

Directive of the Faculty of Law, Masaryk University No. 2/2021

On study in doctoral study programmes

in the wording effective from 1st September 2021

In accordance with § 28 section 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 (the "Higher Education Act"), I hereby issue this Directive:

Article 1

General provisions

This Directive implements the provisions of Part Four of the Study and Examination Regulations of Masaryk University (hereinafter referred to as "SER") and establishes certain conditions for the organisation of studies in doctoral study programmes at the Faculty of Law of Masaryk University (hereinafter referred to as the "Faculty").

Article 2

Appointment and dismissal of the supervisor

- (1) Supervisors are appointed by the dean from among professors and associate professors on the proposal of the Doctoral Board or by his or her own decision after consultation with the chair of the Doctoral Board. This appointment does not require the approval of the Faculty's Scientific Board.
- (2) In a justified case, the Dean may, after approval by the Faculty's Scientific Board, appoint an academic staff member or other expert who does not hold the title of professor or associate professor, but at least with the title of Ph.D., CSc. or Dr., or an equivalent title as a supervisor for a specific student and a specific research focus of the doctoral thesis.
- (3) The student's supervisor shall be determined by the Doctoral Board (or the Doctoral Committee, if one is established and the relevant authority has been delegated to it), taking into account the information identified by the Admissions Committee about the applicant's preference, if any, expressed during the admissions procedure.
- (4) In appointing supervisors and designating a supervisor for a student according to the preceding paragraphs, the Dean, the Doctoral Board and the Doctoral Committee respect the limitation on the maximum number of students concurrently supervised by one supervisor: for supervisors from the ranks of professors and associate professors the number of 5 students, for other supervisors 1 student.
- (5) A supervisor is dismissed by the Dean on the proposal of the Doctoral Board or by his/her own decision after consultation with the chair of the Doctoral Board. The dismissal of a supervisor does not require the approval of the Faculty's Scientific Board.

Article 3

Consultant

- (1) In justified cases, the Vice-Dean may assign a consultant to a student on the proposal of the Doctoral Board (Doctoral Committee) if this is necessary and expedient for the successful course of his/her studies. The proposal to assign a consultant shall include a detailed justification. The duties of the supervisor remain unaffected by the appointment of the consultant.
- (2) Unless otherwise specified in the appointment of the consultant, the consultant's responsibilities include in particular the long-term and planned provision of professional consultation and feedback to the student, as well as methodological guidance in cooperation with the supervisor. The student regularly informs the supervisor and, on request, the Doctoral Board (Doctoral Committee) about the course and outcomes of the student's cooperation with the consultant.
- (3) A consultant may be dismissed by the Vice-Dean on the proposal of the Doctoral Board (Doctoral Committee).

Article 4

Consultation group

- (1) During the first year of study, each student is assigned a three-member Consultation Group by the Doctoral Board (Doctoral Committee) on the proposal of the supervisor, of which the supervisor is always a member; at least one of the members of the consultation group is usually external. If a student is assigned a consultant, he/she is a member of the Consultation Group. Unless a Consultation Group is designated and unless otherwise determined by the Doctoral Board (Doctoral Committee), the function of the Consultation Group is performed by the Doctoral Board (Doctoral Committee).
- (2) The Consultation Group is involved in the ongoing provision of feedback to the student, particularly in monitoring the achievement of milestones according to the individual study plan.

Article 5

Individual study plans

- (1) The individual study plan for the entire study and its modifications are created jointly by the student and the supervisor. After consultation with the supervisor, the student enters the draft of the individual study plan into the relevant application of the information system by 20 February of the first year of study. The supervisor confirms its wording by 28 February of the first year of study. The Doctoral Board (Doctoral Committee) will discuss and, if in agreement, approve the individual study plan by 30 April of the first year of study. The Doctoral Board of a study programme conducted in a foreign language may set other deadlines for fulfilling the obligations under this paragraph.
- (2) When drawing up an individual study plan, the compulsory subjects of the study programme are respected, as well as other principles approved by the Doctoral Board. Unless the Doctoral Board decides otherwise, the individual study plan contains at least one mandatory milestone related to the preparation of the doctoral, to be completed by the end of the fourth semester of study at the latest,

and the completion of which is associated with a peer-reviewed presentation of the progress of the doctoral preparation to date.

Article 6

Research focus of the doctoral thesis and the title of the doctoral thesis

- (1) The title of the doctoral thesis under which the doctoral thesis is submitted to the thesis archive in the information system must not deviate thematically from the approved research focus of the doctoral thesis as stated in the individual study plan.
- (2) No later than the end of the sixth semester of study, the student shall notify the relevant faculty department of the title of the doctoral under which the thesis archive will subsequently be established. If the title of the doctoral thesis coincides with the research focus stated in the individual study plan, the doctoral archive is established without further action. If the title of the doctoral thesis deviates in its content from the research focus, it is a change in the research focus; in such a case, the approval of the Doctoral Board is also required for the establishment of the archive.

Article 7

The doctoral thesis requirements, language of the doctoral state exam and the doctoral thesis defence

- (1) A doctoral thesis in a doctoral study programme conducted in Czech language may also be submitted in Slovak or English languages. The doctoral thesis may be submitted in another language with the approval of the Doctoral Board.
- (2) Unless otherwise specified by the Doctoral Board, the content and formal requirements for the doctoral thesis, the abstract of the doctoral, the doctoral thesis proposal (if required), and the requirements for the publication of the original results contained in the doctoral are governed by the arrangements set out in Annex No. 1 to this Directive.

Article 8

Development of students' pedagogical competences

- (1) As part of the development of their pedagogical competences, students are involved in fulfilling the faculty's pedagogical tasks in cooperation with a supervisor or other mentor from among the academic staff. Its content is determined in consultation with the student by the supervisor or a person authorised by the supervisor in accordance with the content of the relevant courses in which the study obligations are fulfilled.
- (2) When determining the obligations within the framework of the development of pedagogical competences, the supervisor respects the limit of direct teaching in the range of 25 teaching blocks (100 min) for the entire period of study. Involvement in direct teaching beyond the limit of 50 teaching blocks is possible only within the framework of an employment relationship with the consent of the faculty management.
- (3) Activities carried out in the performance of the faculty's teaching tasks are recorded by the student in the relevant electronic overview, if applicable in the study programme.

Article 9

Final and temporary provisions

- (1) I hereby authorize the Vice-Dean for Doctoral Studies and Rigorous Proceedings with the interpretation of the individual provisions of this Directive and the control of compliance with this Directive.
- (2) Directive No. 4/2020 On studies in doctoral degree programmes is repealed.
- (3) This Directive shall enter into force on 1 September 2021. Article 7(2) and Annex No. 1 shall enter into force on 1 March 2022.

In Brno on 23 August 2021

doc. JUDr. Mgr. Martin Škop, Ph.D.,
m.p. dean

Annex No. 1

The doctoral thesis requirements:

- (1) The minimum **extent** of a doctoral thesis (hereinafter referred to as "thesis") is **150 standard pages**, i. e. 270,000 characters (including spaces and notes) of the text from the introduction to the conclusion incl. Other parts of the thesis are not included in the minimum extent of the work.
- (2) The thesis **includes** a title page, an affidavit, an annotation with keywords, a content, the text itself and bibliography, in this particular order. Optionally, an acknowledgement and other parts may be included.
- (3) **The title page** is placed on a separate page. The name of the faculty ('Faculty of Law, Masaryk University') and the study programme shall be placed at the top of the page. 'Doctoral thesis', its title and the author's name shall be placed in the middle of the page. The year of the thesis submission shall be placed at the bottom of the page. If the thesis is submitted in a language other than Czech or Slovak, the prescribed information is given in English; if the thesis is submitted in a language other than Czech, Slovak or English, the title is also given in the language of the thesis.
- (4) **The affidavit** is placed on a separate page. It has the following form (complemented by the type of work and title of the thesis) and the author's signature: "Prohlašuji, že jsem disertační práci na téma [název disertační práce] zpracoval/a sám/sama. Veškeré prameny a zdroje informací, které jsem použil/a k sepsání této práce, byly citovány v poznámkách pod čarou a jsou uvedeny v seznamu použitých pramenů a literatury." If the work is submitted in a language other than Czech or Slovak, the affidavit shall be in English in the following wording: „I hereby declare that I have prepared my doctoral thesis on the topic [title of thesis] by myself. All sources that I have used to write this thesis have been cited in the footnotes and are listed in the list of sources and literature.”
- (5) **Annotation** including keywords is placed on a separate page. There are two language versions of the annotation, the first one in the language of the doctoral thesis and the second one in English language. The usual extent of each of them is 500-600 characters including spaces, the usual number of keywords is 5-10 words. The text of both language versions must be identical with the text submitted in the electronic archive in the IS MU.
- (6) **Content** is placed on a separate page. It comprises chapters and sub-chapters, optionally other structuring. Individual items are numbered and complemented with the page number indicating the beginning of the item.
- (7) **The text itself** is as a rule structured into chapters, sub-chapters and sections. Arabic numerals are used for numbering. Individual levels are divided by a dot (1 Title of the chapter, 1.1 Title of the sub-chapter, 1.1.1 Title of the section). Introduction and Conclusion are not numbered. Each chapter starts on a new page.
- (8) **Bibliography** is placed on a separate page or pages. It comprises an alphabetically ordered list of bibliographic entries, numbered in ascending order. All bibliographic entries of all literature used in writing the thesis must be listed (the criteria for ordering are firstly author's surname, secondly year of publication). Optionally, a list of judgments and other sources, i.e. legislative acts may be included. Such list must be clearly separated from the bibliography.
- (9) Paper size is A4, text colour is black. Starting with an affidavit, pages are numbered in ascending Arabic numerals. The first line of the paragraph (excluding the line immediately following the heading) shall be indented by a paragraph stop of appropriate length.

- (10) The thesis is submitted electronically via IS MU in a text format allowing easy editing in commonly used text editors such as .doc or .docx format. Submission in hard copies is not required.

Doctoral thesis abstract requirements

- (1) The minimum **extent** of the doctoral thesis abstract (hereinafter referred to as 'abstract') is **10 standard pages** (i.e. 18,000 characters including spaces and notes).
- (2) The abstract concisely and succinctly **explains**: (1) the topic of the thesis, research goals and methods used, (2) summary of the content (especially of fundamental chapters), (3) conclusions made by the author. The abstract must contain a content (outline) of the thesis and bibliography. The content and bibliography are not included in the minimal extent of the abstract.
- (3) The abstract is worked out on a computer in **a format** recognized by the electronic archive in IS MU. Paper size is A4, text colour is black. Individual pages are numbered in ascending order with Arabic numerals. The first line of a paragraph (except the line immediately following the heading) is indented by a paragraph indent of appropriate length.
- (4) The abstract is submitted electronically via IS MU. Submission in hard copies is not required.

Requirements for publishing original results of research

The doctoral thesis must include original results of research that have either been published or have been accepted for publishing. This condition can be met in one of the following ways:

- (1) **The complete doctoral thesis**, or a prevailing part of it, has been published or has been accepted for publishing.
- (2) The doctoral thesis includes original results of research that have been published or have been accepted for publication in at least **two scientific publications** of the following types: a scientific article (J_{imp} , J_{sc} a J_{ost}), a monograph (B), a chapter in a monograph (C), a chapter in an edited book (D).

Doctoral thesis proposal

- (1) If so determined by the Doctoral Board, the student shall submit a doctoral thesis proposal (hereinafter also referred to as "proposal") no later than with the application for the state doctoral examination. The doctoral state examination also includes a debate on the proposal.
- (2) The provisions of the preceding paragraph do not apply if the student submits an application for the defence of the doctoral thesis at the same time as the application for the doctoral state examination and submits the doctoral thesis.
- (3) The proposal includes a title page with the title of the doctoral thesis, the study programme, the name of the author, the name of the supervisor, and the text itself in the following structure (with possible more detailed structure):
 1. Introduction (containing a brief definition of the problem to be solved)
 2. Overview of the current state of knowledge of the problem
 3. The intent of the doctoral thesis (including defining directions for further research of the issue, defining the objectives of the doctoral thesis, defining

the research/professional question or hypotheses and the basic methods of solution)

4. Bibliography

- (4) The minimum length of the thesis is 30 standard pages (i.e. 54,000 characters) including spaces and notes.