



MASARYKOVA  
UNIVERZITA

# Short introduction to MU Study and Examination Regulations

## Information for Ph.D. Students



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# MU Study and Examination Regulations

Consist of six parts

Most important for Ph.D. studies

P-2: Study Organization and Administration  
(S-6 to S-21)

P-4: Studies in a Doctoral Study Programme  
(S-27 to S-35)

P-6: Common, Temporary and Concluding Provisions  
(S-40 to S-48)

## Duration of Studies (S-29)

	Standard	Maximum
Before 1.2.2012	3 or 4 years	7 years
After 1.2.2012	Mainly 4 years (3 years randomly)	8 years (or 6 years)

## Study modes

	Research	Scholarship (S-6 S&BR)	Presence at the faculty	Teaching	Conveniences
Full-time	✓	✓	✓	✓	✓
Combined	✓			Less duties	

A student may apply to the dean for a study mode transfer.

### Scholarships

### **Scholarship and Bursary Regulations of MU (S-6)**

Full-time student + standard duration of studies =  
scholarship in support of studies in a doctoral degree  
programme

In case of transfer from combined to full-time study mode in the standard duration of studies, the student is eligible for a doctoral scholarship.

Minimum amount 7000 CZK

Previous unsuccessfully closed doctoral studies =  
shorter period of payment (Ministry of Education's methodology)

To successfully complete doctoral studies at MU students must

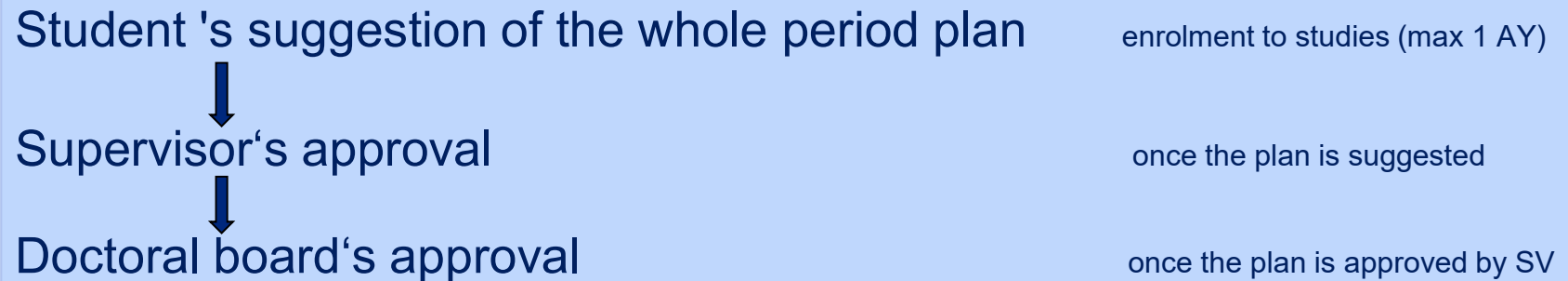
- meet the requirements of an **individual study plan** (S-30/2 to 8),
- successfully complete of all **repeated courses** enrolled in the immediately preceding semester (S-20/1),
- fulfil the **credit requirement** (S-12/2) and
- not exceed the **maximum duration** of studies (S-29/4).

## Individual Study Plan (S-30)

- Doctoral thesis preparation
- Compulsory courses
- Professional and Linguistic competences  
(courses, publications, conferences, research fellowships,...)
- Participation in teaching activities in Bachelor /Master study programmes
- Preparatory work on doctoral thesis topics  
(if required by the Doctoral Board)
- Other specific requirements associated with the focus of the doctoral programme

### ISP in the IS MU – plan for the whole period of studies

New students or in case of changes to the course of studies

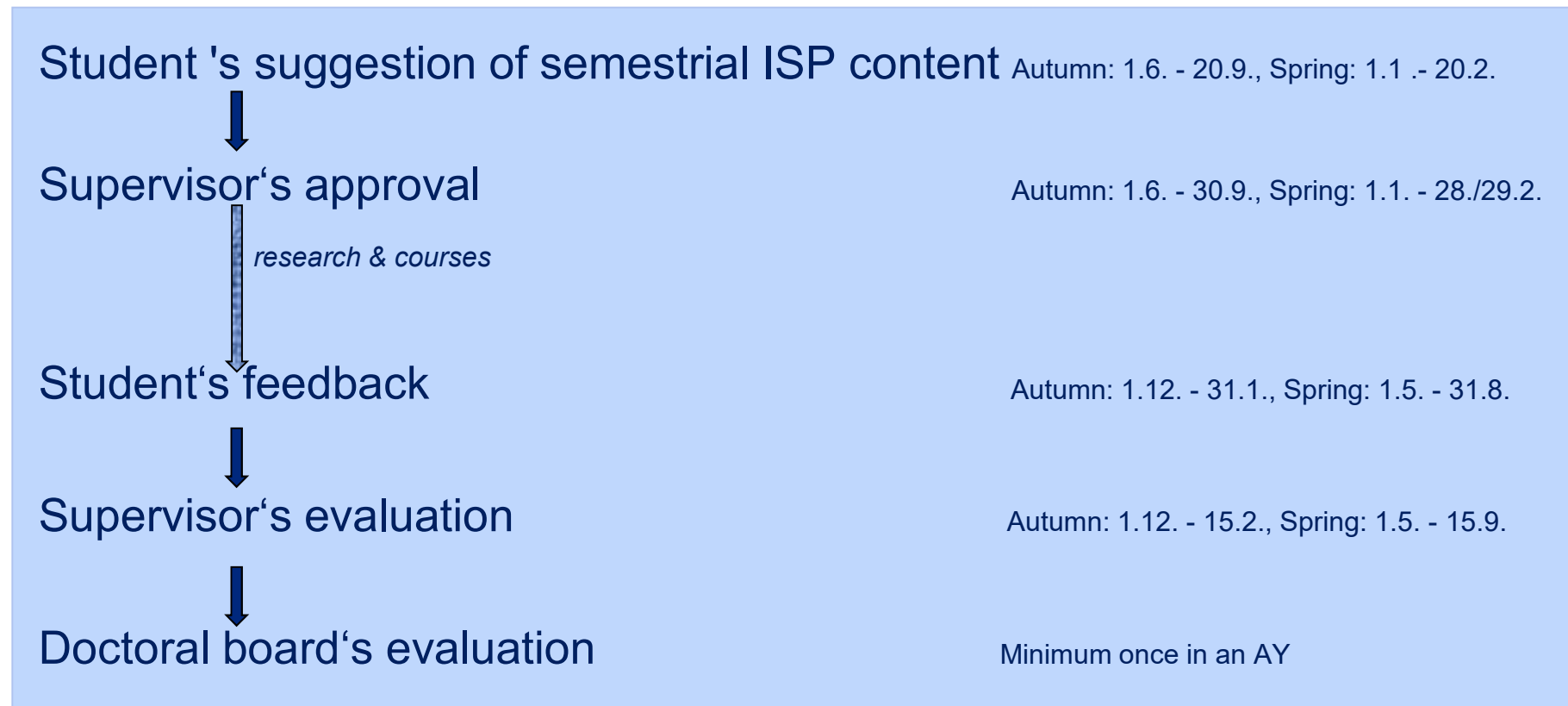


IS MU > Personal Administration > Student > Start of Term > Ph.D. Individual Study Plan and its evaluation  
IS MU > Personal Administration > Student > End of Term > Ph.D. Individual Study Plan and its evaluation



## ISP in the IS MU – semestrial content

All students every semester



If student unsatisfactorily fulfils or **fails to fulfil the ISP**, supervisor and doctoral board can suggest:

- **withdrawal of scholarship (S-30/7)**  
see also Scholarship and Bursary Regulations of MU (S-13/3)
- **termination of studies (S-30/8)**  
after a discussion of DB + SV + student (who can require a presence of an expert appointed by a vice-rector responsible for doctoral studies; the dean and/or the vice-dean can be invited, too)  
conclusion of which states student's non-fulfilment of the obligations arising from the ISP

## Enrolment in a Semester (S-12)

- Successfully completed repeated courses
- Credit requirement

!!! New !!! No aggregation of all student's studies

Minimum 20 credits	in a given semester
Minimum 45 credits	in a given and in the immediately preceding semester
Minimum credit value (= 240 credits)	not exceeding the standard duration of studies
No. of credits which is at least thirty times the no. of semesters completed in the studies	not exceeding the standard duration of studies

- Not exceeding the maximum duration of study
- ISP fulfilment

!!! Enrolment in a semester via IS MU

IS MU > Personal Administration > Student > Apply for being enrolled in the term

## Interruption of Studies (S-13)

On a request of a student who

- meets the conditions of enrolment in an upcoming semester and
- has successfully completed at least one semester of studies, or
- the period stipulated in the request forms part of the student's recognized parental leave

For a period of several semesters

- including the remainder of the semester when the request was filed

No longer than a standard duration of studies

Counts in the maximum duration of studies

- Exceptions: awaiting for an alternate date of state doctoral exam /doctoral thesis defence (S-32/8 and S-33/9)  
serious health-related reasons  
maternal or parental leave

Special provisions concerning the studies of persons caring for children (S-45)

maternal/paternal leave		extended deadlines
+	=	for fulfilling study duties and
no interruption of studies		for meeting the conditions for the next semester

Fulfilment of all the duties set by the doctoral board and preparatory work on doctoral thesis topics, if required

Outcome assessed verbally in accordance with the grading scheme A - F

Failure to DSE

- student can repeat only once
- the dean can interrupt his/her studies (not counted)

Absence on the DSE

- 5 working days to provide an acceptable reason, or
- DSE performance assessed as “failed” (F)

## Doctoral Thesis (S-31)

Contains original results which have been either published or accepted for publication

Always submitted electronically via the IS MU (and stored here)  
if so specified by the doctoral board, also in printed form

### Final Thesis Publication, Inspection and Archival (S-40)

DT made public on a non-profit basis, including thesis reviewers' reports, defence transcripts and assessment

Obstacles to publication + vice-dean's approval = non-publication clause for max. 3Y  
A previously published doctoral thesis = no publication by the university

## Doctoral Thesis Defence (S-33)

Meeting study requirements in accordance with S-30 and  
a previously completed DSE, or  
a concurrently filed application for a DSE + DTD (is taken in one day)

Two doctoral thesis reviewers compiling a thesis report

Outcome assessed verbally in accordance with the grading scheme A - F

### Failure to DTD

- student can repeat only once
- the dean can interrupt his/her studies (not counted)
- the conditions for a repeated defence specified by the board  
no later than one month following the failed attempt

### Absence on the DTD

- 5 working days to provide an acceptable reason, or
- DSE performance assessed as “failed” (F)

- Be open to a discussion
- Don't worry to talk
- Let the people know (because maybe they don't read your mind 😊)

### Decisions on students' rights and responsibilities (S-42):

A student can appeal against a dean's decision within 30 days of its announcement.

A timely appeal always carries a suspensive effect.



## Ph.D. Managers – Contact Information

- Markéta Burešová  
T: 549 49 5365  
E: [buresova@rect.muni.cz](mailto:buresova@rect.muni.cz)
- Dominika Hobzová  
T: 549 49 7924  
E: [hobzova@rect.muni.cz](mailto:hobzova@rect.muni.cz)

Research Office  
MU Rectorate  
Žerotínovo nám. 9  
Brno 601 77



**Thank you for your attention!**