

**Directive of the Faculty of Economics and Administration, Masaryk University  
No. 11/2018**

**Studies in Doctoral Degree Programmes and their Organization**

*Pursuant to Section 28 (1) of Act No. 111/1998 Coll. on Higher Education Institutions and on Amendments and Supplements to some other acts (The Higher Education Act), as amended by subsequent regulations (hereinafter The Higher Education Act), I am issuing the following directive:*

**Part One**

**General Provisions**

Article 1

**Initial Provisions**

- (1) Rules for doctoral degree programmes (hereinafter referred to as "DDP") and their organization are based on Act No. 111/1998 on Higher Education Institutions and on Amendments and Supplements to some other Acts (the Higher Education Act), as amended by subsequent regulations (hereinafter "the Act"). The rules complement the Masaryk University Study and Examination Regulations (hereinafter "the SER") as an internal regulation for the organization and implementation of DDP at the Faculty of Economics and Administration of Masaryk University (hereinafter "the FEA" or "the Faculty").
- (2) The rules aim to:
- a. specify the requirements and conditions regarding doctoral studies at the Faculty,
  - b. specify organizational procedures of doctoral studies at the Faculty.

Article 2

**Doctoral fields of study**

- (1) Based on the authority granted by the Ministry of Education Accreditation Commission for the period between 16 October 2009 and 30 September 2020, the Faculty provides DDP in the following fields:

<b>Degree programme</b>	<b>Field of study</b>
Economic Theories	Economics
Economic Policy and Administration	Economic Policy
	Public Economics
Economy and Management	Business Economy and Management
Finance and Accounting	Finance

- (2) Economics, Economic Policy, Public Economics, and Business Economy and Management are accredited for study in Czech and English. Finance is accredited for study in Czech, English, and German.
- (3) Pursuant to Article 47 (6) of the Act, a Doctoral Board is established for each degree programme to monitor and evaluate the studies and to guarantee its high quality in the long term. Doctoral committees are established for the individual fields of the Economic Policy and Administration programme, pursuant to Article 27 (2) of the Study and Examination Regulations. The person responsible for the activities of the Doctoral Board is the Chair of the Board, who also acts as the guarantor of the programme. The person responsible for the activities of a Doctoral Committee is Chair of the Doctoral Committee, who also acts as the guarantor of the Field of study.

### Article 3

#### Forms of studies

- (1) Doctoral Degree Programmes can be studied full time or part time (Article 29 (2) of the SER). During their studies, students may request the Dean to change the form of their studies (Article 29 (3) of the SER).
- (2) The standard length of a full-time DDP at the Faculty is 4 years. The maximum period between enrolment in a DDP and proper completion of studies is seven years in case of studies which commenced prior to the spring semester of 2012. The maximum length of studies which commenced in the spring semester of 2012 or later is twice the standard study period (Article 29 (4) of the SER)<sup>1</sup>.
- (3) In order to support their doctoral studies, full-time students receive scholarships the amount of which is stipulated by the updated Instruction of the Faculty (Rules applying to Awarding Scholarships in Full-time Doctoral Degree Programmes). Part-time doctoral students are not entitled to scholarships.

### Article 4

#### Admission to Doctoral Degree Programmes

- (1) Entrance examinations for DDP are governed by the Faculty's Terms and Conditions of Admission to Doctoral Degree Programmes<sup>2</sup>. The examinations take place twice a year:
  - a. at the end of the spring semester (with studies to begin in the autumn semester of the following academic year),
  - b. at the end of the autumn semester (with studies to begin in the spring semester of the same academic year).
- (2) The date of the entrance examination is announced by the Dean via the official notice board at least four months prior to the application submission deadline (Section 49 (5) of the Act). An alternative date for entrance examinations is not announced.

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<sup>1</sup> The overall length of studies (e.i. a period during which a students is enrolled in a degree programme) combined with the period of temporary suspension of studies, granted by the Dean at the request of the student (Article 13(1) of the SER) may not exceed twice the standard period (Article 13(3) of the SER), otherwise the studies will be terminated pursuant to Article 15(1)(b) of the SER. The overall length of studies does not include temporary suspension of studies pursuant to Article 22(8) of the SER, or pursuant to Article 32(8) and Article 33(9) of the SER. Furthermore, the overall length does not include suspension of studies due to serious health reasons or due to the student's maternity or parental leaves (Article 13(3) of the SER).

<sup>2</sup> The Terms and Conditions of Admission to DDP, approved by the Faculty's Academic Senate, are available on the Faculty's official notice board.

- (3) Entrance exams need to be taken on site and in person. Applicants from abroad who need a visa to enter and/or stay in the Czech Republic and who cannot take the examination for this or other significant reasons, may apply to sit the entrance exam in a distance mode (i.e. based on the assessment of written material – for more details see the Terms and Conditions of Admission to DDP at the Faculty in the given academic year).

## Part Two Students' Rights and Obligations

### Article 5

#### Individual Study Plan

- (1) The studies shall follow an individual study plan (Section 47(3) of the Act), which is binding and its fulfilment is obligatory (Article 30(2) of the SER). Individual Study Plan (hereinafter „ISP“) consists of two components – plan for entire studies and term contents.
- (2) Plan for entire studies specifies the focus of the research topic and the course of research. It further specifies the student's publication activity, the schedule of meeting basic study obligations, or the plan of enrolling in courses. Plan for entire studies is proposed by the student following an agreement with their supervisor (Article 28(8)(b) of the SER) in the appropriate application of the Masaryk University Information System (hereinafter „the IS MU“). Plan for entire studies in this application is approved by the supervisor (Article 30(3) of the SER), on the date stated in Appendix No.2 (Schedule of Meeting the Individual Study Plan Objectives) of this Directive at the latest. Following the supervisor's approval, the Plan for entire studies is approved, in the appropriate application in the IS MU, by the Doctoral Board/Committee in the first year of the student's doctoral studies at the latest.
- (3) The maximum period of the plan for entire studies schedule shall be the standard length of studies. The plan must be developed in accordance with the requirements stipulated in Article 5 of this Directive.
- (4) Plan for entire studies comprises in particular:
- a. Focus of the research topic (dissertation topic, supervisor's assignment, the language of the dissertation if different from the language listed in the programme description).
  - b. Presentations and publications (intended number and type of publications).
  - c. Important dates (setting deadlines concerning obligations related to the preparation and defense of the dissertation; these represent key control points/stages of the studies):
    - planned date of a research workshop presentation,
    - planned date of the doctoral state examination (hereinafter „the DSE“),
    - planned date of the “minor” defence (i.e. internal defense at the respective supervising department)<sup>3</sup>,
    - planned date of the dissertation defense.The supervisor may establish other control dates or deadlines (such as publication submission dates etc.) if he/she finds it appropriate
  - d. Course enrolment (planned course enrolment including the credit values of the

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<sup>3</sup> Provided if the Doctoral Board/Committee obliges the student to take the “minor” defence – see Article 12 of this Directive

individual courses<sup>4</sup>. The study plan always lists all planned courses, in particular compulsory courses (Article 30(4)(b) SER), proving professional and language competences (Article 30(4)(c) SER) and preparation of the dissertation (pursuant to Article 8 (4) and Article 30(4)(a) SER).

e. Other<sup>5</sup>:

- teaching in Bachelor's and Master's Degree Programmes (Article 30(4)(d) SER),
- other specific requirements related to the focus of the doctoral programme (Article 30(4)(f) SER),
- intended study visits,
- intended participation in scientific research projects.

(5) Changes in the plan for entire studies (e.g. change of the research topic) are made by the student upon agreement with the supervisor in the IS MU application; the changes shall be approved by the supervisor by the date stipulated in the ISP schedule at the latest, and by the Doctoral Board/Committee.

(6) Term content is always developed in detail for one semester. Students shall state, in the IS MU application, what exactly they will be focusing on while preparing their dissertations, how much progress they have done in writing papers/publications, and what forums/conferences/lectures they are planning to attend.

(7) Term content includes information on a particular semester in the following sections:

- a. Preparation of a dissertation (description of activities related to the dissertation).
- b. Publications/papers (plan regarding writing publications and papers).
- c. Specialist forums/conferences/lectures (a list of events attended by the students).
- d. Internships<sup>6</sup> (a list of internships done by the student).
- e. Other<sup>7</sup>:
  - teaching in Bachelor's and Master's Degree Programmes (Article 30(4)(d) SER),
  - participation in activities organized by the Department or the Faculty,
  - intended participation in scientific research projects,
  - other information the student aims to inform the supervisor and the Doctoral Board/Committee of.

(8) Meeting the term content is subject to the supervisor's assessment on a semester basis by the date stated in the ISP schedule, and to the Doctoral Board/Committee's assessment at least once a year. The result of the assessment is recorded in an IS MU application (Article 30(6) SER).

(9) Should the student fail to satisfactorily fulfil the ISP, the Doctoral Board may, upon the supervisor's recommendation, suggest to the Dean that the student's scholarship, granted pursuant to the Scholarship Regulations, Masaryk University, should be withdrawn. At the same time, the Doctoral Board shall propose another date for assessing the progress of the student's studies. However, the supervisor may propose an earlier assessment date to the Doctoral Board. If the ISP is duly fulfilled, scholarship may be awarded again (Article 30 (7) SER).

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<sup>4</sup> Information provided: course code, course name, credit value, planned date. The student chooses compulsory and compulsory optional courses with regard to their dissertation topic and upon agreement with the supervisor.

<sup>5</sup> Optional.

<sup>6</sup> Optional.

<sup>7</sup> Optional.

- (10) Should it follow from the assessment of the studies that fulfilment of the ISP is seriously breached, the Doctoral Board, on its own initiative or upon the supervisor's proposal, shall discuss the fulfilment of the ISP in the presence of the student and their supervisor. The student has a right to request the presence of an expert, assigned by the Vice Rector in charge of doctoral studies. The hearing may be attended by the Dean or by the Vice Dean of the faculty in question, and its outcome shall be recorded via the IS MU application. Failure to meet ISP requirements constitutes a reason for terminating the studies pursuant to Section 56(1)(b) of the Act.

## Article 6

### Students' obligations

- (1) Doctoral students' obligations include:

- study obligations,
- research obligations,
- other obligations.

- (1.1) Study obligations

- a. A full-time student shall complete all the courses of the study part of the doctoral programme within the first four semesters of the DDP at the latest, a part-time student shall complete these courses within the first six semesters of the DDP.
- b. Enrollment in courses is subject to the rules for study plan preparation in the particular programme/field (Article 11(6) SER).
- c. During the first two semesters (as part of the compulsory course Study of Literature and under the guidance of the supervisor) a full-time student engages in reading international books and journals relevant to their dissertation topic. During the third semester, having studied the respective theory and having acquired knowledge of the current state of research in the given field, the student specifies the research question to be dealt with in the dissertation, and prepares a research project. From the third semester onwards, the student enrolls in the compulsory course Preparation of the Dissertation in which he/she works on the dissertation under the guidance of the supervisor.
- d. The DDP is duly completed if the student:
  - obtains credits for the courses prescribed; the minimum total value is 240 credits (Article 6 (4) SER),
  - spends at least one month of their studies at a foreign institution (except for Slovakia)<sup>8</sup> or participates in an international creative project the findings of which are published or presented abroad, or is otherwise directly involved in international co-operation (Government Decree No. 274/2016 Coll. of the 24th August 2016 on Standards for Accreditations in Tertiary Education),
  - passes the DSE (Section 47(4) of the Act),
  - defends his/her dissertation (Section 47(4) of the Act).
- e. The minimum credit value to be obtained in a DDP totals 240 credits, and the student:
  - is obliged to obtain at least 10 credits for compulsory optional courses prior to applying to take the DSE,
  - may obtain the maximum of 8 credits per semester, and the maximum of 25 credits per the entire study period, for the course Teaching Assistance<sup>9</sup>.

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<sup>8</sup> The student is obliged to enter the internship in the relevant IS MU application.

<sup>9</sup> Should students, upon agreement with the Head of the supervisory department, participate in teaching outside the course Teaching Assistance, they are entitled to financial remuneration.

- f. The recommended progress in DDP is prescribed in Appendix No.1 (a Sample Study Plan).

## (1.2) Research obligations

During their studies a DDP student is required to:

- a. take part in research projects carried out by their supervisor/department, the extent of the participation shall be determined by the supervisor or by the Head of the department with the supervisor's consent,
- b. write a dissertation on the approved topic, duly meeting all the requirements regarding its length and format<sup>10</sup>,
- c. if the student submits a standard dissertation, he/she needs to write or co-write at least 3 thematically relevant publications presenting the results of research done as part of dissertation preparation, of which:
  - at least one publication of type "J" in WoS or Scopus, published in a language typical of the scientific field,
  - at least 2 publications published in a foreign language typical of the given scientific discipline upon recommendation or with approval of the supervisor.

## (1.3) Other obligations

(1.3.1) Both full-time and part-time DDP students are obliged to:

- a. Register electronically for each semester via the IS MU (provided that all requirements stipulated by Article 12 (1) and (2) of the SER have been met), in compliance with the current official academic year schedule (see the SER, Article 10 (3) and (4)).
- b. Discuss the overall study plan with the supervisor at the beginning of the first year of studies and to submit its final version in the relevant IS MU application (Article 30(2) SER). The overall study plan shall be approved by the supervisor and by the Doctoral Board/Committee in the IS MU by the date specified in the Schedule of Meeting the Individual Study Plan Objectives at the latest (see Article 5 of this Directive).
- c. To draw up a draft semester plan at the beginning of each semester of DDP studies and upload it in the IS MU by the date specified in the Schedule of Meeting the Individual Study Plan at the latest. Semester plans need to conform to the overall study plan approved by the Doctoral Board/Committee and shall make it more specific.
- d. At the beginning of each semester's examination period, prepare materials for the evaluation of the previous semester and upload them in the relevant IS MU application by the date specified in the Academic Year Schedule. The student is obliged to document all the information listed in the material if necessary.
- e. Submit the output of the courses led and evaluated by the supervisor (Study of Literature, Research Workshop, Internship) to the IS MU via the "Homework Vault" application.
- f. Regularly consult the supervisor about both the dissertation and publications in progress.
- g. Duly inform his/her supervisor of all important circumstances that might impact the implementation of the ISP (overall study plan and semester plans).
- h. Before leaving the country for an internship, notify the Secretary of the Doctoral Board/Committee and the OSRQQ officer of the departure date and the length of the stay.

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<sup>10</sup> Requirements regarding the length and format of the dissertation are stipulated in the Directive of the Faculty of Economics and Administration on the Requirements regarding the Length, Structure, and Format of the Dissertation Proposal, Dissertation, and the Dissertation Executive Summary.

(1.3.2) Full-time doctoral students are further obliged to:

- a. Be present in the workplace at least 20 hours a week on 3 working days. The attendance shall be supervised by the Head of the supervising department, who may also prescribe a attendance schedule different from the one specified in the first sentence. Should the student fail to meet this requirement, the Head of supervising department, upon agreement with the supervisor and upon proposal of the Doctoral Board, may suggest reducing the student's scholarship (the amount of the difference paid) awarded in accordance with the instruction of the Faculty of Economics and Administration (Rules for Awarding Scholarships in the Full-time Doctoral Degree Programme).
- b. Attend complementary programmes and seminars for DDP students organized by the Department administering doctoral studies (hereinafter "the relevant department") or the supervising department (Article 30 (4)(f) SER).
- c. Attend conferences and seminars organized by the supervising department, or other faculty events as recommended by the Head of the supervising department upon the agreement with the supervisor (Article 30(4)(f) SER).
- d. Participate in teaching in Bachelor's and Master's Degree Programmes as assigned by the Head of the supervising department.
- e. Perform other tasks and duties (not specified in the ISP - overall study plan and semester plans) assigned by the supervisor or by the head of the department with the supervisor's consent (Article 30(4)(f) SER).

#### Article 7

### **Rights of DDP Students**

- (1) Students' rights are stipulated in Section 62 of the Act.
- (2) Besides general rights stipulated in Section 62 of the Act, the student is granted the right to ask to change the dissertation topic, the supervisor, the form of studies, or the supervising department. Such changes require, on the part of the student, a written request submitted via the relevant department. The decision on changing the dissertation topic is within the authority of the Doctoral Board (Article 27(6)(b) SER); the decision on changing the supervisor is within the authority of the Doctoral Board/Committee (Article 27(6)(f) SER). The change of the supervising department requests are approved by the Dean following a statement from the Chairs of the respective Doctoral Boards/Committees.

### **Part Three**

### **Doctoral State Examination**

#### Article 8

### **Doctoral State Examination Dates**

- (1) The terms and conditions governing the procedure and organization of the DSE are stipulated in Article 32 of the SER.
- (2) The application to take the DSE in the particular semester shall be submitted by the deadline specified in the Academic Year Schedule at the latest. The specific date of the DSE is proposed by the Doctoral Board/Committee and confirmed by the Dean at the earliest possible time (Article 32(2) SER). The DSE shall be held within a year of the date of application unless prevented by serious reasons of which the student must be notified.

## Article 9

### Application for the Doctoral State Examination

- (1) In accordance with the Sample Study Plan, a full-time doctoral student submits the DSE application no later than in the 4th semester of the DDP studies. If the student does not apply for the DSE in the 4th semester at the latest, his/her scholarship (the amount of the difference paid) shall be reduced pursuant to the currently applicable Instruction of the Faculty (Rules for Awarding Scholarships in Full-time Doctoral Degree Programmes) until the month in which the student applies for the examination. In such a case the supervisor is obliged to take this fact into account in their evaluation of the student. If, during the first four semesters, the student spent at least one semester studying abroad as part of their approved study plan, the deadline for taking the DSE may exceptionally be extended by one semester if the student submits (via the relevant department) a request to the Dean.
- (2) Part-time students are obliged to submit the DSE application before the specified deadline, in the 8th semester at the latest. If this requirement is not met, the supervisor is obliged to take account of this fact in their evaluation of the student.
- (3) Prior to submitting the DSE application, the student has to meet the obligations prescribed in Article 30 (4) (b) and (c) SER.
- (4) The DSE application is submitted to the Dean via the IS MU (Article 32 (1) SER). The DSE application must include a comprehensive overview of the student's publications and scientific/research activities, drawn up in compliance with Appendix No. 3 (A Comprehensive Overview of a DDP student's scientific/research activities) to this Directive. Along with the DSE application, the student also submits the dissertation proposal (Article 30 (4) (e) SER) electronically in the IS MU, and in the printed form in 8 copies (written in accordance with the requirements regarding formal requisites of a dissertation proposal<sup>11</sup>) to the relevant department.
- (5) The Dissertation Proposal presented shall demonstrate:
  - a high degree of insight into the relevant theory and available research findings (based on the study of relevant books and journal articles published especially in international journals),
  - that the research procedure has been judiciously chosen, is theoretically well-based and uses relevant methodology.
- (6) The recommended structure of the dissertation proposal includes:
  - the introduction (delimiting the topic of the dissertation),
  - current knowledge in the field that the dissertation focuses on
    - literature review of the dissertation,
    - current research in the field (overview of research findings, their comparison, synthesis defining the current state of research in the scientific field),
  - the research project and goals (precise formulation of the research problem dealt with in the dissertation, research goals, research questions/hypotheses – depending on the field of study and the focus of the dissertation),
  - the research procedure (specification of the research procedure and of the methods for data collection and processing, schedule, current state of the

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<sup>11</sup> Requirements regarding the length and formal requisites of a dissertation are prescribed in the FEA's Directive on Requirements regarding the Length, Structure, and Format of a Dissertation Proposal, Dissertation, and Dissertation Executive Summary.

- dissertation),
- expected contribution of the dissertation to the given scientific discipline.

#### Article 10

### **Content and Procedure of the Doctoral State Examination**

- (1) The DSE examines a student's theoretical and methodological knowledge related to the field of study. The extent of the examination is determined by the Doctoral Board/Committee and the aim is to demonstrate the student's readiness for independent research work in the given discipline.
- (2) General DSE requirements are covered by the content of the doctoral programme; specific requirements involve thematic theoretical areas related to the dissertation proposal.
- (3) The examination takes place in the form of a debate over the presented dissertation proposal; questions are asked in a wider context of the particular scientific discipline.
- (4) The DSE is held before the DSE committee. The appointment of the examination committee and examination procedure are both governed by Article 34 of the SER.

#### Part Four

### **Dissertation and its Defense**

#### Article 11

### **Dissertation**

- (1) The dissertation must contain original and published findings of research carried out by the candidate, or findings already accepted for publication (Section 47 (4) of the Act; Article 31 (2) of the SER)<sup>12</sup>. If the student presents for defense results of collaborative research work which he/she co-authored, the dissertation must represent a comprehensive account of a precisely specified part of the collaborative research; the parts authored by the student must be clearly marked in accordance with Article 31 (4) (b) of the SER), and the dissertation must include a statement by the co-authors confirming the student's authorship of the marked parts and evaluating his/her participation in the research.
- (2) In compliance with Article 30 (2) of the SER, the dissertation may consist of a thematically relevant collection of works either published or otherwise accepted for publication. This form of a dissertation must be approved by the Doctoral Board or Doctoral Committee if it has been established.
  - a. Such a form of dissertation shall be represented by a collection of 3 peer-reviewed scientific papers of "J" type in WoS or in SCOPUS, published in a foreign language typical of the particular scientific discipline, which the student co-authored, is listed as the first author of at least one of the papers, and the total of the student's authorial participation is at least 1.0.

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<sup>12</sup> Along with the defence application the student also submits an overview of published works (or works in print or otherwise accepted for publication, with a due confirmation of acceptance).

- b. The collection of papers covers the topic of the dissertation and shall be accompanied by a comprehensive commentary of 30-40 pages<sup>13</sup>, containing the following parts: Introduction, Overview of the research problem, Aims of the Papers, Findings and Discussion<sup>14</sup>, Conclusion, and Bibliography.
  - c. Papers previously published and otherwise accepted for publication, or research findings previously published or accepted for publication shall be duly referenced in accordance with the Act and Internal Regulations of Masaryk University (in particular, in compliance with this Directive).
- (3) The Dissertation shall be written in the language in which the Doctoral Degree Programme is run, or in a language prescribed in the description of the programme. The Dissertation may always be written in Czech or Slovak in a Czech Doctoral Degree Programme. The Dissertation may always be written in English unless explicitly forbidden by the description of the programme. The Dissertation may be written in another language if approved by the Doctoral Board (Article 31 (3) of the SER).

## Article 12

### „Minor“ Defense of the Dissertation

- (1) The student may be obliged by the Doctoral Board/Committee to take the „minor“ defense of their dissertation.
- (2) The “minor” defence is an internal defense of the first (complete) version of the dissertation. It is held in the presence of employees of the supervising department and guest experts, and is organized by the Head of the department. The purpose of the “minor” defence is:
  - to provide the student with an opportunity for a scholarly debate held within the department, and to further develop the student’s skills in defending findings of their research,
  - to provide a preliminary assessment of the quality of the dissertation, and to see if and to what degree the dissertation requirements have been met.
- (3) The student submits the “minor” defence application to the Chair of the Doctoral Board/Committee Chair, prior to the deadline specified for the particular semester by the Head of the department. The application shall also include the text of the dissertation (written in accordance with the dissertation format requirements<sup>15</sup>), submitted electronically in the IS MU and in three ring-bound printed copies.
- (4) Based on the Doctoral Board/Committee’s proposal, the Chair of the Board/Committee shall appoint at least two opponents of the dissertation. Each opponent shall provide a written review assessing the quality of the dissertation and the degree to which the relevant dissertation requirements have been met. The student has the right to receive the opponents’ reviews no later than 5 working days before the “minor” defence.

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<sup>13</sup> Not containing the bibliography and papers enclosed.

<sup>14</sup> Presentation of findings in the context of previously published information.

<sup>15</sup> See the currently applicable Directive of the Dean concerning the Requirements on the Length, Structure and Format of the Dissertation and of the Dissertation Summary.

- (5) The date of the “minor” defense is set by the Head of the supervising department upon agreement with the Chair of the Doctoral Board/Committee, with a view to the defense taking place as soon as possible. The defence procedure includes:
- a 20-minute presentation of the dissertation (the research problem, research goals and procedure, findings and conclusions),
  - the supervisor’s assessment of the candidate’s work on the dissertation,
  - reading of the opponents’ reviews,
  - the candidate's comments on the opponents’ reviews,
  - questions and discussion.
- (6) The “minor” defence is minuted; the minutes shall be the responsibility of the candidate's supervisor or an employee assigned by the supervisor. Should the opponents’ reviews and comments of participants in the defense suggest that the thesis does not satisfactorily meet dissertation requirements common in the given field, the minutes must contain an explicit conclusion as to whether the candidate has been recommended:
- to make partial changes/additions (incl. specification of the type of changes to be made),
  - to rewrite the dissertation (incl. explanation of the main reasons).
- (7) Conclusions of the “minor” defense are to be considered as recommendations by the student. Should the candidate intend to make additions to or rewrite the dissertation presented, he/she needs to ensure that the work will have been completed prior to the final submission deadline for dissertation defense (see Article 13 (2) of this Directive).

### Article 13

#### **Dissertation Defense**

- (1) Terms and conditions governing the submission of the defense application and the procedure of the defence are set out in Article 33 of the SER.
- (2) The candidate submits their defense application to the Dean via the IS MU, prior to the deadline specified in the official Academic Year Schedule (Article 33 (2) SER).
- (3) If the student does apply to the dissertation defense in the 8th semester at the latest by the date stipulated in the Academic Year Schedule, their DDP scholarship (amount of difference paid) is decreased in compliance with the FEA Instructions (Rules for Awarding Scholarships in the Full-time Doctoral Degree Programme).
- (4) The defense application includes (in accordance with Article 33 (2) of the SER):
- 4 hardbound printed copies of the dissertation (in compliance with the Requirements regarding the Length, Structure and Format of the Dissertation Proposal, Dissertation, and the Dissertation Executive Summary<sup>16</sup>) and previous uploading of the dissertation in the electronic archive of theses in the IS MU (Article 31 (4) SER),
  - the dissertation abstract,
  - 10 copies of the dissertation executive summary written in accordance with the Requirements on the Length, Structure and Format of the Dissertation Executive Summary stipulated in the respective Directive<sup>17</sup>,

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<sup>16</sup> Requirements regarding the length and formal requisites of a dissertation are prescribed in the FEA’s Directive on the Requirements regarding the Length, Structure, and format of a Dissertation Proposal, Dissertation, and Dissertation Executive Summary.

<sup>17</sup> Requirements regarding the length and formal requisites of a dissertation are prescribed in the FEA’s Directive on the Requirements regarding the Length, Structure, and format of a Dissertation Proposal, Dissertation, and Dissertation Executive Summary.

- a list of the candidate’s published works and works accepted for publication (those not written as part of the doctoral degree programme must be properly marked), and a comprehensive overview of publications and research activities prepared according to Appendix No. 3 (An Overview of the DDP Student’s Research and Scientific Activities) of this Directive,
  - a professional CV.
- (5) Based on the Doctoral Board/Committee’s proposal, the Dean shall appoint at least two dissertation opponents, at least one of whom is not a MU employee (SER, Article 33 (5)). The opponents may (but do not have to) be identical with opponents appointed for the “minor” defence. Both opponents must hold an academic degree of Associate Professor (“docent”) or Professor. Should the Doctoral Board/Committee find out that in the given field no potential opponent is available with these qualifications due to the fact that the dissertation topic is too specific, the Dean may grant an exception based on the Doctoral Board’s/Committee’s proposal and appoint instead a renowned expert without the required qualification, but at least with the degree of PhD., CSc., DrSc., nebo Dr. or their equivalents.
- (6) The defense is held before the Dissertation Defense Committee. Defense committees are subject to provisions in Article 34 SER.
- (7) The date of the dissertation defense is proposed by the Doctoral Board/Committee and is set by the Dean (Article 33 (3) SER). The dissertation defense shall take place within one year of the date of application, unless prevented by serious reasons that the student must be notified of, and prior to the end of the maximum length of studies at the latest (Article 33 (4) SER).
- (8) The defense is held in the language of the respective doctoral programme, or in the language specified for this purpose in the description of the programme. In case of a Czech Doctoral Degree Programme, the dissertation defense may be held in Czech or Slovak. With the consent of the student, or at his/her own request, the Doctoral Board may decide to hold the defense in another language that is typically used in the particular field (Article 33 (7) SER).
- (9) The defense procedure includes:
- introduction of the student,
  - a 20-minute presentation of the content of the dissertation (presentation of the research problem, research goals and procedure, findings, conclusions, and contribution),
  - presentation of the supervisor’s assessment,
  - presentation of opponents’ reviews,
  - a debate on the dissertation, in which the student responds to the opponents’ reviews and to questions asked by the opponents and the committee members,
  - a closed session of the defense committee,
  - announcement of the dissertation defense result.

## **Part Five**

### **Rights and Obligations of the Supervisor and Consultant**

#### Article 14

#### **Supervisor’s Rights and Obligations**

- (1) The supervisor may supervise the maximum of 6 doctoral students. Exceptions are subject to the approval of the Dean.

(2) The supervisor is obliged to:

- a. Draw up the student's ISP in collaboration with the DDP student at the beginning of their first semester of studies, approve it or update it in the appropriate IS MU application by the date stipulated in the Schedule of Meeting the ISP objectives.
- b. Approve and/or update in the IS MU a term content of the ISP, proposed by the student, for each semester of doctoral studies by the date stipulated in the Schedule of Meeting the ISP objectives.
- c. Guide and supervise the student in accordance with their ISP, and provide advice on scientific problems related to their dissertation.
- d. Develop the student's creative skills, provide advice on publications in progress, and steer the student's publication activity with a view to achieving desirable quantity and quality.
- e. Ensure the student's adequate involvement in research and teaching activities.
- f. Regularly check how the student meets their study and research obligations; write evaluation of the student on a semestrial basis and comment on how the student meets the ISP requirements, before and upload the evaluation in the IS MU by the date stipulated in the Schedule of Meeting ISp Objectives at the latest.
- g. Attend the student's presentation at a research seminar held by the supervising department, take part in their DSE, "minor" defence, and dissertation defense.
- h. Cooperate with the Chair of the Doctoral Board/Committee and the authorized coordinator of the respective department.
- i. Provide relevant statements when dealing with the student's requests and at the submission of a dissertation for defense.
- j. Confirm in writing his/her approval for the student's application for the "minor" defense and ensure that the originality of submitted text has been checked via the appropriate IS MU application.
- k. Should the supervisor conclude that the student's progress considerably lags behind the schedule of their studies, that the student fails to satisfactorily meet the ISP objectives and resulting obligations, or that the student has considerably deviated from the approved dissertation topic, the supervisor is required to notify the student and together agree on a way to remedy the situation or deal with the problem.
- l. Should the problem persist despite the fact that the student has been made aware by the supervisor of failing to meet their study, research, and other obligations, and despite a remedy to the situation has been agreed on, the supervisor is obliged to take account of this fact in the student semestrial evaluation; should the extent of the student's failure to meet the study, research, and other obligations be found alarming, the supervisor shall inform the Chair of the Doctoral Board/Committee who, in compliance with Article 30 (7) SER, proposes to the Dean withdrawal of the student's scholarship awarded pursuant to Scholarship Rules MU or termination of studies pursuant to Article 30 (8) of the SER.
- m. Duly inform the Chair of the Doctoral Board/Committee of any circumstances that might impede his/her role as a supervisor so as to ensure that the supervised student's degree programme runs properly.

(3) The supervisor has a right to:

- a. Engage the supervised DDP students in his/her own research projects and assign them partial research duties.
- b. Authorize a supervised full-time doctoral student to correct undergraduate seminar assignments and to teach in the supervisor's courses, upon agreement with the Head of the supervising department and in an extent

corresponding to the maximum value of 8 credits per semester and 25 credits per the entire study period.

- c. Resign as a supervisor if in the course of the degree programme such circumstances arise that prevent the supervisor from properly supervising the student; the resignation shall be sent in writing to the Dean, to the Chair of the Doctoral Board, and to the student (Article 28 (5) SER),

#### Article 15

### Consultant's Rights and Obligations

(1) If the dissertation topic requires specific supervision or expert consulting, a consultant may be appointed to guarantee (along with the supervisor) an agreed-upon part of the student's research training. Typically, the consultant is a specialist in the given field, with a minimum degree of PhD., CSc., DrSc., or Dr., or their equivalents. The consultant is appointed by the Dean upon the proposal of the Chair of the Doctoral Board.

(2) The consultant is obliged to:

- a. Guide and supervise the student in accordance with their ISP, and provide advice on specialist problems related to their dissertation.
- b. Develop the student's creative skills, provide advice on publications in progress, and steer the student's publication activity with a view to achieving desirable quantity and quality.
- c. Cooperate with the student's supervisor.

#### Part Six

### Obligations of the Doctoral Board/Committee and of Guarantors of Courses

#### Article 16

### Obligations of the Doctoral Board/Committee

(1) DDP studies are monitored and evaluated by the Doctoral Board (Section 47 (6) of the Act) appointed in compliance with the MU internal regulation Approval, Management, and Evaluation of Quality of Study Programmes at Masaryk University. The Doctoral Board is led and chaired by the guarantor of the programme appointed by the Dean of the Faculty and approved by the Scientific Board of the Faculty. The guarantor of the programme is responsible for the concept, development, and quality of the realization and content of the DDP field of study. The Dean may, upon the proposal of the Doctoral Board, establish Doctoral Committees for individual fields of study (Article 27 (2) SER)<sup>18</sup>.

(2) If the supervisor informs that study, research, and other obligations arising from the ISP are not being met on the part of the student, the Doctoral Board/Committee is obliged to discuss the problem. Should the Doctoral Board/Committee conclude that the ISP objectives are not satisfactorily met, the Board may propose to the Dean withdrawal of the Student's scholarship pursuant to Article 30 (7) SER.

(3) If the Doctoral Board concludes, from the evaluation of the studies, that meeting the ISP objectives is severely breached, the Board shall discuss the current state of ISP fulfilment in the presence of the student and the supervisor. The student is entitled

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<sup>18</sup> At the Faculty of Economics and Administration, in study programme Economic Policy and Management, Doctoral committees were established for field of study Economic Policy and Public Economy, see Part One of this Directive.

to request presence of an expert, who shall be appointed by the Vice Rector in charge of DDP studies. The hearing may be attended by the Dean or authorized Vice Dean of the respective faculty, and its outcome is recorded via a IS MU application. If the Doctoral Board has concluded that obligations arising from the ISP have not been met, the Board is entitled to submit a termination proposal to the Dean (Article 30 (8) SER).

- (4) The Doctoral Board/Committee shall meet if necessary, at least once a year.
- (5) In particular, the Doctoral Board:
  - a. sets detailed requirements for full-time and part-time studies in the doctoral degree programme and its fields of study,
  - b. assesses the compliance of students' ISPs with the description of the doctoral degree programme,
  - c. discusses and evaluates, at least once a year, the progress of studies of each student, the outcome of which is minuted and entered in the documentation in the IS MU,
  - d. approves intended research focus of dissertations for the upcoming admission process to DDP,
  - e. discusses the content of lecture-based courses and seminars and how their running will be ensured,
  - f. deals with pending students' requests,
  - g. deals with other matters listed in Article 27 (6) SER.
- (6) In particular, the Doctoral Committee:
  - a. assesses the compliance of students' ISPs with the description of the DDP,
  - b. discusses and evaluates, at least once a year, the progress of studies of each student, the outcome of which is minuted and entered in the documentation in the IS MU,
  - c. discusses the content of lecture-based courses and seminars, and how their running will be ensured,
  - d. deals with pending students' requests,
  - e. deals with other matters assigned to it by the Dean, upon the proposal of the Doctoral Board, pursuant to Article 27 (6) of the SER.
- (7) Doctoral Board/Committee meetings are minuted; the minutes shall be submitted to the IS MU document server within 14 days of the meeting. Submission of the minutes is the responsibility of the Chair of the Doctoral Board/Committee.
- (8) An approved overall study plan ISP is confirmed by the Chair of the Doctoral Board/Committee in the appropriate IS MU application in the first year of the respective student's studies at the latest.
- (9) The statement of the Doctoral Board/Committee on the semestral student evaluation and annual fulfilment of their ISP shall be submitted by the Chair of the Doctoral Board/Committee in the IS MU application within 14 days of the Board/Committee meeting. The Secretary of the Doctoral Board is required to inform the authorized coordinator of the relevant department about the approved dissertation topics that are to be listed as part of the DDP admission process held at the end of a spring semester (with students enrolling in the autumn semester of the following academic year); the deadline is 15 January of the given year.
- (10) The Secretary of the Doctoral Board is required to inform the authorized coordinator of the relevant department about the approved dissertation topics that are to be listed as part of the DDP admission process at the end of the autumn semester (with the students enrolling in the spring semester of the same academic year); the deadline is 31 July of the given year.

- (11) If the Doctoral Board intends to make changes, effective as of the following academic year, in the set of courses offered to students (incl. the number of on-site lessons, credit value, completion requirements, assigned teachers etc.) that need to be reflected in the Course Catalogue (Article 4 (1) SER), the Chair of the Doctoral Board/Committee shall submit the respective information to the authorized coordinator of the relevant department no later than on 30 April of the given year.
- (12) The Chair of the Doctoral Board/Committee appoints a Secretary of the Doctoral Board/Committee to assist in dealing with organizational and administrative matters related to the activities of the Doctoral Board/Committee. The Secretary:
- a. organizes, in cooperation with the Chair of the Doctoral Board/Committee, activities of the Doctoral Board/Committee, in particular
    - organizes the Board/Committee meetings,
    - prepares material for the Board/Committee meetings,
    - takes the minutes of the meetings,
    - organizes and administers the electronic voting of the Board/Committee members,
    - keeps all necessary records,
  - b. following instructions of the Chair of the Doctoral Board/Committee and in cooperation with the OARD:
    - assists in the administration of DDP admissions,
    - assists in administration of Individual Study Plans and evaluations of students,
    - assists in administration of the DSE and dissertation defenses,
  - c. administers the departmental website of the respective doctoral field of study and ensures publication of information relevant to the students of the given field or programme respectively,
  - d. assists in preparation of accreditation materials for the respective field of study,
  - e. carries out other tasks and duties assigned by the Chair of the Doctoral Board/Committee.

#### Article 17

#### **Obligations of the Course Guarantor**

- (1) A guarantor is appointed by the Chair of the Doctoral Board/Committee for each course in the programme. The course guarantor is responsible for:
- a. the content of the course, its relevance and professional standard
  - b. publishing and updating course-related information in the IS MU
  - c. selecting the teacher(s) for the course
  - d. educational quality of the course
  - e. making arrangements with the teacher(s) regarding course dates.
- (2) If the guarantor intends to make changes, effective as of the following academic year, in the content and organization of the course that need to be reflected in the Course Catalogue (i.e. changes in the course description, including annotation detailing skills and knowledge the students should master/develop, content and formal requirements for completing the course - see Article 4 (1) SER), the guarantor shall submit the relevant information to the Chair of the Doctoral Board/Committee and the authorized coordinator of the relevant department no later than on 31 May of the given year.

## **Part Seven**

### **DDP Student Performance Evaluation and Monitoring**

#### **Article 18**

##### **Monitoring of Fulfilment of the Individual Study Plan**

- (1) The supervisor and the Doctoral Board/Committee perform regular monitoring and assessment of the student's academic performance.
- (2) The supervisor is required to regularly check the student's performance as regards their study, research, teaching, and other obligations; this entails writing a semestral evaluation of the student, based on the material provided by the student, and fulfilment of their ISP (pursuant to Article 30 SER), and submitting the evaluation electronically in the IS MU application (see Article 14 (2) of this Directive) prior to the the deadline specified in the Schedule of Meeting ISP Objectives. At the request of the Doctoral Board, the supervisor shall also submit detail information to supplement the student evaluation (Article 27 (6) (h) SER).
- (3) Should the ISP objectives be not met satisfactorily, the supervisor may prompt the Doctoral Board to propose withdrawal of scholarship awarded in compliance with the Scholarship Rules of Masaryk University (Article 30 (7) SER).
- (4) If it has been found out that fulfilment of the ISP objectives is severely breached, the Doctoral Board shall discuss, on their own initiative or upon the supervisor's proposal, the current state of ISP fulfilment in the presence of the student and the supervisor. The student is entitled to request presence of an expert, who shall be appointed by the Vice Rector in charge of DDP studies. The hearing may be attended by the Dean or an authorized Vice Dean of the respective faculty, and its outcome is recorded via a IS MU application. If the outcome is that obligations arising from the ISP have not been met, the Doctoral Board is entitled to submit a termination proposal to the Dean (Article 30 (8) SER).
- (5) Each student's academic performance is discussed and evaluated by the Doctoral Board/Committee at least once a year. The outcome of the discussion is minuted and the record is a required part of the documentation in the IS MU(Article 27 (6) (g) SER). the evaluation is uploaded by the chair of the Doctoral Board/Committee in the relevant IS MU application.

#### **Article 19**

##### **Monitoring of Meeting Requirements of Courses Led and Evaluated by the Supervisor**

- (1) Meeting requirements of courses led and evaluated by the supervisor is regularly monitored by the Doctoral Board/Committee based on the outputs from these courses submitted in the IS MU via the application "Homework Vault". The Board/Committee applies this type of monitoring to the following courses: Study of Literature, Presentation at a Research Seminar, Preparation of Dissertation, and Internship.

## **Part Eight**

### **Organization of courses in DDP**

## Article 20

### Course Organization

- (1) Organization of the fundamental common courses is the responsibility of the authorized coordinator of the relevant department. The guarantor of the respective course(s) is obliged to notify the coordinator of the relevant department teaching dates no later than 5 weeks prior to the publication of the course schedule .
- (2) Organization of compulsory courses is the responsibility of the Head of the supervising department upon agreement with the guarantor of the respective course.
- (3) Organization of compulsory optional and optional courses is the responsibility of guarantors of individual courses. Technical assistance is provided by the authorized coordinator of the relevant department.
- (4) Organization of the Research Seminar (see course Presentation at a Research Seminar) is the responsibility of the Head of the supervising department.

## Article 21

### Organization of the Doctoral State Examination

After the student submits the DSE application:

- (1) The Chair of the Doctoral Board/Committee shall propose a date of the DSE and nominate the members of the examination committee so that the DSE can take place no later than one year after the date of application (Article 32 (3) SER).
- (2) The Secretary of the Doctoral Board/Committee shall contact the nominated members of the examination committee in order to discuss their participation on the specified date. Upon their agreement, the Secretary shall email the committee members and confirm the date of the DSE.
- (3) No later than a month before the DSE, the Chair or the Secretary of the Doctoral Board/Committee shall inform the authorized coordinator of the relevant department of the date of the doctoral state examination.
- (4) No later than 3 weeks prior to the DSE, the coordinator of the relevant department shall publish the announcement and send the committee members invitations and relevant materials.
- (5) The authorized coordinator of the relevant department shall procure required technical equipment and prepare relevant written materials for the day of the DSE.
- (6) The course of the DSE shall be minuted. Duly written and signed minutes of the DSE shall be submitted to the authorized coordinator of the relevant department by the Chair/Secretary of the DSE Committee within 3 working days of the examination.

## Article 22

### Organization of the „Minor“ Defense

- (1) Organization of the "minor" defense is the responsibility of the Head of the supervising department or an employee authorized by the Head.
- (2) A written record of the "minor" defense and opponents' reviews shall be submitted to the relevant department within 7 working days of the defense. The submission is the

responsibility of the Head of the supervising department, or an employee authorized by the Head, who shall also hand the record to the student.

## Article 23

### **Organization of the Dissertation Defense**

After the student submits the defence application:

- (1) The Chair of the Doctoral Board/Committee shall propose a date of the defense so that it can take place no later than one year after the date of application (Article 33 (4) SER).
- (2) No later than 2 months prior to the planned dissertation defense, the Chair or the Secretary of the Doctoral Board/Committee shall provide the authorized coordinator of the relevant department with the list of opponents approved by the Doctoral Board/Committee.
- (3) Within 7 days of the announcement of the opponents' names, the authorized coordinator of the relevant department shall send the opponents their letters of appointment alongside the dissertations and a request for writing reviews.
- (4) The Secretary of the Doctoral Board/Committee shall contact the examination nominees in order to discuss their participation in the committee on the given date. Upon their agreement, the Secretary shall e-mail the committee members to confirm the date of the DSE.
- (5) No later than a month prior to the defense, the Chair or the Secretary of the Doctoral Board/Committee shall inform the authorized coordinator of the relevant department of the agreed date of the dissertation defense and provide a list of members of the examination committee.
- (6) No later than 3 weeks prior to the defense, the authorized coordinator of the relevant department shall send the committee members and the opponents their invitations, and publish the information about the upcoming dissertation defense.
- (7) The authorized coordinator of the relevant department shall procure required technical equipment and prepare relevant written materials for the day of the DSE.
- (8) The course of the dissertation defense shall be minuted. Duly written and signed minutes of the dissertation defense shall be submitted to the authorized coordinator of the relevant department by the Chair/Secretary of the Dissertation Defense Committee within 3 working days of the dissertation defense.

## I. Article 24

### **II. Interim Provisions**

- (1) This Directive shall come into effect on the day of its publication except for:
  - a. provisions of Article 6 (1.1) (d) second bullet points, which shall only apply to studies commenced after the Directive has come into force.

## Article 25

### **Final and Abrogation Provisions**

- (1) This Directive revokes the Directive of the Dean No. 4/2014 on Studies in Doctoral Degree Programmes and their Organization.
- (2) This Directive is based on the currently applicable SER.
- (3) This Directive is part of Methodology Management „Organisation and Management of Doctoral Degree Studies“.

- (4) This Directive shall apply to all doctoral degree programme students at the FEA.
- (5) I hereby authorize the Vice Dean for Science, Research, Quality, and Academic Qualifications to inspect compliance with and implementation of this Directive, and to update the document if necessary.
- (6) I also authorize the Vice Dean for Science, Research, Quality, and Academic Qualifications to provide interpretation of individual provisions of this Directive.
- (7) This Directive shall become valid on the day of its publication.
- (8) This Directive shall come into effect on the day of its publication.

In Brno, on 11 September 2018

prof. Ing. Antonín Slaný, CSc. in his own hand  
Dean

**Appendices:**

č. 1 - A Sample Study Plan.

č. 2 - A Schedule of Meeting the Individual Study Plan Objectives.

č. 3 - An Overview of the DDP Student's Research and Scientific Activities.



Appendix No. 1 **A Sample Study Plan<sup>a</sup>**:  
pursuant to Article 6(1.1)

Semester	Course
1st semester	Econometrics <sup>b</sup>
	Methodology 1
	Study of Literature <sup>c</sup>
	Selected compulsory optional and optional courses (see the following table)
2nd semester	Methodology 2
	1–2 compulsory courses (see the following table) <sup>d</sup>
	Study of Literature
	Academic and professional English competences (English language) <sup>e</sup>
3rd semester	Selected compulsory optional and optional courses (see the following table)
	<b>Research Workshop<sup>f</sup></b>
4th semester	Preparation of the Dissertation <sup>g</sup>
	Preparation of the Dissertation
5th semester	<b>Doctoral State Examination<sup>19</sup></b>
	Preparation of the Dissertation
	<b>Internship abroad<sup>20</sup> or its equivalent<sup>21</sup></b>
6th semester	Preparation of the Dissertation
7th semester	Preparation of the Dissertation
	<b>“Minor” defense (internal dissertation defence)<sup>22</sup></b>
8th semester	Preparation of the Dissertation
	<b>Dissertation Defense<sup>23</sup></b>

Presentation at a research seminar, “minor” defense, and the dissertation defense represent the key control points of the Doctoral Degree Studies.

Compulsory, compulsory optional, and optional DDP courses (for concrete specification for the particular academic year for individual fields of study see the Course Catalogue published on the Faculty’s website):

<sup>19</sup> Details in Part Three of this directive.

<sup>20</sup> The student is required to enter the internship in the appropriate IS MU application.

<sup>21</sup> Details in Article 6 (1.1) (d) second bullet point

<sup>22</sup> Details in Article 12 of this Directive.

<sup>23</sup> Details in Article 13 of this Directive.

Semester	Course
Autumn	<b>Compulsory optional</b>
	Internship <sup>24h</sup>
	Teaching Assistance <sup>i</sup>
	<b>Optional</b>
	Academic skills in English 1
Spring	<b>Compulsory<sup>j</sup></b>
	Asset pricing <sup>k</sup> (field of Finance)
	Economic Policy (field of Economic Policy)
	Econometrics 2 <sup>l</sup> (field of Economics)
	Theory of the Enterprise (field of Business Economy and Management)
	Public Economics <sup>m</sup> (field Public Economics)
	Elective course on dissertation topic <sup>n</sup> (field Public Economics)
	<b>Compulsory optional</b>
	Internship
	Teaching Assistance
	<b>Optional</b>
	Academic skills in English 2

Notes:

<sup>a</sup> The Sample Study Plan assumes that the student starts the DDP in the autumn semester. If the student enrolls in the DDP in the spring semester, the ISP must be prepared with regard to this fact. The offer of optional courses may be updated; changes shall be included in the Course Catalogue for the given academic year. The recommended semester of completing the study courses applies mainly to full-time students. Part-time students are required to go through the study part of the DDP by the end of the sixth semester of their studies at the latest (see Article 6 (1.1) (c) of this Directive).

<sup>b</sup> The course is taught in English.

<sup>c</sup> As part of the course Study of Literature, the student writes an analytical overview concerning the topic of their dissertation. The aim of the overview is to map, based on the study of international books and journals, the current state of research in the field that is the focus of the dissertation. If the student intends to publish the overview or to submit the dissertation in the form of a thematically relevant collection of published works (or works in print or otherwise accepted for publication), they prepare a review study. Completed texts are submitted using the "Homework Vault" application in the IS MU. 6 credits are awarded for a text of appropriate quality and of a minimum length of 20 standard pages.

Students take the Study of Literature course twice – in the first and in the second semester (if they pass the course). The course must be passed twice.

<sup>d</sup> See the Course Catalogue.

<sup>24</sup> The student is obliged to record the internship in the appropriate IS MU application.

<sup>e</sup> During their studies the student is required to demonstrate competence in English for academic and specific purposes. In accordance with Article 28 (3) of the SER, this competence is considered proven if one of the following conditions is met:

- a) the student completes two relevant semestrial courses; the language competence result is duly noted in the IS by an authorized employee of the department following student's successful completion of two semestrial courses in English – English for Academic and Specific Purposes Competence, variant A.
- b) the student obtains credits for writing a foreign-language paper for a journal or proceedings, and credits for giving a foreign-language lecture (including moderation of a follow-up discussion) at a qualified expert forum; the credits are awarded by an authorized evaluator (employee of the MU Language Centre) – English for Academic and Specific Purposes Competence, variant B.

<sup>f</sup> Research workshop means:

- a) A presentation at a seminar attended by employees of the supervising department and (possibly) guests, organized by the Head of the department in order to critically evaluate DDP students' research projects, or to critically evaluate a presented study relevant to the dissertation topic. The student's supervisor selects from the variants with regard to the specifics of the particular field of study and the focus of the dissertation. The second variant (presentation of a study) is expected especially if the student intends to submit the dissertation in the form of a thematically relevant collection of published works (or works in print or otherwise accepted for publication). The student is required to submit a dissertation research project/study relevant to the dissertation topic no later than 14 days prior to the research workshop, electronically and via the department secretary's office. At the same time, the student has to submit the respective text in the "Homework Vault" application in the IS MU. Should the presentation take place at a summer school, credits may only be awarded if the student does not obtain credits for the summer school within the course Internship.
- b) A presentation at an important and thematically relevant research conference or at a summer school. The text of the paper presented with a corresponding review written in connection with the publication of the paper in the conference proceedings (if available), must be submitted through the "Homework Vault" application in the IS MU. For the presentation at a summer school credits may only be awarded if the student does not receive credits for this summer school as part of the course Internship.

<sup>g</sup> Upon agreement with the supervisor, the student chooses the number of credits for the course Preparation of the Dissertation to be received in the individual semesters. The choice must be in line with the agreed-upon procedure of writing the dissertation. Between 5–30 credits may be received for this course in one semester. Meeting the requirements of the course Preparation of the Dissertation shall be assessed by the supervisor each semester in which the student enrolled in the course and awarded by credits (Article 30 (5) SER).

<sup>h</sup> An internship is a stay at a renowned university or research centre, the purpose of which is to extend the student's research and methodology skills and knowledge related to the dissertation topic; alternatively, internship may involve participation in a summer school. Taking an internship requires the consent of the supervisor. When approving the student's internship request, the supervisor assesses, above all, the specialization of the respective institution/summer school. The student shall submit a written application along with a plan/project (specifying planned activities and outputs)

approved by the supervisor to the authorized employee of the department. Within 14 days of completing the internship the student is required to write a report and submit it to the IS MU via the "Homework Vault" application. The credit value of the course Internship is determined by the supervisor, depending on the demands and length of the internship. The maximum credit value of an internship taken in the Czech Republic is 15 credits. The maximum credit value of an international internship is 25 credits. The course Internship may be taken repeatedly.

i The course Teaching Assistance entails the doctoral student's own teaching activity performed under the guidance of the supervisor. The extent of teaching and other teacher duties are determined by the supervisor (or by the Head of the supervising department with the supervisor's consent) in such a way that the teaching workload does not impede meeting the ISP objectives. The credit value of the course is determined by the Head of the supervising department based on the extent of teaching and other educational activities, applying the following rule:

<b>Activity</b>	<b>Number of credits</b>
Teaching 1 lesson a week	2 cr.
Supervising a Bachelor thesis	2 cr.
Supervising a Master thesis	3 cr.
Seminar assignments evaluation (12 hours of work)	1 cr.

j The discipline the course is part of is stated in brackets. Students may enrol courses compulsory for other field of study as compulsory optional.

k The course is taught in English.

l The course is taught in English.

m The course is taught in English.

n The course is taught in English.



Appendix No. 2 **Schedule of Meeting the Individual Study Plan Objectives**  
pursuant to Article 5

**Plan of entire studies**

Student's proposal	spring and autumn semesters	at the enrolment in the studies, in the first semester of studies at the latest
Approved by the Supervisor	spring and autumn semesters	after the final confirmation by the student, in the first semester of studies at the latest
Approved by the Doctoral Board/Committee	spring and autumn semesters	following the supervisor's approval, in the first year of studies at the latest

**Term contents**

Student's proposal	spring semester	1 January – 20 February
	autumn semester	1 June – 20 September
Approved by the Supervisor	spring semester	1 January – 28 February
	autumn semester	1 June – 30 September
Assessment of the student	spring semester	1 May – 31 August
	autumn semester	1 December – 31 January
Assessment by the Supervisor	spring semester	1 May – 15 September
	autumn semester	1 December – 15 February
Assessment by the Doctoral Board/Committee		at least once a year

Appendix No. 3      **An Overview of the DDP Student's Research and Scientific Activities**  
pursuant to Article 6 (1.2)

**Publication results**  
(include full citations and the number of respective results)

<b>A</b>	<b>Publications in scientific journals</b> (publications of type "J")	<b>Number</b>
A1	Publications in WoS (type J <sub>imp</sub> ) <i>(provide citations here)</i>	
A2	Publications in Scopus (type J <sub>sc</sub> )	
A3	Articles in a foreign peer-reviewed scientific journal (type J <sub>ost</sub> )	
	Articles in other peer-reviewed Czech/Slovak scientific journals (type J <sub>ost</sub> )	
<b>B</b>	<b>Chapters in scientific books</b> (publications of type "C")	
B1	Chapter in a peer-reviewed scientific book published abroad in a world language	
B2	Chapter in a peer-reviewed scientific book published in the Czech Republic/Slovakia in a world language	
B3	Chapter in a peer-reviewed scientific book published in the Czech Republic in Czech, or abroad in a non-world language	
<b>C</b>	<b>Original papers in conference proceedings</b> (publications of type "D")	
C1	Papers in international conference proceedings registered in ISI Proceedings and in Scopus	
C2	Papers in the proceedings of international conferences held abroad in a world language	
C3	Papers in the proceedings of international conferences held in the Czech Republic/Slovakia in a world language	
C4	Papers in conference proceedings in Czech/Slovak	
<b>D</b>	<b>Other publications</b>	

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**Participation in research projects**

From - to	Type of project (name, reg. number, main researcher)	Specification of the participation

**Research and Study Internships**

From - to	Place	Specification of the programme of the internship