

Directive of the Faculty of Economics and Administration, Masaryk University No. 2/2020

Studies in Doctoral Degree Programmes and their Organization

(in the version effective from 15th April 2022)

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 (hereinafter referred to as The Higher Education Act), I am issuing the following directive:

Part One General Provisions

Section 1 Initial Provisions

- (1) Rules for doctoral degree programmes (hereinafter referred to as “DDPs”) 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 (hereinafter referred to as “the Act”). The rules complement Masaryk University’s Study and Examination Regulations (hereinafter referred to as “the SER”) as an internal regulation for the organization and implementation of DDPs at the Faculty of Economics and Administration of Masaryk University (hereinafter referred to as “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.

Section 2 Doctoral Degree Programmes

- (1) Based on the authority to provide a degree programme, granted by the Council for MU Internal Evaluation on 18th June 2019, the faculty provides DDP in the following programmes:

Degree programme	Degree programme
Ekonomie	Regional Economics
Economics	Podniková ekonomika a Management
Hospodářská politika	Business Economy and Management
Economic Policy	Finance
Veřejná ekonomie	Finance (English)
Public Economics	Finanzwesen
Regionální ekonomie	

- (2) 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. 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.

Section 3 Forms of Studies

- (1) Doctoral Degree Programmes can be studied full time or part time (Section 29 (2) of the SER). During their studies, students may request the dean to change the form of their studies (Section 29 (3) of the SER).
- (2) The standard length of a full-time DDP at the faculty is 4 years. The maximum period is twice the standard study period (Section 29 (4) of the SER).¹
- (3) In order to support their doctoral studies, full-time students receive scholarships equal to the amount stipulated by the updated “Measure of the MU Rector” and a supplemental payment to support the DDP study in the amount specified by the “Measure of FEA MU”. Part-time doctoral students are not entitled to scholarships.

Section 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”.² 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 of the FEA through 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.
- (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 distance mode.

Part Two Students’ Rights and Obligations

Section 5 Individual Study Plan

- (1) The studies will follow an individual study plan (Section 47(3) of the Act), which is binding and the fulfilment of which is obligatory (Section 30(2) of the SER). The Individual Study Plan (hereinafter referred to as an “ISP”) consists of two components – an overall study plan and semester contents.

¹ The overall length of studies (i.e. the period during which a student 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 (Section 13(1) of the SER) may not exceed twice the standard period (Section 13(3) of the SER); otherwise, the studies will be terminated pursuant to Section 15(1)(b) of the SER. The overall length of studies does not include temporary suspension of studies pursuant to Section 22(8) of the SER, or pursuant to Section 32(8) and Section 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 (Section 13(3) of the SER).

² The “Terms and Conditions of Admission to DDP”, approved by the Faculty’s Academic Senate, are available on the Faculty’s official notice board.

- (2) The overall study plan specifies the research focus 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. The overall study plan is proposed by the student following an agreement with their supervisor (Section 28(8)(b) of the SER) in the appropriate application of the Masaryk University Information System (hereinafter referred to as "the IS MU"). The overall study plan in this application is approved by the supervisor (Section 30(3) of the SER), on the date stated in Appendix No. 2 (Schedule for Meeting the Individual Study Plan Objectives) of this directive at the latest. Following the supervisor's approval, the overall study plan is approved, in the appropriate application in the IS MU, by the doctoral board in the first year of the student's doctoral studies at the latest.
- (3) The maximum period of the overall study plan will be the standard length of studies. The plan must be developed in accordance with the requirements stipulated in Section 5 of this directive.
- (4) The overall study plan comprises in particular:
- a) the research focus of the doctoral thesis (doctoral thesis topic, assignment of a supervisor, the language of the doctoral thesis 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 the doctoral thesis defence; these represent key control points/stages of the studies):
 1. planned date of a compulsory internship abroad,
 2. planned date of the doctoral state examination (hereinafter „the DSE”),
 3. planned date of the internal defence (i.e. internal defence at the relevant supervising department),³
 4. planned date of the doctoral thesis defence.

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 individual courses:⁴ the study plan always lists all planned courses, in particular compulsory courses (Section 30(4)(b) of the SER), proving professional and language competencies (Section 30(4)(c) of the SER) and preparation of the doctoral thesis (pursuant to Section 8 (4) and Section 30(4)(a) of the SER).
 - e) other:⁵
 1. teaching in Bachelor's and Master's Degree Programmes (Section 30(4)(d) of the SER),
 2. other specific requirements related to the focus of the doctoral programme (Section 30(4)(f) of the SER),
 3. intended study visits,
 4. intended participation in scientific research projects.
- (5) Changes in the overall study plan (e.g. change of the research focus) are made by the student upon agreement with the supervisor in the IS MU application, where the changes will be approved by the supervisor by the date stipulated in the ISP schedule at the latest, and by the doctoral board.
- (6) The semester content is always developed in detail for one semester. Students will state in the IS MU application what exactly they will be focusing on while preparing their doctoral theses, how

³ Provided if the doctoral board obliges the student to take the internal defence – see Section 12 of this Directive

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

⁵ Optional.

much they have proceeded in writing papers/publications, and what forums/conferences/lectures they are planning to attend.

- (7) Semester content includes information on a particular semester in the following sections:
- a) preparation of a doctoral thesis (description of activities related to the doctoral thesis)
 - b) publications/papers (plan regarding writing publications and papers)
 - c) specialist forums/conferences/lectures (a list of events attended by the students)
 - d) internships⁶ (a list of internships in which the student participated)
 - e) other:⁷
 1. teaching in Bachelor's and Master's Degree Programmes (Section 30(4)(d) of the SER),
 2. participation in activities organized by the department or the faculty,
 3. planned involvement in scientific research projects,
 4. intended participation in student grant system projects,
 5. other information the student aims to provide to the supervisor and the doctoral board.
- (8) Meeting the semester 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's assessment at least once a year. The result of the assessment is recorded in an application in the IS MU (Section 30(6) of the 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 of Masaryk University, should be withdrawn. At the same time, the doctoral board will 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, a scholarship may be awarded again (Section 30 (7) of the SER).
- (10) Should it follow from the assessment of the studies that fulfilment of the ISP seriously fails to meet requirements, the doctoral board, at its own behest or upon the supervisor's proposal, will 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 vice-dean of the faculty in question, and its outcome will be recorded using the IS MU application. Failure to meet ISP requirements constitutes grounds for terminating the studies pursuant to Section 56(1)(b) of the Act.

Section 6 Students' Obligations

- (1) Doctoral students' obligations include:
- a) study obligations,
 - b) research obligations,
 - c) other obligations.
- (2) Study obligations
- a) A student will complete all the courses of the study component of the doctoral programme within the first four semesters of the DDP at the latest.
 - b) Enrolment in courses is subject to the rules for study plan preparation in the particular programme/field (Section 11(5) of the SER).
 - c) The DDP is duly completed if the student:
 1. obtains credits for the courses prescribed; the minimum total value is 240 credits

⁶ Optional.

⁷ Optional.

(Section 6 (4) of the SER),

2. completes a foreign internship⁸ of at least one month (in the case of full-time students, one month long internship cannot be put together from several shorter internships) at an academic or research institution abroad (except Slovakia). The internship at a non-academic institution must be approved by the doctoral board depending on the student's research focus. Part-time students may also fulfil the obligation of a foreign internship by participating in an international research project (GA CR, TA CR, Horizon, etc.) with results published or presented abroad,
 3. passes the DSE (Section 47(4) of the Act),
 4. defends his/her doctoral thesis (Section 47(4) of the Act).
- d) The minimum credit value to be obtained in a DDP amounts to 240 credits, and the student:
1. is required to obtain at least 10 credits for compulsory optional courses,
 2. may obtain the maximum of 6 credits per semester, and the maximum of 25 credits per the entire study period, for the course Teaching Assistance,⁹
 3. must obtain at least 120 credits for the Doctoral Thesis Preparation course.
- e) The recommended progress in DDP is prescribed in Appendix No.1 (a Sample Study Plan).

(3) Research obligations

During their studies a DDP student is required to:

- a) work on research according to the focus of the doctoral thesis and participate in the solution of scientific research projects of the faculty, within the scope set by the supervisor or the head of the supervising department with the consent of the supervisor (the time intensity may correspond to full-time work),
- b) prepare a doctoral thesis corresponding to the approved research focus and meeting the requirements for the scope and formal requirements of a doctoral thesis,¹⁰
- c) prepare at least 3 publications¹¹ in English on topics relevant to the research focus. Of these, at least one publication must have been published or accepted for publication in a journal indexed in the WoS or Scopus database at the time of submission of the doctoral thesis; the remaining publications may be published as a working paper or as part of the doctoral thesis.

(4) Other obligations

- a) Both full-time and part-time DDP students are obliged to:
 1. register electronically for each semester via the IS MU (provided that all requirements stipulated by Section 12 (1) and (2) of the SER have been met) in compliance with the current official academic year schedule (see the SER, Section 10 (3) and (4));
 2. 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 (Section 30(2) of the SER) (The overall study plan shall be approved by the supervisor and by the doctoral board in the IS MU by the date specified in the Schedule for Meeting the Individual Study Plan Objectives at the latest (see Section 5 of this Directive).);
 3. 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 for Meeting the Individual

⁸ The student is obliged to register the internship in the relevant MU IS application.

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

¹⁰ The requirements for the scope and formal requirements of the doctoral thesis are set out in the FEA methodological sheet for the doctoral theses.

¹¹ The student is obliged to indicate the FEA affiliation in all publications prepared during their doctoral studies.

- Study Plan at the latest (Semester plans need to conform to the overall study plan approved by the doctoral board and shall make it more specific.);
4. 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.);
 5. present, once a year, the current state of their research to their supervisor and the doctoral board;
 6. 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;
 7. regularly consult the supervisor about both the doctoral thesis and publications in progress;
 8. duly inform his/her supervisor of all important circumstances that might impact the implementation of the ISP (overall study plan and semester plans);
 9. before leaving the country for an internship, notify the doctoral studies coordinator of the departure date and the length of the stay.
- b) Full-time doctoral students are further obliged to:
1. attend complementary programmes and seminars for DDP students organized by the department administering doctoral studies (hereinafter referred to as "the responsible department") or the supervising department (Section 30 (4)(f) of the SER);
 2. attend conferences and seminars organized by the supervising department and the responsible department or other faculty events as recommended by the head of the supervising department upon agreement with the supervisor (Section 30(4)(f) of the SER)
 3. 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 (Section 30(4)(f) of the SER).

Section 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 doctoral thesis topic, the supervisor, the form of studies. Such changes require, on the part of the student, a written request submitted via "úřadovna IS MU". Approval of the change of research topic and the decision to change the supervisor are within the scope of authority of the board (Section 27(6)(b) and (f) of the CPR).

Part Three Doctoral State Examination

Section 8 Doctoral State Examination Dates

- (1) The terms and conditions governing the procedure and organization of the DSE are stipulated in Section 32 of the SER.
- (2) The application to take the DSE in the particular semester must 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 and confirmed by the dean of the faculty at the earliest possible time (Section 32(2) of the SER). The DSE will be held within a year of the date of application unless prevented by serious reasons of which the student must be notified.

Section 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 by the deadline set in the academic year schedule at the latest, his/her supplementary payment to the scholarship to support DDP study will be reduced pursuant to the currently applicable instruction of the FEA. In such a case, the supervisor is obliged to take this fact into account in their evaluation of the student.
- (2) Part-time students are required to submit the DSE application by the deadline set in the academic year schedule in the 4th semester of their DDP study 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 Section 30 (4) (b) and (c) of the SER.
- (4) The DSE application is submitted to the dean of the faculty using the IS MU (Section 32 (1) of the 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 to this directive (Overview of the DDP Student's Research and Scientific Activities). Along with the DSE application, the student also submits the doctoral thesis proposal (Section 30 (4) (e) of the SER) electronically in the IS MU (written in accordance with the requirements regarding formal requirements of a doctoral thesis¹²).
- (5) The submitted doctoral theses will demonstrate:
 - a) a high degree of insight into the relevant theory and available research findings (based on the study of relevant books and journal Sections published especially in international journals),
 - b) that the research procedure has been judiciously chosen, is theoretically well-based and uses relevant methodology.
- (6) The recommended structure of the doctoral theses includes:
 - a) the introduction (definition of the research focus),
 - b) current knowledge in the field that the doctoral thesis focuses on
 1. literature review of the doctoral thesis,
 2. current research in the field (overview of research findings, their comparison, synthesis defining the current state of research in the scientific field),
 - c) the research project and goals (precise formulation of the research problem the doctoral thesis will focus on, research goals, research questions/hypotheses – depending on the field of study and the focus of the doctoral thesis),
 - d) the research procedure (specification of the research procedure and of the methods for data collection and processing, schedule, current state of the doctoral thesis),
 - e) expected contribution of the doctoral thesis to the given scientific discipline.

Section 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. 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 doctoral thesis proposal.

¹² The requirements for the scope and formal requirements of the doctoral thesis are set out in the FEA methodological sheet for the doctoral theses.

- (3) The examination takes place in the form of a debate over the presented doctoral thesis 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 Section 34 of the SER.

Part Four Doctoral thesis and its Defence

Section 11 Doctoral thesis

- (1) The doctoral thesis¹³ 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; Section 31 (2) of the SER).
- (2) The doctoral thesis is submitted as a monograph or as a collection of essays/articles.
- (3) A monograph means a single text that examines in detail a single topic and is written by a single author.
- (4) A collection of at least 3 essays/articles constitutes a publication that consists of an introductory chapter and published or unpublished individual essays that address a common research question or constitute a common area of research. Each essay/article explores a separate research question or contains separate findings. Essays included in the doctoral thesis should be published, accepted, or suitable for publication (i.e., ready for submission) in a respected, peer-reviewed journal.
- (5) The student should be the principal author of the doctoral thesis in that if he/she is submitting the results of a collective research work for defence, he/she must have substantial authorship of any jointly produced work and indicate his or her estimated percentage of that work. The parts of the thesis that have been worked on by the student must be clearly indicated in the thesis. The thesis must be accompanied by a statement from the supervisor confirming the student's authorship of the indicated parts of the thesis and assessing the student's contribution.
- (6) An article co-authored by students may be used in only one collection of articles submitted as a doctoral thesis.
- (7) The doctoral thesis will be written in the language in which the doctoral programme is conducted or in the language specified for this purpose. In a doctoral programme conducted in Czech, the doctoral thesis may be submitted in Czech or Slovak. The doctoral thesis may always be submitted in English. With the approval of the doctoral board, the doctoral thesis may also be submitted in another language (Section 31(3) of the CPR).

Section 12 Internal Doctoral thesis defence

- (1) The doctoral board of a given programme may require a student to complete an internal doctoral thesis defence.

¹³ The doctoral thesis is accompanied by a list of published works or works accepted for publication with a confirmation of acceptance for publication.

- (2) An internal defence means a defence of the first version of the doctoral thesis held in the presence of members of the supervising department and invited experts, organized by the head of the supervising department. The purpose of the internal defence is:
 - a) to provide the student with an opportunity for professional discussion within the supervising department and to develop the student's ability to defend the results of his/her scientific work,
 - b) to make a preliminary assessment of the quality of the doctoral thesis and the degree of fulfilment of the requirements for the doctoral thesis.
- (3) The application for the internal defence of the doctoral thesis will be submitted by the student to the chair of the doctoral board and the head of the supervising department within the time limit set for the semester by the head of the supervising department. The application form includes the text of the doctoral thesis (prepared in accordance with the requirements for formal editing of the doctoral thesis¹⁴), which is submitted in electronic form to the IS MU.
- (4) The head of the department, on the proposal of the chair of the doctoral board, appoints one reviewer from among the members of the supervising department to evaluate the quality of the doctoral thesis and the degree of fulfilment of the requirements set for doctoral thesiss in the given scientific field. The chair of the doctoral board may also appoint one external reviewer of the doctoral thesis.
- (5) The date of the internal defence will be set by the head of the supervising department in agreement with the chair of the doctoral board so that the internal defence of the doctoral thesis is held without undue delay. The course of the defence includes:
 - a) a 20-minute presentation of the doctoral thesis content (the research problem addressed, the objectives of the work, the solution procedure, the results and conclusions),
 - b) a statement by the supervisor on the progress of the doctoral student's work on the doctoral thesis,
 - c) the opinion of the reviewer (and external reviewer, if appointed), the doctoral student's comments on the opinion of the reviewer (and external reviewer, if appointed),
 - d) questions and discussion.
- (6) Minutes of the internal defence will be taken, and the chair of the doctoral board or his/her delegate will be responsible for the wording of the minutes. If the reviewer's judgement and the comments of the participants indicate that the thesis does not sufficiently meet the requirements for a doctoral thesis in the field, the minutes must contain an explicit conclusion as to whether the student is recommended to:
 - a) make partial modifications/refinements (including a statement of the nature of the desired modifications),
 - b) carry out a revision (including a statement of the main reasons).
- (7) The conclusion of the internal defence is advisable for the student. If the student wishes to make refinements/revisions to the submitted doctoral thesis, he/she is obliged to do so in such a way as to meet the requirement of the deadline for submitting the doctoral thesis for defence (see Section 13(2) of this Directive).

Section 13 Doctoral thesis Defence

- (1) Terms and conditions governing the submission of the doctoral thesis defence application and the procedure of the defence are set out in Section 33 of the SER.
- (2) The candidate submits their doctoral thesis defence application to the dean using the IS MU, prior to the deadline specified in the official academic year schedule (Section 33 (2) of the SER).
- (3) The defence application includes (in accordance with Section 33 (2) of the SER):

¹⁴ The requirements for the scope and formalities of the doctoral thesis are set out in the FEA Methodology Sheet on Requirements for the Scope, Structure and Editing of Doctoral proposals and Doctoral theses.

- a) uploading the doctoral thesis (prepared in accordance with the requirements for the scope, structure and editing of the doctoral proposals and the doctoral theses) into the IS MU thesis archive (Section 31(4) of the CPR),
 - b) uploading the abstract of the doctoral thesis into the IS MU thesis archive,
 - c) a list of the applicant's published works and works accepted for publication (publications made outside the scope of doctoral studies must be labelled) and a summary overview of publication and research activities prepared in accordance with Appendix No. 3 of this directive (Overview of the DDP Student's Research and Scientific Activities), entered into the IS MU thesis archive,
 - d) professional CV.
- (4) The dean appoints at least two doctoral thesis reviewers, at least one of whom is not an MU employee (Section 33(5) of the SER) and at least one of whom works at a foreign institution (with the exception of Slovakia), on the proposal of the doctoral board. Both reviewers must hold the title of associate professor or professor. In the event that the doctoral board finds that there is no potential reviewer with the qualification of associate professor/professor available in a given scientific field or due to the specificity of the research focus of the doctoral thesis, the dean of the faculty may, on the basis of a proposal by the doctoral board, grant an exception and appoint an expert without such qualifications as a reviewer, but at least with the title of Ph.D., CSc., DrSc., or Dr. or their equivalents.
- (5) The defence is held before the Doctoral Defence Board. Defence boards are subject to provisions in Section 34 of the SER.
- (6) The date of the doctoral thesis defence is proposed by the doctoral board and is set by the dean (Section 33 (3) of the SER). The doctoral thesis defence will take place within one year of the date of application, unless prevented for serious reasons that the student must be notified of, and prior to the end of the maximum length of studies at the latest (Section 33 (4) of the SER).
- (7) The doctoral thesis defence is held in the language of the relevant 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 doctoral thesis defence 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 defence in another language that is typically used in the particular field (Section 33 (7) of the SER).
- (8) The defence procedure includes:
- a) introduction of the student,
 - b) a 20-minute presentation of the content of the doctoral thesis (presentation of the research problem, research goals and procedure, findings, conclusions and contribution),
 - c) presentation of the supervisor's assessment,
 - d) presentation of reviewers' assessment,
 - e) a debate on the doctoral thesis, in which the student responds to the reviewers' reviews and to questions asked by the reviewers and the committee members,
 - f) a closed session of the defence committee,
 - g) announcement of the doctoral thesis defence result.

Part Five

Rights and Obligations of the Supervisor and Consultant

Section 14 Supervisor's Rights and Obligations

- (1) A supervisor with the academic qualification of associate professor or professor may simultaneously supervise a maximum of 5 students if he/she simultaneously meets the criteria of

the internal evaluation of supervisors (Appendix No. 4). A supervisor with the academic qualification of associate professor or professor who does not meet the criteria of the internal evaluation may supervise a maximum of 1 student at a same time.¹⁵ A supervisor with the academic qualification of Ph.D., CSc., DrSc. or Dr., or an equivalent degree approved for this activity by the Faculty's Scientific Board, supervises as a rule 1 student. The dean of the faculty decides on any exceptions.

(2) The supervisor is obliged to:

- a) draw up the student's ISP in collaboration with the 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 for meeting the ISP objectives;
- b) approve and/or update in the IS MU the term content of the ISP, proposed by the student, for each semester of doctoral studies by the date stipulated in the schedule for meeting the ISP objectives;
- c) guide and supervise the student in accordance with their ISP, and provide advice on scientific problems related to their doctoral thesis;
- 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 an evaluation of the student for each semester and comment on how the student meets the ISP requirements and upload the evaluation in the IS MU by the date stipulated in the Schedule for Meeting ISP Objectives at the latest;
- g) based on a discussion with the doctoral board and the student, evaluate at least once a year the progress of his/her studies and the status of his/her research;
- h) attend the student's presentation at a research seminar held by the supervising department, take part in their SDE, internal defence, and doctoral thesis defence;
- i) regularly participate in meetings with doctoral students organized by the doctoral board/relevant department, primarily when the supervisor's doctoral student is presenting his/her results.
- j) cooperate with the chair of the doctoral board and the authorized coordinator of the relevant department;
- k) provide relevant statements when dealing with the student's requests and during submission of a doctoral thesis for defence;
- l) confirm in writing his/her approval for the student's application for the internal defence and ensure that the originality of the submitted text has been checked using the appropriate IS MU application;
- m) 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 research focus, the supervisor is required to notify the student and together agree on a way to remedy the situation or deal with the problem;
- n) should the problem persist despite the student having been made aware by the supervisor of failing to meet their study, research, and other obligations, and despite a remedy to the situation having been agreed on, the supervisor is obliged to take account of this fact in the student's previous semestral evaluation; should the extent of the student's failure to meet the study, research, and other obligations be found alarming, the supervisor will inform the chair of the doctoral board who, in compliance with Section 30 (7) of the SER, proposes to the dean withdrawal of the student's scholarship awarded pursuant to Masaryk University's Scholarship Rules or termination of studies pursuant to Section 30 (8) of the SER;
- o) duly inform the chair of the doctoral board 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:

¹⁵ If a supervisor ceases to meet the criteria in the course of supervising one or more students, he/she remains their supervisor. However, he/she cannot start supervising new students.

- a) include the supervised DDP students in his/her own research projects and assign them partial research duties;
- b) authorize and supervise a 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 6 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 will be sent in writing to the dean, to the chair of the doctoral board and to the student (Section 28 (5) of the SER).

Section 15

Consultant's Rights and Obligations

- (1) If the research focus requires specific supervision or expert consulting, a consultant may be appointed to coordinate (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 doctoral thesis;
 - 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 and of Course Guarantors

Section 16

Obligations of the Doctoral Board

- (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 programme guarantor appointed by the dean of the faculty and approved by the scientific board of the faculty, where the dean is also its chair. The programme guarantor is responsible for the concept, development, and quality of the implementation and content of the DDP field of study.
- (2) If the supervisor reports that study, research and other obligations arising from the ISP are not being met on the part of the student, the doctoral board is obliged to discuss the problem. Should the doctoral board conclude that the ISP objectives are not satisfactorily met, the board may propose to the Dean withdrawal of the Student's scholarship pursuant to Section 30 (7) of the SER.
- (3) If the doctoral board concludes, from the evaluation of the studies, that there was a serious failure in meeting the ISP objectives, the board will discuss 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 will 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 relevant faculty, and its outcome is recorded using the IS MU application. If the doctoral board has concluded that obligations arising from the ISP have not been met, the doctoral board is entitled to submit a study termination proposal to the dean (Section 30 (8) of the SER).
- (4) The doctoral board shall meet as necessary, though at least once a year.

- (5) Within the scope of the study agenda, the disciplinary board will in particular:
 - a) set detailed requirements for full-time and part-time studies in the doctoral degree programme and its fields of study,
 - b) at the beginning of the studies of each doctoral student, see to it that the cooperation between the different actors is properly defined;
 - c) assess the compliance of students' ISPs with the description of the doctoral degree programme,
 - d) at least once a year, discuss and evaluate along with the supervisor, on the basis of a discussion with the student, the course of study of each student and the status of his/her research, and make a report of the results, which is part of the documentation in the ISP in the IS MU,
 - e) approve the intended research focus of doctoral theses for the upcoming admission process to the DDP,
 - f) discuss the content of lecture-based courses and seminars and how to ensure their running,
 - g) ensure that doctoral students complete their studies in a timely and successful manner and are successful on the labour market,
 - h) deal with pending students' requests,
 - i) deal with other matters listed in Section 27 (6) of the SER.
- (6) Minutes are taken from the doctoral board meetings; the minutes will be stored on 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.
- (7) An approved overall ISP is confirmed by the chair of the doctoral board in the appropriate IS MU application in the first year of the relevant student's studies at the latest.
- (8) The statement of the doctoral board on the semestral student evaluation and annual fulfilment of their ISP shall be submitted by the chair of the doctoral board in the IS MU application within 14 days of the board meeting.
- (9) The secretary of the doctoral board is required to inform the authorized coordinator of the relevant department about the approved doctoral thesis topics that are to be listed as part of the DDP admission process held at the end of the spring semester (with students enrolling in the autumn semester of the following academic year); the deadline is 15th December 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 doctoral thesis 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 31st June 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 (Section 4 (1) of the SER), the chair of the doctoral board will submit the relevant information to the authorized coordinator of the relevant department no later than on 30 April of the given year.
- (12) Within the scope of quality assurance and development of the DDP, the doctoral board will in particular:
 - a) continuously monitor and evaluate the teaching in the relevant study programme,
 - b) evaluate the professional level of the study programme in accordance with the current level of scientific knowledge,
 - c) discuss the intention to extend, modify and renew the authorization to pursue a study programme, as well as the intention to cancel a study programme on the initiative of the faculty,

- d) discuss a self-evaluation report on the fulfilment of the requirements arising from the MU Study Programme Quality Standards as part of the internal evaluation of the study programme once every five years,
 - e) annually evaluate the study programme development plan,
 - f) carry out regular evaluation of supervisors,
 - g) organize regular meetings of doctoral students to present their results; members of the doctoral board participate in the meetings as much as possible.
- (13) The chair of the doctoral board appoints a secretary of the doctoral board to assist in dealing with organizational and administrative matters related to the activities of the doctoral board. The secretary:
- a) organizes, in cooperation with the chair of the doctoral board, activities of the doctoral board, in particular
 1. organizes the doctoral board meetings,
 2. prepares material for the doctoral board meetings,
 3. takes the minutes of the meetings,
 4. organizes and administers the electronic voting of the doctoral board members,
 5. keeps all necessary records;
 - b) following instructions of the chair of the doctoral board and in cooperation with the relevant department:
 1. assists in the administration of DDP admissions,
 2. assists in administration of Individual Study Plans and evaluations of students,
 3. assists in administration of the DSE and doctoral thesis defences,
 - c) assists in preparation of accreditation materials for the relevant field of study,
 - d) carries out other tasks and duties assigned by the chair of the doctoral board.

Section 17

Obligations of the Course Guarantor

- (1) A guarantor is appointed by the chair of the doctoral board 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 teaching staff for the course,
 - d) educational quality of the course,
 - e) scheduling course dates with the teaching staff.
- (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 Section 4 (1) of the SER), the guarantor will submit the relevant information to the chair of the doctoral board and the authorized coordinator of the relevant department no later than on 30th April of the given year.

Part Seven

DDP Student Performance Evaluation and Monitoring

Section 18

Monitoring of Fulfilment of the Individual Study Plan

- (1) The supervisor and the doctoral board 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 Section 30 of the SER), and submitting the evaluation electronically in the IS MU application (see Section 14 (2) of this Directive) prior to the deadline specified in the Schedule for Meeting ISP Objectives. At the request of the doctoral board, the supervisor shall also submit detailed information to supplement the student evaluation (Section 27 (6) (h) of the SER).
- (3) Should the ISP objectives not be satisfactorily met, the supervisor may prompt the doctoral board to propose withdrawal of scholarship awarded in compliance with the Scholarship Rules of Masaryk University (Section 30 (7) of the SER).
- (4) If it is discovered that fulfilment of the ISP objectives is severely breached, the doctoral board will discuss, at their own behest 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 the presence of an expert, who will 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 relevant faculty, and its outcome is recorded using the IS MU application. If it is found that obligations arising from the ISP have not been met, the doctoral board is entitled to submit a termination proposal to the dean (Section 30 (8) of the SER).
- (5) Each student's academic performance is discussed and evaluated by the doctoral board at least once a year. The outcome of the discussion is noted in minutes and the record is a required part of the documentation in the IS MU (Section 27 (6) (g) of the SER). The evaluation is uploaded by the chair of the doctoral board in the relevant IS MU application.

Section 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 based on the outputs from these courses submitted in the IS MU using the application "Homework Vault". The Board applies this type of monitoring to the following courses: Study of Literature, Research Workshop, Preparation of Dissertation, Internship and Internship abroad.

Part Eight Organization of Courses in DDP

Section 20

Course Organization

- (1) Organization of the fundamental common courses is the responsibility of the authorized coordinator of the responsible department. The guarantor of the relevant course(s) is obliged to notify the coordinator from the responsible department of the 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 relevant course. Technical support is provided by the coordinator of doctoral studies.
- (3) Organization of compulsory optional and optional courses is the responsibility of guarantors of individual courses. Technical assistance is provided by the coordinator of doctoral studies.
- (4) Organization of the Research Seminar (see course Research Workshop) is the responsibility of the head of the supervising department.

Section 21
Organization of the Doctoral State Examination

After the student submits the DSE application:

- (1) the chair of the doctoral board will propose a date for 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 (Section 32 (3) of the SER);
- (2) the secretary/chair of the doctoral board will contact the nominated members of the examination committee in order to discuss their participation on the specified date; upon their agreement, the secretary will 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 will inform the authorized coordinator of the relevant department of the date of the state doctoral examination;
- (4) no later than 3 weeks prior to the DSE, the coordinator of the relevant department will publish the announcement and send the committee members invitations and relevant materials;
- (5) the authorized coordinator of the relevant department will procure required technical equipment and prepare relevant supporting documents for the day of the DSE;
- (6) the course of the DSE will be noted in minutes; 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.

Section 22
Organization of the Internal Defence

- (1) Organization of the internal defence is the responsibility of the head of the supervising department or an employee authorized by the head.
- (2) A written record of the internal defence and reviewer's assessment shall be submitted to the relevant department within 7 working days of the defence. The submission is the responsibility of the chair of the doctoral board, or an employee authorized by the head, who shall also hand the record to the student.

Section 23
Organization of the Doctoral thesis Defence

After the student submits the defence application:

- (1) the chair of the doctoral board will propose a date of the defence so that it can take place no later than one year after the date of application (Section 33 (4) of the SER);
- (2) no later than 2 months prior to the planned doctoral thesis defence, the chair or the secretary of the doctoral board shall provide the authorized coordinator of the relevant department with the list of reviewers approved by the doctoral board;
- (3) within 7 days of the announcement of the reviewers' names, the authorized coordinator of the relevant department will send the reviewers their letters of appointment alongside the doctoral theses and a request for writing reviews;
- (4) the secretary/chair of the doctoral board will contact the examination nominees in order to discuss their participation in the committee on the given date; upon their agreement, the secretary will e-mail the committee members to confirm the date of the DSE;

- (5) no later than a month prior to the defence, the chair or the secretary of the doctoral board will inform the authorized coordinator of the relevant department of the agreed date of the doctoral thesis defence and provide a list of members of the examination committee;
- (6) no later than 3 weeks prior to the defence, the authorized coordinator of the relevant department will send the committee members and the reviewers their invitations, and publish the information about the upcoming doctoral thesis defence;
- (7) the authorized coordinator of the relevant department will procure the required technical equipment and prepare relevant written materials for the day of the DSE;
- (8) minutes will be taken of the doctoral thesis defence proceedings; the duly written and signed minutes of the doctoral thesis defence shall be submitted to the authorized coordinator of the relevant department by the Chair/Secretary of the Doctoral thesis Defence Committee within 3 working days of the doctoral thesis defence.

Section 24
Transitional provisions

- (1) For studies started before the entry into force of this directive, the following provisions do not apply:
 - a) Section 6(2)(a),
 - b) Section 6(2)(c)(2),
 - c) Section 9(2),
 - d) Section 13(4).
- (2) For studies commenced before the entry into force of this Directive:
 - a) a full-time student shall complete the courses of the study part of the programme no longer than during the first four semesters of the DDP, a student in a combined programme no longer than during the first six semesters of the DDP;
 - b) a condition for proper completion of the DDP is the completion of a part of the study at a foreign institution (except Slovakia) of at least one month or participation in an international creative project with results published or presented abroad or another form of direct participation of the student in international cooperation (Government Regulation No. 274/2016 Coll. of 24 August 2016 on standards for accreditation in higher education);
 - c) a student of the combined form of study is obliged to submit an application for the DSE by the deadline set by the academic year schedule no later than in the 8th semester of the DDP study; if this does not happen, the supervisor is obliged to take this into account in the student's assessment;
 - d) the dean appoints at least two doctoral thesis supervisors, at least one of whom is not an MU employee, on the proposal of the doctoral board (33 (5) of the SER). The reviewers may be, though not necessarily, identical to the reviewers from the internal defence. Both reviewers must hold the title of associate professor or professor. In the event that the doctoral board finds that there is no potential reviewers with the qualifications of associate professor/professor available in a given scientific field or due to the specificity of the doctoral thesis topic, the dean of the faculty may, on the basis of a proposal of the doctoral board, grant an exception and appoint an expert without such qualifications as a reviewer, but at least with the title of Ph.D., CSc., DrSc., or Dr. or their equivalents.

Section 25
Final and Derogation Provisions

- (1) This directive repeals Directive No. 2/2020 of the Faculty of Economics and Administration of Masaryk University effective from 29th January 2020.
- (2) This directive is based on the currently applicable SER.
- (3) I delegate the control of compliance with this directive, its implementation and possible updating to the relevant vice-dean.
- (4) I delegate the interpretation of the individual provisions of this directive to the Vice-Dean for Research.
- (5) This directive comes into force upon signature.
- (6) This directive comes into effect on 15th April 2022.

Prof. Mgr. Jiří Špalek, Ph.D.

Dean

Electronically signed

Appendices:

No. 1 - A Sample Study Plan.

No. 2 - A Schedule for Meeting the Individual Study Plan Objectives.

No. 3 - An Overview of the DDP Student's Research and Scientific Activities.

No. 4 - Criteria for internal evaluation of FEA MU trainers.

MU Faculty of Economics and Administration Directive No. 2/2020
Study in doctoral study programmes and its organization
(as amended effective from 15th April 2022)

Appendix No. 1 **A Sample Study Plan^a**:
pursuant to Section 6

Semester	Courses and study checkpoints
1. semester	Econometrics ^b
	Methodology 1
	Study of Literature ^c
	All-university courses ^d
	Selected compulsory optional and optional courses
2. semester	1–3 compulsory courses for the specific study programme ^e
	Study of Literature
	Academic and professional English competences (English language) ^f
	Selected compulsory optional and optional courses
3. semester	Research Workshop ^g
	Preparation of the dissertation ^h
4. semester	Preparation of the dissertation
	Doctoral State Examination¹⁶
5. semester	Preparation of the dissertation
	Internship abroad ¹⁷ or its equivalent ⁱ
6. semester	Preparation of the dissertation
7. semester	Preparation of the dissertation
	Internal doctoral thesis defence¹⁸
8. semester	Preparation of the dissertation
	Doctoral thesis Defence¹⁹

DSE, internal defence, and the doctoral thesis defence represent the key control points of the Doctoral Degree Programmes.

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 for PhD students).

¹⁶ Details in Part Three of this directive.

¹⁷ The student is obliged to register the internship in the relevant MU IS application.

¹⁸ Details in Section 12 of this Directive.

¹⁹ Details in Section 13 of this Directive.

Semester	Course
Autumn	Compulsory optional
	Internship ^{20j}
	Teaching Assistance ^k
	Optional
	Academic skills in English 1
Spring	Compulsory optional
	Internship
	Teaching Assistance
	Optional
	Academic skills in English 2

Notes:

^a The Sample Study Plan assumes that the student starts the DDP in the autumn semester. The offer of optional courses may be updated; changes shall be included in the Course Catalogue for the given academic year.

^b The course is taught in English.

^c As part of the course Study of Literature, the student writes an analytical overview concerning the research focus. The aim of the overview is to delineate, based on the study of international books and journals, the current state of research in the field that is the focus of the doctoral thesis. If the student intends to publish the overview or to submit the doctoral thesis 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.

^d See the Course Catalogue.

^e See the Course Catalogue. These courses are optional compulsory ones for the other study programmes.

^f During their studies the student is required to demonstrate competence in English for academic and specific purposes. In accordance with Section 30 (4) of the SER, this competence is considered proven if one of the following conditions is met:

- a) the student completes two relevant semestral 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 semestral 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.

²⁰ The student is obliged to record the internship in the appropriate IS MU application.

⁹ 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 research focus; the student's supervisor selects from the variants with regard to the specifics of the particular field of study and the focus of the doctoral thesis. The second variant (presentation of a study) is expected especially if the student intends to submit the doctoral thesis 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 doctoral thesis research project/study relevant to the research focus 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 relevant text in the "Homework Vault" application in the IS MU;
- b) a presentation at a prestigious 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.

^h Upon agreement with the supervisor, the student chooses the number of credits for the course Preparation of the Doctoral thesis to be received in the individual semesters. The choice must be in line with the agreed-upon procedure of writing the doctoral thesis. Between 5–30 credits may be received for this course in one semester. Meeting the requirements of the course Preparation of the Doctoral thesis shall be assessed by the supervisor each semester in which the student enrolled in the course and awarded by credits (Section 30 (5) of the SER).

ⁱ A foreign internship means conducting a part of the study at a foreign institution (except for Slovakia) at least for the term of two months in the case of full-time students. Part-time students can fulfil the foreign internship obligation by their attendance at an international creative project with results published or presented abroad. Taking a specific equivalent of the foreign internship requires the consent of the doctoral board. Taking a foreign internship in any of the above forms requires the consent of the supervisor. Before the commencement of the foreign internship, the student will prepare a written plan/project of the internship specifying: planned activities and outputs (presentation, publications, the doctoral thesis work) and submit it to the IS MU (via the "Homework Vault" application). Within 14 days of completing the internship the student is required to write a report and submit it together with the prepared outputs to the IS MU via the "Homework Vault" application. Submitting the report in IS is a condition for awarding of the credit value by the supervisor. The student will also register the internship in the relevant application in the IS MU. An internship lasting for 1 months is granted 10 credits, an internship lasting for 3–6 months is granted no more than 25 credits, the participation at an international creative project or other form of direct participation in an international cooperation are granted 5–15 credits, depending on their scope. Students must take the course compulsorily once during their study.

^j An internship means 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 research focus; 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 relevant institution/summer school. The internship plan/project, specifying the plan of activities and planned outputs, is entered by the student after approval by the supervisor into "" in the IS MU. After completing the internship, the student is obliged to prepare a report and upload it to the Submission Form in the IS MU within 14 days after the end of the internship. 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.

^k 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:

Activity	Number of credits
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.

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Study in doctoral study programmes and its organization
(as amended effective from 15th April 2022)

Appendix No. 2 **Schedule of Meeting the Individual Study Plan Objectives**
pursuant to Section 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	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 st January – 20 th February
	autumn semester	1 st June – 20 th September
Approved by the Supervisor	spring semester	15 th January – 28 th February
	autumn semester	15 th June – 30 th September
Feedback	spring semester	1 st May – 31 st August
	autumn semester	1 st December – 31 st January
Assessment by the Supervisor	spring semester	15 th May – 15 th September
	autumn semester	15 th December – 15 th February
Assessment by the doctoral board		at least once a year

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(as amended effective from 15th April 2022)

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

Publication results

(include full citations and the number of relevant results)

A	Publications in scientific journals (publications of type "J")	Number
A1	Publications in WoS (type J _{imp}) <i>(provide citations here)</i>	
A2	Publications in Scopus (type J _{sc})	
A3	Sections in a foreign peer-reviewed scientific journal (type J _{ost})	
A4	Sections in other peer-reviewed Czech/Slovak scientific journals (type J _{ost})	
B	Chapters in scientific books (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	
C	Original papers in conference proceedings (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	
D	Other publications and non-publication results	

Dealing with student specific research projects

Year	Name and number of project	Specification of the participation (main researcher/co-researcher)

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

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(as amended effective from 15th April 2022)

Appendix No. 4 **Criteria for internal evaluation of FEA MU supervisors**
according to Section 14(1)

The supervisor must also meet the criteria of scientific research performance and successful supervision of students.

1. A supervisor meets the criterion of research performance if he or she meets at least one of the following conditions
 - a. has published at least one peer-reviewed publication in the last 10 years in a journal ranked in the WoS database in quartile Q1 according to FORD and/or ranked on the AJG list in category 4*, 4
 - b. in the last 5 years, published at least one scientific publication in a WoS-ranked journal in quartile Q2 or Q3 according to FORD and/or AJG-listed in category 3
 - c. in the last 5 years he/she has been/is a researcher in a scientific research project of GAČR, TAČR or Horizon Europe.
2. the supervisor meets the criterion of successful supervision of students if in the last 10 years
 - a. the percentage of students who have successfully completed their studies within the standard period of study plus 1 year²¹ is at least 40%; or
 - b. the number of students who have not successfully completed their studies within the standard period of study plus 1 year is less than 3.

Students who commenced their studies before the 2018/2019 academic year are not counted towards the successful student management criterion.

²¹ The period of interruption of studies is also included, except for interruptions due to maternity and parenthood and for serious health reasons.