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HR EXCELLENCE IN RESEARCH

DOCTORAL  
STUDIES  
AT FSPS MU

Handbook  
for Students

2022/2023



EUROPEAN UNION  
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Operational Programme Research,  
Development and Education



MINISTRY OF EDUCATION,  
YOUTH AND SPORTS



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# Foreword

Dear Colleagues,

We all play multiple roles in life and you have just added a new one to your portfolio, that of doctoral student. The scenario has been roughly outlined, you know what your research objective is and who is your supervisor. We have created this handbook to help you navigate the new environment, give you the “rules of the game” and some useful help.

Masaryk University is a research university. As an early career researcher, you are expected to be independent, hard-working, and highly creative. On the other hand, our institution will provide you with the means to succeed: laboratories, libraries, and electronic sources, as well as financial, spatial, and especially human resources in the form of colleagues at our university and – through international conferences and foreign internships – also contacts from all over the world. It is a huge opportunity for you to develop in the field of science and research, and at the same time it is a four-year commitment to study, measure, discuss, publish, and travel in pursuit of knowledge.

I wish you the best of luck on your doctoral studies journey and if you should lose your way for a moment, let us know, we are here for you.

Ing. Zuzana Sajdlová, Ph. D.

Vice-Dean for Science and Research at FSpS MU

## Doctoral Study Programme Kinanthropology/Sports Sciences

The Doctoral Study Programme in Kinanthropology is designed to prepare highly qualified experts in the field of kinanthropology, and is aimed at developing independent creative activity in the field of research and development in kinanthropology. The aim of the study is to deepen the theoretical knowledge acquired in successfully completed studies on the Master's Study Programme and to acquire skills suitable for scientific work in the field of kinanthropology, both independently and as part of one of the faculty's research teams.

# Glossary

## Supervisor

The Doctoral Study Programme takes place under the supervision of a supervisor. The supervisor methodically guides the student through the entire study, collaborates with them on developing a doctoral thesis, together with the student compiles their study plan, supports them in acquiring the necessary knowledge and skills, and introduces them to the rules of scientific work and publishing activities.

## Consultant

Complements the professional activity of the supervisor. In the case of an external supervisor (outside FSpS MU), the student is required to have a consultant at the faculty.

## Doctoral board

The doctoral board monitors, evaluates, and guarantees the high level of the Doctoral Study Programme. The chairperson of the doctoral board is the guarantor of the Doctoral Study Programme, who is responsible for the quality and content of the programme.

## Vice-Dean for Research, Development and Project Support

Coordinates the activities of the doctoral board and is responsible for the quality and implementation of the programme.

## Office for Research, Development and Project Support

The office for studies for doctoral students is the Office for Research, Development and Project Support, which covers all the administrative aspects of studies. If you have any questions or requests, contact the office in person or via e-mail at [phd@fsps.muni.cz](mailto:phd@fsps.muni.cz).

## IS

All study agendas are stored in the Masaryk University Information System <https://is.muni.cz/?lang=en>. Through the IS, you submit applications, enrol in subjects, complete an individual study plan, and report your publishing activities. You log into the system using your university identification number (UIN) and primary password, which you received when enrolling in the studies. If you have studied previously at MU or you work here, your original passwords remain valid.

An e-mail address in the form [uin@mail.muni.cz](mailto:uin@mail.muni.cz) is automatically created for you in the IS. All communications regarding studies must always take place exclusively from this official address; it is not possible to respond to e-mails from other addresses.

# ORGANISATION OF STUDIES

## HOW DO DOCTORAL STUDIES PROCEED AND WHAT OBLIGATIONS ARE INVOLVED?

- Fulfilment of the individual study plan,
- preparation of a doctoral thesis,
- completion of compulsory courses,
- completion of selective courses,
- publishing activities,
- participation in teaching in Bachelor's and Master's Study Programmes,
- completion of a foreign internship of a minimum duration of 1 month,
- passing the doctoral state examination,
- obtaining 240 credits for the entire studies,
- submission of a doctoral thesis.

## At the Beginning of Studies

With the delivery of the admission decision to the Doctoral Study Programme, you have the right to enrol in the studies and in the first semester. You become a student only after you have enrolled in the studies.

### ID CARD

The basic identification card at Masaryk University is the ISIC card (or the full-time/combined study student card). This card serves not only for identification, but also for:

- access to lecture rooms,
- access to the university's computer room, and to libraries and study rooms,
- offers the option to pay for copying and printing in the libraries and computer rooms,
- option to pay for meals in canteens.

If you have a card issued from previous studies at MU, you can order a revalidation sticker through the MU Shopping Centre.

In the case of a new card, you must first have your photo taken and purchase the selected type of card through the Shopping Centre. You can find more information about the card at:

<https://www.muni.cz/en/students/student-identity-cards>, and about having your photo taken at:

<https://it.muni.cz/en/services/photographing-for-id-cards>.

## UPDATING DATA IN THE IS

Check that your mailing address and contact phone number are up-to-date in the IS (Personal administration > Personal > Check and change personal data).

In order to receive a scholarship, you also need to enter a bank account maintained at a Czech bank (Scholarships > Setting the account number). Scholarships are only paid by bank transfer. We recommend entering a bank account even for combined students who do not receive a regular monthly scholarship. Even students in a combined study mode can receive various extraordinary scholarships.

# Progress of Studies

## ENROLMENT IN A SEMESTER

The application for enrolment in the next semester is submitted electronically before the beginning of each semester (except for the first semester).

**You will be entitled to enrol in the following semester if you meet the following conditions:**

- fulfilment of the credit obligation for the given semester, i.e. 20 credits in the current semester or 45 credits in two consecutive semesters,
- successful completion of all repeated courses in which you are enrolled in the current semester,
- not exceeding the maximum period of study in the Doctoral Study Programme (8 years),
- fulfilment of the individual study plan, i.e. the supervisor has given their electronic consent to proceed to the next semester.

## ENROLMENT IN COURSES

Enrolment in courses always takes place according to the schedule of the academic year from the date “start of course enrolment” to the date “end of course enrolment”. In the first and second semesters of studies, there are compulsory courses that you must complete.

## CLASSES

**Classes** of compulsory and selective courses take place in the form of **a group of seminars every Thursday**. You can find the timetable of classes in the IS – My Timetable.

For full-time students, class attendance is **compulsory**. At the beginning of the semester, combined students agree with the teacher on the conditions for completing a course.

## INDIVIDUAL STUDY PLAN/SEMESTER CONTENT

Studies in the Doctoral Study Programme are carried out according to an individual study plan (ISP). The plan is entered by the student in the IS: Student > Start/End of Semester > Doctoral Studies Individual Study Plan.

At the beginning of the studies, the student enters the **Individual Study Plan for their entire studies into the IS**. The student describes here in more detail the direction of their research, the research focus of their doctoral thesis, and the planned activities during their studies. The overall study plan must be entered in the IS and approved by the supervisor **no later than by the end of the second semester** of the given studies.

In addition to the overall study plan, the student fills in **semester content** at the beginning of each semester. Here, you describe in more detail what you will actually be doing (e.g. preparation of a doctoral thesis, publications/articles, participation in conferences, internship abroad). The ISP semester content proposed by you is then approved by the supervisor.

At the end of the semester, the student fills in feedback regarding their semester content, which is commented on by the supervisor and at least once a year by the doctoral board.

**Note!** There are **fixed deadlines** for filling in the semester content/feedback which must be observed! After or before these periods, the semester content/feedback cannot be edited. The specific dates can be found for each semester in the IS, in the application Doctoral Studies Individual Study Plan and its Evaluation.

**Unsatisfactory ISP fulfilment may result in the termination of studies.**

More information:

### ISP Students from 2nd semester

[https://is.muni.cz/do/fsps/23224503/43060378/predpisy/ISP\\_-\\_New\\_students\\_EN\\_update\\_2020.pdf](https://is.muni.cz/do/fsps/23224503/43060378/predpisy/ISP_-_New_students_EN_update_2020.pdf)

### ISP - New students

[https://is.muni.cz/do/fsps/23224503/43060378/predpisy/ISP\\_-\\_Students\\_from\\_2nd\\_semester\\_EN\\_update\\_2020.pdf](https://is.muni.cz/do/fsps/23224503/43060378/predpisy/ISP_-_Students_from_2nd_semester_EN_update_2020.pdf)

### ISP - how to handle it in IS

[https://is.muni.cz/do/fsps/23224503/43060378/predpisy/ISP\\_how\\_to\\_handle\\_it\\_in\\_IS\\_students.pdf](https://is.muni.cz/do/fsps/23224503/43060378/predpisy/ISP_how_to_handle_it_in_IS_students.pdf)

## DOCTORAL THESIS PREPARATION

You have applied to the Doctoral Study Programme with a specific doctoral thesis project on which you will be systematically working during your studies. Any modification of the title of the doctoral thesis is only possible on the basis of the student's request. Any change in the doctoral thesis research focus/topic must be made as soon as possible after the start of the studies, and the request must be approved by the Kinanthropology Doctoral Board. You must submit the request to change the title/topic of the doctoral thesis electronically via the IS MU > Student > During Studies > Document Office > Submit a New Application.

Work on the doctoral thesis project is connected to completion of the compulsory courses Doctoral Thesis Preparation 1 to 6. As part of **Doctoral Thesis Preparation 2 and 4, workshops** are held in which you present your doctoral thesis results so far. In Doctoral Thesis Preparation 2 this takes the form of a poster; in Doctoral Thesis Preparation 4, it is done in the form of an oral presentation with PowerPoint support. In the course **Doctoral Thesis Preparation 5**, the output is the **doctoral thesis proposal**; in **Doctoral Thesis Preparation 6**, the output is the **doctoral thesis** itself.

Evaluation of the Doctoral Thesis Preparation course is carried out by the supervisor (or consultant).

## RESEARCH ETHICS

If you are conducting research on people, you must obtain at least their informed consent in advance. Those instances in which you must obtain the approval of the MU Research Ethics Committee (REC) before starting experiments are described here:

<https://www.muni.cz/en/about-us/organizational-structure/boards-and-committees/research-ethics-committee/evaluation-request>

## INTERNSHIP ABROAD

As students of a Doctoral Study Programme, you have, according to Government Regulation No. 274/2016 Coll., on standards for accreditation in higher education, **an obligation during your studies to complete a foreign internship for a total duration of at least one month.** For combined students, an alternative is involvement in an international project, or another form of international cooperation. Fulfilment of the obligation to complete an internship is always assessed individually.

Choosing a foreign institution is done in cooperation with your supervisor, according to the focus of your doctoral thesis project. You can also choose from the offer of partner universities of the Faculty of Sports Studies, e.g. within the Erasmus+ programme. Funding for a stay abroad can be covered by a variety of scholarships or grant schemes.

Even during your stay abroad, you remain a FSpS student, i.e. you will continue to be paid a scholarship.

The foreign internship must be **registered in the IS**, and after returning from abroad you must submit an **Internship Report** to the officer for doctoral studies.

## PUBLISHING ACTIVITIES

Requirements for publishing activities set by the Kinanthropology Doctoral Board at the FSpS MU are defined on the website <https://www.fsp.s.muni.cz/en/study/doctoral-study-in-english/programmes>.

The publication shall correspond to the topic of the doctoral thesis, shall be entered in the IS MU in the Publications application, and marked for transfer to the RIV (the national Register of Information on Results, which is used by all research institutions in the Czech Republic and whose data is used for the national evaluation of science).

Only publications with an **affiliation** to FSpS MU are acceptable. This means that in your publication you will include next to your name: **Faculty of Sports Studies, Masaryk University, Brno, Czech Republic.** This rule must also be followed when studying and working at MU at the same time.

Your supervisor, the department secretary, or officer for doctoral studies at the Office for Research, Development and Project Support will advise you about reporting the publication in the IS.

## **COOPERATION IN THE CLASSROOM**

Full-time students of the Doctoral Study Programme are obliged to participate in teaching. Compulsory teaching is completed as part of the compulsory course Cooperation in the Classroom. Compulsory teaching includes regular semester and course teaching, teaching assistantship, and supervising and reviewing Bachelor's theses. This does not include any form of paid teaching.

You fill your pedagogical activity into a monthly report, which is confirmed by the supervisor (or consultant, if appointed) and the guarantors of the taught courses. You then submit the report to the officer for doctoral studies at the Office for Research, Development and Project Support at the end of the given month in which you participated in teaching.

## **INTERRUPTION OF STUDIES**

In the event that you find yourself in an unexpected, life-changing situation, you have the option of interrupting your studies.

You can only interrupt your studies if you meet the conditions for enrolment in the following semester, and at the earliest after the successful completion of the first semester.

It is possible to interrupt your studies on the basis of an application to interrupt your studies, which you submit through Document Office in the IS: IS MU > Student > During Studies > Document Office > Submit a New Application. Submit your application through the Office for Research, Development and Project Support, not through the Office for Studies. The supervisor comments on the application and the Dean of the Faculty decides whether to approve the request or not.

Studies are interrupted for the duration of entire semesters, and the total duration of the interruption may not exceed the standard period of studies.

# End of studies

## DOCTORAL STATE EXAMINATION

The Doctoral State Examination includes an examination of the knowledge of the broad issues of kinanthropology and the general and special methodology of scientific research in kinanthropology. At the same time, knowledge from interdisciplinary fields such as anthropometrics, biomechanics, physiology, sports medicine, sports psychology, philosophy, sociology, and pedagogy is also tested.

The application for the Doctoral State Examination is submitted electronically via the IS MU > Student > During Studies > Document Office > Submit a New Application. The application is submitted through the Office for Research, Development and Project Support. The doctoral thesis proposal, a professional CV, and a list of the applicant's published works and works accepted for publication must be attached to the application. The application deadlines are 30 April of the given academic year for the spring semester, and 31 October of the given academic year for the autumn semester.

Before submitting an application for the Doctoral State Examination, the following conditions must be met:

- Doctoral Thesis Preparation 5 has been enrolled on no later than in the semester in which the student submits an application for the Doctoral State Examination,
- compulsory courses have been completed (except for Doctoral Thesis Preparation 6 and publication),
- at least 3 selective courses have been completed.

## DOCTORAL THESIS DEFENSE

The student submits their doctoral thesis before the maximum period of study has expired. It must include original and published outputs, or outputs accepted for publication. A set of works on the given topic already published or accepted for print publication, or other type of publication, for which the student provides a comprehensive introduction to the issue and a commentary, can also be recognised as a doctoral thesis.

The work can be written in the Czech, Slovak, or English languages.

The application for the defense is submitted electronically via the IS MU > Student > During Studies > Document Office > Submit a New Application. The application is submitted through the Office for Research, Development and Project Support. An abstract of the doctoral thesis, a professional CV, a list of the applicant's published works and works accepted for publication, and the opinion of the supervisor must be attached to the application. You then upload the doctoral thesis in the Thesis Archive in the IS. The application deadlines are 30 April of the given academic year for the spring semester, and 31 October of the given academic year for the autumn semester.

Conditions for submitting an application for the doctoral thesis defense:

- completion of all compulsory and at least 3 selective courses,
  - obtaining 240 credits for the entire studies,
  - having previously successfully passed the doctoral state examination or the simultaneous submission of the application for the Doctoral State Examination.
- The doctoral board recommends first passing the Doctoral State Examination and only then registering for the defense.

## Useful links:

— Doctoral studies | Faculty of Sports Studies, Masaryk University  
| MUNI SPORT

<https://www.fsps.muni.cz/en/study/doctoral-study-in-english/programmes>

— Doctoral studies | Employee Portal

<https://portal.muni.cz/en/research/doctoral-studies>

— Principles and recommendations for effective and high-quality doctoral studies at MU

[https://is.muni.cz/do/fsps/23224503/43060378/predpisy/EN\\_ML\\_1-21\\_Zasady\\_a\\_doporuceni\\_pro\\_efektivni\\_a\\_kvalitni\\_doktorske\\_studium.pdf](https://is.muni.cz/do/fsps/23224503/43060378/predpisy/EN_ML_1-21_Zasady_a_doporuceni_pro_efektivni_a_kvalitni_doktorske_studium.pdf)

— MU Study and Examination Regulations

<https://www.muni.cz/en/about-us/official-notice-board/mu-study-and-examination-regulations>

## Contact details



<https://is.muni.cz/go/mf6d3u>



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