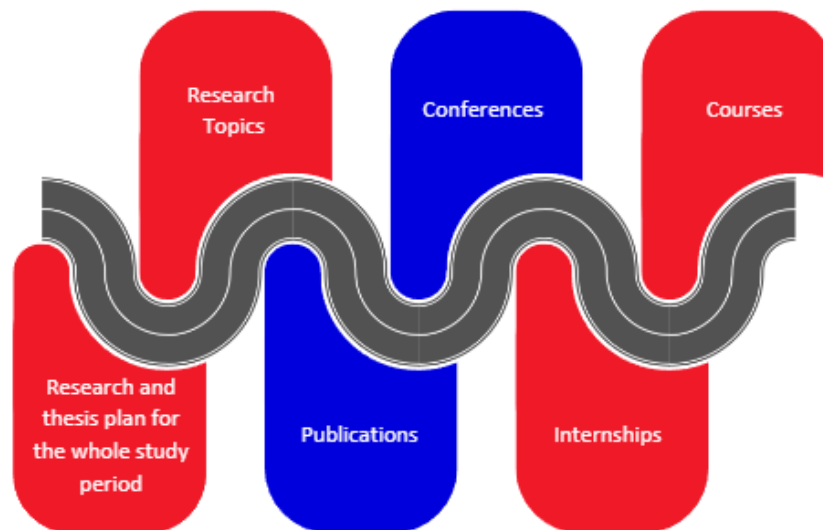
The student is usually informed of the results of the admission procedure on the day of the admission examination.

Our tip: As each study programme has its specifics, consult with the applicant before the interview on the appropriate form of preparation.

### 3.7 COURSE OF STUDY

#### INDIVIDUAL STUDY PLAN

Immediately after enrollment, the student and supervisor create the ISP. It is a basic document, a summary and a schedule of the study obligations, thesis project, the plan of research activities, publications, foreign internships, teaching activities and presentations of the PhD student's work at conferences.



The supervisor and the DB or committee approve the ISP. The DB may set specific study milestones, i.e. mandatory completion of a certain condition by a specific point in time. Failure to meet the milestone may be grounds for termination of studies.

The course of study and work on the thesis may be evaluated through a conference organised by the DB. The supervisor plays a key role in supervising the status of the thesis project.

Please note: A new ISP must be completed and approved in case of a major change (e.g. change of research focus).

## A MODEL INDIVIDUAL STUDY PLAN:

Učo: 123		MUDr. Jana Nováková	
<b>Individual study plan:</b>		<b>Entire studies plan</b>	
<b>Student proposal for the entire studies:</b>		<b>Schedule</b>	
<b>1<sup>st</sup> semester Autumn</b>	<ul style="list-style-type: none"> <li>– Pilot Experimental Models ...</li> <li>– Literary Research I - preparation of a review text</li> <li>– Beginning of Quantitative Analysis...</li> </ul>		
	<b>Courses</b>	<ul style="list-style-type: none"> <li>– Doctoral thesis Preparation I.</li> <li>– Professional Training I.</li> <li>– Acquisition of Scientific Information (2nd common area) - 5 credits</li> </ul>	
<b>2<sup>nd</sup> semester Spring</b>	<ul style="list-style-type: none"> <li>– • Literary Research II - finishing a review text - preparation of publication I,</li> <li>– • Completion of Quantitative Analysis...</li> </ul>		
	<b>Courses</b>	<ul style="list-style-type: none"> <li>– Doctoral thesis Preparation II.</li> <li>– Professional Training II.</li> <li>– Academic Writing in English (1st common area) - 5 credits</li> <li>– .... (field-specific courses) - 5 credits</li> </ul>	
<b>3<sup>rd</sup> semester Autumn</b>	<ul style="list-style-type: none"> <li>– Experimental Models ...</li> <li>– Processing the Measurement Results, Preparation of the Publication Manuscript</li> </ul>		
	<b>Courses:</b>	<ul style="list-style-type: none"> <li>– Doctoral thesis Preparation III.</li> <li>– Professional Training III.</li> <li>– Data Analysis (5th common area) - 5 credits</li> <li>– .... (field-specific courses) - 5 credits</li> </ul>	
<b>4<sup>th</sup> semester Spring</b>	<ul style="list-style-type: none"> <li>– EExperimental Models ...</li> <li>– International Internship</li> <li>– Analysis of Results</li> <li>– Preparation of Publication Manuscript</li> </ul>		
	<b>Courses:</b>	<ul style="list-style-type: none"> <li>– Doctoral thesis Preparation IV.</li> <li>– Professional Training IV.</li> <li>– Computer Network User (7th common area) - 5 credits</li> <li>– .... (field-specific courses) - 5 credits</li> </ul>	

## SEMESTER CONTENT

At the beginning of each semester, the student proposes a "semester content" in agreement with the supervisor. This is a detailed plan of the semester's activities, studies and research (milestones). Considering the focus of the thesis and research, the supervisor can **recommend courses** and advise the student on selecting appropriate **literature**, the choice of journals to publish an article or an institution for a foreign internship.



At the end of the particular **semester**, the student will complete a **feedback form** on the semester's completion. The supervisor will evaluate the completion of the milestones and **agree on the** student's **enrolment** for the next semester and the proposed semester content for the next semester. Once a year, the DB and DC evaluate the semester content, which recommends continuing the study.

If a student has problems completing the semester content or ISP, the supervisor should be the first person to provide support and guidance.

Please note: If a student repeatedly fails to complete the semester requirements without justification or fails to enrol in the next semester, the studies will be terminated.

## MODEL OF A SEMESTER CONTENT:

Faculty of Medicine: Autumn 2019	
Doctoral thesis preparation:	Getting acquainted with the topic that is the subject of my doctoral thesis, namely the topic of sleep and orthodontic anomalies in children, the relationship between these issues, their etiopathogenesis and treatment. Literary research based on the instructions of the supervisor. Getting acquainted with the design of the study, its methodology, and the clinical part of the research.
Publications/articles:	Preparation of a first-author publication - literary research.
Science Forums/Conferences/Lectures:	Active and passive participation in domestic as well as foreign conferences, e.g. the XX. Congress of the Czech Orthodontic Society, the IV. Czech-Slovak Orthodontic Congress, the 50th Sido International Congress in Italy, the lecture by Dr. G. Sampermans in Brno, the Dental Summit 2019 in Prague, the lecture by B. Wilms in Prague. The presentation of pilot data.
Student's feedback:	During this semester, I got acquainted with the topic of my doctoral thesis. I successfully completed the first year at the Department of Orthodontic, including many training lessons in the field of orthodontics, as well as an intensive course on sleep medicine. I worked on literary research on the topic and submitted an article.
The supervisor agrees with the student's progress into the next semester:	Yes
Supervisor's evaluation:	The student wrote an overview article in Czech and English on the topic of sleep apnoea and orthodontic anomalies, which was accepted for publication in a Czech peer-reviewed journal. The article will be a part of the introduction to her doctoral thesis. The student goes above and beyond in fulfilling her duties, actively participates in specialized seminars and conferences. As part of her research work, she prepared material for the ethical committee in cooperation with other researchers; an original survey which is going to be tested was also designed.

### 3.8 THESIS

**The supervisor's role is crucial for completing** the thesis and its subsequent successful defence. He or she should regularly supervise the status of the thesis project and meet with the student, guide him/her methodologically, recommend literature, teach him/her to present the results in public or help prepare for participation in a conference or publication of research results.

At the end of each semester, the supervisor evaluates the fulfilment of the set thesis preparation plan. Once a year, the fulfilment of the ISP is evaluated by the DB.

## DEFENCE OF THE THESIS

The supervisor discusses with the student the application for the thesis defence and submits his/her opinion on the thesis to the defence committee. The student has the right to get acquainted with this opinion at least 7 working days before the defence. The application for the thesis defence must include the **supervisor's statement** on the course of study, the fulfilment of the ISP, and the **confirmation of the chair of the DB** that the student has fulfilled all the study conditions.

Our tip: The supervisor, the chair of the OR or the OK may recommend a preliminary "internal" thesis review at the doctoral student's workplace.

The DB appoints at least two opponents, at least one not employed by MUNI.

## THE THESIS DEFENCE

The defence takes place after (or on the same day) the state doctoral exam, before the thesis defence committee. The Dean appointed and dismissed the committee members on the DB's proposal. For non-habilitated committee members, the Faculty's Scientific Board approval is required.

The defence committee must have **at least 5 and no more than 9 members** (usually associate professors and professors), and at least 2 of its members are not employed by MUNI. The doctoral student's supervisor cannot be a committee member but may participate in the closed part of the meeting with an advisory vote. If the defence committee members are not the opponents of the thesis, they participate in the meeting including the closed part. However, they have only an advisory vote. The Rector appoints the chair of the committee from among the already appointed members of the defence committee on the proposal of the Dean. The committee's chairman shall direct its deliberations and be responsible for its activities. The Rector also removes the chair of the committee, either at the chairperson's request or based on a proposal from the DB.

Permanent members of the committees may be appointed for individual doctoral study programmes, usually for the duration of the accreditation of the study programme.

By prior agreement, the opponent of the thesis may participate in the meeting online.

Office for Research and Quality will help you with the administrative tasks associated with the defence (in particular, the electronic voting and the template for the minutes of the defence).

## COURSE OF DEFENCE

The defence can only occur if a quorum is present - at least a majority of the members, including the chair, are present. At least one of the members present must not be employed by MUNI. If one of the committee members is abroad, this member may take part in the defence online. The evaluation is then carried out by electronic voting in the IS MU.

The committee discusses the course of the defence in a closed session. First, it decides in secret voting whether the student has succeeded in the defence and will not be graded as "failed". A majority of the members present must vote in favour of the motion. The committee will then agree on the grade.

The committee takes minutes of the entire course of the defence.

## 3.9 STATE DOCTORAL EXAMINATION

The State Doctoral Examination (SDE) is held before (or on the same day) the thesis defence before the **State Doctoral Committee**.

It usually consists of professors, associate professors, or other experts proposed by the DB and approved by the Faculty's Scientific Board. The Rector appoints the chair of the committee from among the already appointed committee members on the Dean's proposal. The committee chair shall direct its proceedings and be responsible for its activities. The Rector also removes the committee chair, either at the chair's request or based on a proposal by the DB.

Permanent members of the committee may be appointed for individual doctoral study programmes, usually for the duration of the programme's accreditation.

The SDE Committee must have **at least 5 and no more than 9 members**, with at least 2 members not employed at the MUNI. They are appointed and dismissed by the Dean; in the case of non-habilitated examination committee members, the approval of the Faculty's Scientific Board is required. The supervisor is not a committee member but may participate in the non-public part of the committee's meetings with an advisory vote.

The SDE can only be held if the relevant committee has a quorum - at least **a majority of the** appointed members, including the chair, are present, and at least one of the members present is not in an employment relationship with MUNI. If one of the committee members is abroad, this member may take part online with the approval of the DB.

The relevant committee shall discuss the proceedings of the SDE in a closed session. First, the committee decides in secret voting whether the student has passed the examination and will not be graded as "failed". A majority of the members present must vote in favour of the proposal, after which the committee agrees on the classification grade.

The committee shall take minutes of the whole course of the SDE.

Office for Research and Quality will help you with the administrative tasks related to the SDE (especially the electronic voting and the template for the protocol of the SDE).

### 3.10 GRADUATION

#### SUCCESSFUL COMPLETION OF STUDIES

Throughout the study, the supervisor comments on the fulfilment of the faculty-wide and field-specific conditions of the study and the fulfilment of the ISP. These statements are indicative of the student's progression to subsequent semesters. His/her role is crucial to the student's successful graduation. Your student successfully graduates after passing the SDE and thesis defence.

#### UNSUCCESSFUL GRADUATION

If the supervisor finds deficiencies in the fulfilment of the ISP and the conditions of the study, he/she informs the DB of this fact and proposes termination of the study for non-fulfilment of the requirements. The DB discusses this proposal. The student and the student's supervisor should be present at this meeting. Your student ends the studies in case of not passing the SDE and thesis defence twice.

### 3.11 ADMINISTRATION AND LEGISLATION

The entire administration of doctoral studies is maintained in the IS MU. Recording and control is the **responsibility of the doctoral student, his/her supervisor and the chair of the DB.**

Office for Research and Quality provides administrative support. It is mainly involved in providing the regular administrative agenda of the DB, their support, quality assurance of study programmes and accreditation of study programmes. For details of the support offered, see section 1.6 Support available.

## IMPORTANT CONTACTS AND DOCUMENTS

- [Office for Research and Quality](#)
- [MU Study and Examination Regulations](#)

### 3.12 PROBLEM-SOLVING

If your student has problems with a thesis project, semester assignment or ISP, you should be the first person for help or support. A functional relationship between student and supervisor and feedback is key to the study's success.

If communication between student and supervisor is difficult and disagreements persist, a mentor may be used to mediate and resolve any conflicts (if the mentor's role is established in the DB). Subsequently, the DB or DC should be contacted.

If circumstances arise for a supervisor that prevents him/her from properly supervising the student, the supervisor may resign at his/her request. The supervisor shall notify the Dean, the chair of the DB and the student in writing of the resignation. A new supervisor must be appointed without delay. The DB should make decisions so that the adverse impact of a change of supervisor on the student is minimal. Until a new supervisor is appointed, the student will remain under the supervision of the original supervisor.

In extreme cases, the DB may propose to the Dean the removal of the supervisor.

### 3.13 GOOD PRACTICE IN DOCTORAL STUDIES

The good practice of doctoral studies at FM MU is anchored in the [Standard for Doctoral Student Supervisors](#) and the [Standard for Doctoral Students](#).

Various faculty and [university](#) education and development opportunities are available to trainers, such as the [SUPERS e-course](#).

## 4. I AM THE CHAIR OF THE DOCTORAL BOARD / DOCTORAL COMMITTEE

Each doctoral degree programme (DDP) has a doctoral board (DB), which monitors and evaluates the studies and guarantees their consistently high standard. A chair heads it.

The chair of the DB is also the guarantor of the DDP. He is responsible for the quality and development of the programme.

On the proposal of the DB, a doctoral committee (DC) may be established by the Dean for a DDP with a specialisation. It is headed by a chair who must also be a member of the DB of the identical DDP.

The DB and DC meetings are always convened by its chair as needed, but at least once a year.



#### 4.1. APPOINTMENT OF THE CHAIR OF THE DOCTORAL BOARD

Only an academic staff member who has the appropriate professional and organisational prerequisites to perform this function and who meets the requirements of the Higher Education Act and Government Regulation No. 274/2016 Coll., with at least the title of associate professor and 1.0 employment at the MU Faculty of Medicine (or cumulative employment at a contracted healthcare facility may be added), may be the chair of the DB and the DDP guarantor.

**The Faculty's Scientific Board approves the appointment (or dismissal) of the Chair of the DB** on the proposal of the Dean. The proposal must include a justification, professional and organisational prerequisites for the performance of the function, and information on all circumstances relevant to the assessment of the proposal. Information on education, professional activity, employment at the FM MU, the field of habilitation appointment proceedings and publications are documented in the form of a curriculum vitae.

If the chair of the DB is removed or resigned, his/her **deputy** may be appointed to act as chair until a new chair is appointed. The Dean or the Office for Research and Quality must be informed of the intention to resign as Chair of the CoR.

#### 4.2 ACTIVITIES OF THE CHAIR OF THE DOCTORAL BOARD

The chair of the DB is responsible for its activities and the implementation of the DDP. He/she is responsible to the Dean and is methodologically supervised by the Vice-Dean for Doctoral Studies. He/she coordinates his/her activities with the Dean, the Vice-Dean for Doctoral Studies, the heads of the departments involved, and the members of the DB and/or DC.

The chair of the DB is involved in **the organisation** of the doctoral program, in particular:

- Comments on suggestions, requests and questions related to the study programme.
- Proposes to the Dean the appointment and removal of members of the DB. The proposal approved by an absolute majority of the members of the DB is discussed by the Faculty Scientific Board.
- Is responsible for the student agenda, in particular:
  - Assesses the consistency of the students' ISP with the characteristics of the DDP. At least once a year, discuss and evaluate together with the supervisor the course of study of each student and make a record of the results of this meeting, which is a mandatory part of the documentation kept in the IS MU (can be delegated to the chair of the DC).
  - Lists the thesis topics and determines the student's supervisor while respecting the student's right to choose the supervisor and the thesis topic
  - Proposes to the Dean the appointment and removal of supervisors (can be delegated to the Chair of the DC).
  - Initiates, discusses and coordinates the programme of lectures, seminars and other study requirements (can be delegated to the Chair of the DC).
  - Proposes to the Dean the members and chairs of the entrance examination committees and specifies the requirements for the entrance examination (can be delegated to the chair of the DC).
  - Confirms in writing that all requirements have been met on the thesis defense application form.

- Proposes to the Dean the chair and members of the SDE committee, as well as the chair, committee members and opponents for the thesis defense (can be delegated to the chair of the DC).
- Proposes to the Dean the dates of the SDE and the defence (can be delegated to the Chair of the DC).
- Keeps abreast of current developments in his field and in the field of education.
- Provides the DB with the information necessary for its activities.
- Ensures the strategic development of the DDP based on the results of regular internal evaluations.
- Resolves complaints and conflicts.

The DB chair is also involved in the [quality assurance](#) and evaluation of the DDP, in particular:

- Gathers documents for the accreditation of a new study programme or the extension or extension of the accreditation of an existing study programme.
- Prepares once a year a draft plan for developing the study programme.
- Prepares documents for regular internal evaluation of the quality of the DDP (internal evaluation once a year, evaluation once every 5 years with the participation of the MU Internal Evaluation Board, IEB).
- Guarantees fulfilling the requirements arising from the MU Study Programme Quality Assurance Rules and other internal regulations.
- Initiates, coordinates and records changes to the DDP. Changes of a substantial nature (e.g. change of graduate profile, programme profile, programme name) are submitted to the MU IEB for approval.
- Participates in meetings of relevant MU bodies on study programmes. These include, in particular, meetings of the MU IEB when applying for accreditation of a new DDP and the extension or extension of an existing DDP or meetings of study programme guarantors.

Our tip: Support is provided by the Quality Coordinator from the Office for Research and Quality.

#### IMPORTANT LINKS AND DOCUMENTS

- [Quality Assurance at MUNI](#)
- [Information for Programme Guarantors](#)

#### 4.3 APPOINTMENT OF THE CHAIR OF THE DOCTORAL COMMITTEE

Suppose doctoral committees (DC) are established in the DDP with specialisation. In that case, the Dean, on the proposal of the DB, entrusts the DC with the performance of some of the activities specified below.

The Dean appoints the DC chair based on **a proposal from the DB**. The chair of the DC must be a member of the DB of the entire study programme.

The DC chair is responsible for its activities and **the implementation of the relevant specialisation of the DDP** and is accountable to the DB chair. He/she is methodologically supervised by the Vice-Dean for Doctoral Studies and the Dean of the Faculty. He/she coordinates his/her activities with the Dean, the Vice-Dean for Doctoral Studies, the Chair of the DB, the heads of the departments involved, the members of the DB and the DC.

#### 4.4 ACTIVITIES OF THE CHAIR OF THE DOCTORAL COMMITTEE

The DC chair is involved in the organisation of the **DDP** specialisation, in particular:

- Responsible for the **study agenda** of the relevant specialisation, in particular:
  - Evaluates at least once a year the course of study of each student with the supervisor and makes a record of the evaluation results, which is a mandatory part of the documentation in the IS MU. The supervisor submits more detailed information on the student's evaluation.
  - Determines the student's supervisor, respecting the student's right to choose the supervisor and the thesis topic.
  - Initiates, discusses and coordinates the programme of lectures and seminars.
  - Proposes to the Dean the members and chairs of the entrance examination committees and specifies the requirements for the entrance examination.
  - Confirms in writing, the student has met all requirements for applying the thesis defense.
  - Proposes to the Dean, the chair and members of the SDE committee, and the chair, committee members and opponents for the thesis defense.
- Proposes to the Dean the dates for the SDE and the thesis defence.
- Keeps abreast of current developments in his field and in the field of education.
- Provides the DB of the study programme with the information necessary for its activities.
- Ensures the strategic development of the DDP based on the results of the internal evaluation.
- Resolves complaints and conflicts.

The DC chair is also involved in quality assurance and **evaluation of the DDP**, in particular:

- Prepares documents for the DDP guarantor for the accreditation of a new DDP or the extension and expansion of an existing DDP (see 4.1.3 Activities of the OR Chair for more details).
- Prepares documents for regular internal evaluation of the quality of the DSP (internal evaluation once a year, evaluation once every 5 years with the participation of the MU IEB).
- Initiates and, where appropriate, coordinates changes in specialisation.
- Ensures the development of the specialisation based on the results of regular evaluation.
- Comments on suggestions, requests and questions relating to the relevant specialisation.
- Our tip: Support is provided by the Quality Coordinator from the Office for Research and Quality.

#### IMPORTANT LINKS AND DOCUMENTS

- [Quality Assurance at MUNI](#)
- [Information for Programme Guarantors](#)

#### 4.5 DOCTORAL BOARD / DOCTORAL COMMITTEE MEETINGS

The DB and DC chairs convene their meetings as needed, but at least **once a year**. A quorum of members shall be present when at least an absolute majority of the members are present. Minutes of the DB and DC proceedings are taken and are publicly available [here](#).

**The agenda discussed is varied, usually depending on the actual need:**

- The DB or DC chair informs the members about students' publishing activity, their involvement in grant activities, foreign internships, collaborations, etc.

- Discussions on the future direction of the DDP and the discipline, new findings, successes or failures, the need for improvement or change, etc.
- Conditions of admission in the following periods are discussed.
- Discussion about offering lectures, seminars, or modifying field-specific conditions.
- Evaluation of the quality of the DDP. Based on the management data prepared by the faculty quality coordinator for the DB or DC chair upon request, the student success rate, the reasons for drop-out, the activities of individual supervisors, etc., are discussed.

The following agenda must be **formally approved** (if it is not possible or practical to convene a meeting, the chair may call a per rollam vote)

- consent to the student's enrolment for the next year,
- change of thesis topic,
- change of supervisor of a particular student.

Our tip: For more information, see Article 5.1 Duties of the board.

#### 4.6 VICE-DEAN FOR DOCTORAL STUDIES

He/she represents the Dean in the acts necessary for the proper implementation of the DDP, in particular in the following:

- deciding on the rights and obligations of students in the first instance,
- decisions on termination and interruption of studies,
- deciding whether to award or withdraw a scholarship,
- deciding on applications for review of decisions,
- recognition of students' previous education, including foreign universities,
- care for students with special needs and students with parental responsibilities,
- dealing with student requests in matters of study organisation,
- approval of exemptions on the proposal of the DB.

The Vice-Dean handles the submissions of applicants for study in matters concerning the organisation of the admission procedure. He/she cooperates with the DB and its chairman to ensure and evaluate the quality of the DDP. In cooperation with the Office for Qualifying Development and the Office for Research and Quality, he/she evaluates the activities of the DB and individual supervisors on an annual basis.

In particular, the following criteria are evaluated:

- the success and drop-out rate of the entire study programme and individual supervisors,
- the completion rate in the standard period of study,
- excellent publications by Ph.D. students (1D, 1Q, 2Q),
- international student internships,
- student participation in national and international grant schemes,
- the activities of the DB and DC,
- further employment of doctoral graduates.

Once a year, the DB or DC conducts an internal evaluation of the study programme and sets the vision and intention for further development. Once every five years, a so-called internal evaluation of the quality of study programmes is carried out in conjunction with the MU IEB and external evaluators. The Vice Dean for Doctoral Studies is important in both evaluation processes.

## 4.7 LEGISLATION / INTERNAL AND EXTERNAL STANDARDS

### IMPORTANT CONTACTS AND DOCUMENTS

- [MU Study and Examination Regulations](#)

## 5. I AM A MEMBER OF A DOCTORAL BOARD / DOCTORAL COMMITTEE

### 5.1 THE DOCTORAL BOARD

A DB is appointed to monitor and evaluate the study for each doctoral programme and guarantee its consistently high standard. It plays an **irreplaceable role** in doctoral studies.

#### COMPOSITION OF THE DOCTORAL BOARD

The DB must have at least seven members and consist of:

- **internal members:** at least three MUNI employees, including the DDP guarantor
- **external members:** at least two experts who are not MUNI employees

The members of the DB are appointed and dismissed by the Dean on the proposal of its chair (see Chapter 4 Chair of the DB). The Faculty's Scientific Board approves the proposal.

The proposal for a **change** in the composition of the already established DB is submitted to the Dean by its chairman. An absolute majority of all members of the DB must approve the proposal. After a prior discussion with the Chair of the DB, the Dean may also submit a proposal for a change in the composition of the already established DB to the Faculty's Scientific Board on his/her initiative.

#### MEETING OF THE DOCTORAL BOARD

Its chair shall convene meetings of the DB as necessary, but at least **once a year**. A **quorum** shall be present if at least half its members are present. Unless the DB acts on a proposal for a change in the composition of an already established DB, it shall be decided by a two-thirds majority of the members present in a public vote by acclamation. **Minutes of the** DB meetings are taken and are publicly available [here](#). The Office for Research and Quality shall collect and publish the minutes.

The chair may call for a per rollam vote if convening a DB meeting is impossible or impractical. In such a case, the DB shall decide by a two-thirds majority of its members.

#### ACTIVITIES OF THE DOCTORAL BOARD

In particular:

- sets out the conditions for full-time and combined forms of study in the DdP,
- approves the thesis research focus, i.e. the topics for the current admission procedure,
- assesses whether students' ISPs are consistent with the characteristics of the DDP,
- proposes to the Dean the members and chair of the entrance examination committees and specifies the requirements for the entrance examination,
- proposes to the Dean the appointment of supervisors and their dismissal,
- designates the student's supervisor, respecting the student's right to choose the supervisor and the thesis topic
- continuously monitors the quality of the supervisor's work and evaluates students' feedback,

- initiates, discusses and coordinates the programme of lectures and seminars,
- at least once a year, discusses and evaluates the progress of each student's studies together with the supervisor and records the results of this meeting,
- may propose to the Dean the withdrawal of the scholarship or the termination of studies,
- proposes to the Dean, the chair, and members of the thesis defence committee,
- proposes to the Dean the dates of the SDE and the thesis defence,
- proposes to the Dean the establishment and staffing of the DC,
- evaluates the professional level of the DDP,
- comments on the intention to amend, extend or abolish the existing DDP,
- comments on the self-evaluation report within the internal quality assessment of the DDP.

The DB may organise public lectures or conferences for doctoral students.

If the DB finds facts that prevent the current supervisor from providing proper guidance, it may decide to **change the supervisor**. It may also do so at the instigation of the student. In case of any change of supervisor, the DB shall immediately appoint a new supervisor and inform a student of the change. The decision shall always be made so that the adverse impact of the change of supervisor on the student is minimal. Until a new supervisor is appointed, the student shall remain under the supervision of the original supervisor.

## DOCTORAL BOARD AND QUALITY ASSURANCE

During the academic year, the DB discusses proposals for substantive and non-substantive changes to the DDP as necessary. It draws up an annual programme development plan, which may focus on, for example:

- the results of the admission procedure,
- the course and results of SDE and thesis defences,
- the state of internationalisation of the study programme,
- study success and drop-out rates,
- modification of specific conditions of study,
- promotion to potential applicants, etc.

## IMPORTANT LINKS AND DOCUMENTS

- [Quality Assurance at MUNI](#)
- [Information for Programme Guarantors](#)

## 5.2 THE DOCTORAL COMMITTEE

On the DB proposal, the Dean may establish DC for individual specialisations of the DDP. The Dean appoints the members and chair of the committees based on the DB proposal. The chair of a DB must always be a member of the DB.

## COMPOSITION OF THE SPECIALISED COMMITTEE

The DC shall be composed of at least five members and shall consist of:

- **Internal members:** at least three MUNI employees
- **External members:** at least 2 members who MUNI does not employ

## MEETING OF THE DOCTORAL COMMITTEE

A quorum shall be present if more than half its members are present. A quorum shall consist of at least a two-thirds majority of the members present. Voting may also be by correspondence or electronically. In this case, the DC shall act by a majority of all its members.

The term of office of the OC is the same as that of the CoR.

## ACTIVITIES OF THE DOCTORAL COMMITTEE

If DC is established in a study programme, the Dean shall entrust them with the performance of some or all of the activities listed below on the proposal of the DB:

- assesses whether students' ISPs are consistent with the characteristics of the DDP,
- proposes to the Dean the members and chair of the entrance examination committees and specifies the requirements for the entrance examination,
- proposes to the Dean the appointment of supervisors and their dismissal,
- designates the student's supervisor, respecting the student's right to choose the supervisor and the thesis topic
- initiates, discusses and coordinates the programme of lectures and seminars,
- at least once a year, discusses and evaluates the course of study of each student together with the supervisor and takes minutes of the results of this meeting,
- proposes to the Dean the chair, and members of the SDE committee, as well as the chair, committee members and opponents for the thesis defence,
- proposes to the Dean the dates of the SDE and the thesis defence.

## 5.3 LEGISLATION / INTERNAL AND EXTERNAL STANDARDS

### IMPORTANT CONTACTS AND DOCUMENTS

- [MU Study and Examination Regulations](#)

## 6. I AM A MEMBER OF THE COMMITTEE FOR THE ADMISSION PROCEDURE / THESIS DEFENCE / STATE DOCTORAL EXAMINATION

### 6.1 ADMISSIONS COMMITTEE

The composition of the admissions committee is proposed to the Dean by the chair of the DB or DC, who also specifies the requirements for the admissions examination. Rules for the composition of the admissions committee are not given. However, the chair of the admissions committee is mostly the chair of the DB or DC, and the committee members are selected from among the DB or DC.

The supervisor is always present at the entrance examination. He or she may be a member of the admissions committee but not its chair or may attend in an advisory capacity.

Committees may be set up for each admission procedure, but it is also possible to have a **long-term admissions committee**.

The entrance examination takes the form of a **debate** on the candidate's chosen thesis topic. The committee assesses the applicant's professional interest, motivation, knowledge of the field and overall readiness for doctoral studies. The admissions interview also includes a check of the applicant's

level of **English** according to the standards of doctoral studies (minimum level B2). The committee also considers any appendices to the application, the professional CV, additional information and the statement of the proposed supervisor.

By prior agreement, the face-to-face interview can be replaced by an online interview.

A **protocol** is taken from the admission interview and prepared by the Office for Research and Quality for admission boards. It contains the information given in the applicant's application form, his/her CV and any additional information. The protocol includes an evaluation (scored or classic A-F). The committee chair completes the protocol, which all board members sign.

## 6.2 STATE DOCTORAL EXAMINATION COMMITTEE

The SDE is held before the Committee. The Dean appointed and dismissed the committee members on the DB's proposal. As a rule, these are professors and associate professors or other experts appointed by the Dean after approval by the Faculty's Scientific Board.

The Rector appoints the committee chair on the proposal of the Dean from among the already appointed members of the SDE committee. The chair shall direct its proceedings and be responsible for its activities. The Rector also removes the committee chair, either at the chair's request or based on a proposal from the DB. The supervisor is not a member of the committee and may participate in the closed part of the deliberations with an advisory vote.

Permanent members may be appointed for each DDP, usually for the duration of its accreditation.

## 6.3 THESIS DEFENCE COMMITTEE

The defence takes place before the thesis defence committee. The Dean appointed and dismissed the committee members on the DB's proposal. The committee members are usually professors and associate professors or other experts.

The committee must have **at least 5 and no more than 9 members**, and at least 2 of its members must not be employed at MUNI. If the defence committee members are not the opponents of the thesis, they participate in the committee meetings, including its closed part. However, they have only an advisory vote. By prior agreement, committee members or opponents may participate in the defence online.

The supervisor is not a committee member; he/she may participate in the closed part of the meeting with an advisory vote.

The Rector appoints the chair of the committee from among the already appointed members of the thesis defence committee on the proposal of the Dean. The chair directs its proceedings and is responsible for its activities. The Rector also removes the committee chair, either at the chair's request or at the proposal of the DB.

Permanent members may be appointed for each DDO, usually for the duration of its accreditation.

## COURSE OF DEFENCE

The defence can only occur if the relevant committee has a **quorum**, i.e., at least a **majority of** its members, including its chair, are present. At least one of the members present must not be employed by MUNI. If one of the committee members is abroad, the defence may be held online and the result may be evaluated by electronic voting in the IS MU. The supervisor is not a committee member but may participate in the non-public part of the committee meeting with an advisory vote.



The committee discusses the defence in a closed session. First, it decides in secret voting whether the student has succeeded in the defence and will not be graded as "failed". A majority of the members present must vote in favour of the proposal, after which the committee agrees on the classification grade.

The committee takes minutes of the entire course of the thesis defence.

## IMPORTANT LINKS AND DOCUMENTS

- [Study and Examination Regulations](#)

## 7. DOCTORAL STUDIES QUALITY ASSURANCE AT THE FACULTY OF MEDICINE

The management and evaluation of the quality of doctoral studies at FM MU is entrusted to the Vice-Dean for Doctoral Studies and the Office for Research and Quality, which ensures in particular:

- methodological guidance and organisation of the DDP accreditation processes,
- methodological support to DDP guarantors, preparation of documents for accreditation of new DDP, re-accreditation, changes and extension of existing DDP following internal regulations and applicable national legislation,
- methodological and administrative support to the Vice-Dean for Doctoral Studies in the quality assurance processes of the DDP (regular internal evaluations)
- communication with the MU IEB and the National Accreditation Office for Higher Education.

**The central** MU body that monitors and guarantees the quality of educational and creative activities is the **MU IEB**. After MUNI received the so-called "institutional accreditation" from the National Accreditation Office for Higher Education in the spring of 2018, the IEB is also the **accreditation body** that approves proposals for new study programmes and extensions of existing ones. The board also provides methodological assistance in quality assurance processes.

At the level of the entire MUNI, the **Quality Department** is in charge of the quality management and evaluation agenda. It provides methodological and administrative support to faculties in the agenda of evaluation, quality assurance and development system, accreditation processes, development of national and international legislation and trends in education, and last but not least, support in implementing projects focused on innovation in teaching.

**The MU Research Department** is responsible for the methodological management of the doctoral studies agenda at the Rectorate level.

## IMPORTANT LINKS AND DOCUMENTS

- [Quality Assurance at MUNI](#)

### 7.1 QUALITY ASSESSMENT OF THE STUDY PROGRAMME

Accredited study programmes throughout the University undergo regular internal and external evaluations as part of quality assurance. The IEB determines the evaluation schedule at the time of accreditation.

As a rule, once a year, the relevant DB carries out a regular evaluation. In the framework of a regular DB meeting, it assesses the quality of the DDP and the changes made. It outlines a plan for further

development and possible changes for the future. Minutes of the meeting are taken in the prescribed structure.

**A major internal evaluation** occurs in cycles set by the IEB when accrediting a study programme (usually once every 5 years). It includes the preparation of a self-evaluation report. It is usually combined with a regular evaluation of research at MUNI. The outcome of the evaluation is a degree programme development plan. The report of this evaluation is one of the documents for the application for the extension of the accreditation of the DDP.

**Internal audits of the activities of supervisors**, DB or DC may be part of evaluating study programmes. The Vice-Dean for Doctoral Studies is the commissioning authority, and the Office for Research and Quality carry out the audit activity.

## 7.2 CHANGES IN ACCREDITED DEGREE PROGRAMMES

At its meeting, the DB discusses all changes made to the DDP since the last accreditation or since the last meeting. Depending on the nature of the change, it is either substantial or non-substantial. A detailed description of the changes can be found in the [information for the programme guarantors](#).

**Significant changes** have an impact on the graduate profile of the DDP. These include changes to the conditions of study or the SDE and changes to the programme's characteristics (e.g., field of study, graduate profile, standard period of study, form of thesis, graduation conditions).

The DB discusses all substantial changes. In the case of approval, a proposal for changes to the DDP is prepared and submitted by the Dean to the MU IEB for approval. If the board approves the proposal, the change is effective and can be reflected in the further implementation of the programme.

**Non-substantial changes** do not significantly affect the graduate's profile and, therefore, must not be submitted to the MU IEB. For non-substantial changes, the deciding body is the DB, which may discuss them retrospectively or by per rollam vote. In the case of agreement with the change made, the DB notes it and records it in the minutes. Non-substantive changes should be recorded in order to evaluate the overall change of the programme in the longer term. The level of detail of the record is left to the programme sponsor. It is recommended that, at a minimum, changes to entire courses and credit grades that affect the curriculum and recommended course of study should be recorded.

## IMPORTANT CONTACTS AND DOCUMENTS

- [Quality Assurance at MUNI](#)
- [Information for the programme guarantors](#)

## 8. PROBLEM SOLVING

### 8.1 CHANGE OF SUPERVISOR:

If circumstances prevent him/her from properly supervising the student, the supervisor may resign at his/her request. In the last resort, DB may propose the removal of the supervisor to the Dean. The DB shall immediately appoint a new supervisor and act in such a way as to minimise the adverse impact of the change on the student. Until a new supervisor is appointed, the student remains under the supervision of the original supervisor.

## 8.2 DISCIPLINARY COMMITTEE:

The Disciplinary Committee is a self-governing academic body that hears **disciplinary offences** of students and submits a proposal for a decision to the Dean.

The Disciplinary Committee has **6 members**, **3** of whom are **student representatives**.

The FM MU's Disciplinary Regulations regulate the Disciplinary Committee's functioning. It applies to all students enrolled in Bachelor's, Master's and Doctoral degree programmes. It regulates disciplinary offences, sanctions, the process of hearing and deciding on them and the review procedure in this matter. Its purpose is to ensure compliance with internal standards and professional ethics and to protect the dignity of academic community members and the credibility of FM MU.

**Disciplinary offences** may be considered to be, for example:

- any form of cheating (falsifying documents, cheating on knowledge tests, tampering with examination questions, copying or unauthorised cooperation in the performance of study duties),
- passing off another's work as one's own, in particular, the use of a part of another's work in one's work without proper referencing or the use of a part of another's work verbatim without obvious citation,
- submitting the same or slightly modified work to fulfil different course requirements without the prior approval of at least one of the lecturers of the course to which the work is submitted,
- particularly serious or repeated violations of the rules and guidelines for the use of the MUNI computer network,
- Intentional destruction, damage, theft or misuse of property of the faculty, the university or property of its employee or property of a person acting in cooperation with MUNI,
- aggressive or other inappropriate behaviour that can be legitimately perceived as bullying, physical or psychological violence or behaviour that degrades human dignity (e.g. manifestations of racism, other manifestations of gross intolerance based on religion, national or ethnic origin),
- entering University premises or attending classes under the influence of alcohol or drugs.

## 8.3 PSYCHOLOGICAL HELP

Do you have psychological problems, and does it negatively affect your studies? Don't despair and share your problem.

MUNI students can use **free psychological counselling services** and up to five face-to-face or online consultations provided by professional psychologists. Contact the [Counseling Center](#) if:

- you've been feeling unwell for a long time,
- you lack meaning and a sense of fulfilment in your current studies,
- you are in a difficult life situation, in shock after losing someone or something,
- you have fears, worries or panic attacks about your studies,
- you feel lonely,
- you don't trust yourself, suffer from stage fright and have trouble communicating with people around you,
- you're having trouble deciding and getting your priorities straight.

Getting help early can be the first step to resolving your situation.

## 8.4 DISCRIMINATION

FM MU strives to provide a safe, dignified, motivating and inspiring [environment](#) for all students and staff following current legislation and documents adopted at the university level.

[The Masaryk University Equal Opportunities Panel](#), a permanent advisory body to the Rector, supervises the observance and application of the principles of equal access.

MU's goal is to provide access to study for all persons regardless of their health or social limitations. The MUNI Centre for Assistance to Students with Specific Needs ([Teiresias Centre](#)) ensures that students with sensory or other disabilities can access the necessary study support and information about their studies.

### IMPORTANT LINKS

- [Safe, dignified, motivating and inspiring environment for all](#)

## 9. LIST OF ABBREVIATIONS

<b>LIST OF ABBREVIATIONS USED</b>	
CAS	Academy of Sciences of the Czech Republic
CERPEK	MU Centre for the Development of Pedagogical Competences
CJV	MU Language Education Centre
CTT	MU Centre for Technology Transfer
CZS	MU Centre for International Cooperation
DDP	Doctoral degree programme
ECTS	European Credit Transfer System
GMO	Genetically modified organism
ICRC	International Clinical Research Centre of St. Anne's University Hospital
IS MU	Masaryk University Information System
ISIC	International Student Identity Card
ISP	Individual study plan
KUK	University Campus Library
FM	Faculty of Medicine
MU/MUNI	Masaryk University
DC	Doctoral Committee
DB	Doctoral Board
RMU	MU Rector's Office
IEB	MU Internal Evaluation Board
SDE	State Doctoral Examination
UOC	University number of the person
IST	Department of Computer Engineering MU

MUNI  
MED