

**Masaryk University Faculty of Medicine Directive No. 1/2019**

***DOCTORAL STUDY PROGRAMME  
AT THE FACULTY OF MEDICINE OF MASARYK  
UNIVERSITY***

Pursuant to Section 28(1) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts (the Higher Education Act), as amended (hereinafter referred to as "Higher Education Act"), I issue this Directive.

**I. Introductory provisions**

- (1) The aim of this Directive is to regulate and specify the rules for study in doctoral degree programmes as laid down by the Higher Education Act, the MU Study and Examination Regulations and the MU Study Programme Regulations.
- (2) The aim of study in doctoral study programmes (hereinafter referred to as "DSP") is to educate students for independent scientific work, to deepen their theoretical knowledge and to acquire modern methods of scientific work in the relevant study programme and field of study. Graduates are awarded the academic degree "Doctor" (abbreviated as Ph.D. after their name).
- (3) Study in the DSP is carried out in full-time or combined form. The prerequisite for the full-time form is the regular presence of the student at the training workplace and the use of its infrastructure. The combined form of study presupposes regular use of the infrastructure of another research workplace or research carried out in a healthcare facility outside the clinical departments of the MU Faculty of Medicine. During the course of study, the student has the possibility to request the Dean to change the form of study.
- (4) Study in the DSP is carried out according to an individual study plan under the guidance of a supervisor. The powers and duties of the departmental boards and the supervisor are regulated by MU internal regulations, in particular Article 27 and Article 28 of the MU Study and Examination Regulations, as well as the MU Study Programme Regulations.
- (5) The professional guarantee of the level and course of the DSP is provided by subject councils (hereinafter referred to as "SC"), which are established for each accredited programme. The rules for their composition and establishment, as well as their powers within the process of quality assurance of doctoral programmes are laid down in the Regulations on Study Programmes of Masaryk University. On the proposal of the CoR, the Dean may establish subject committees for individual programme fields. The members and chairpersons of

subject committees are appointed by the Dean on the basis of a proposal from the CoR. The chair of the specialisation committee is a member of the Board of the given DSP. Branch committee

is composed of at least five members, at least three of whom are MU employees and at least two of whom are not employed by MU.

- (6) Administrative support for doctoral studies is provided by the Department for Qualification Development of the Dean's Office of the LF MU (hereinafter referred to as "the Department").

## **II. Activities of the branch councils and branch commissions**

- (1) The competences of the OR are laid down in MU internal regulations. The competences between the BoD and the subject committees according to Article 27 of the MU Study and Examination Regulations are defined in paragraphs 2 and 3 of this Article.
- (2) In particular, the CoR has the power and duty to:
  - a. establish the conditions for full-time and combined forms of study in the given doctoral programme and its fields of study and publish them no later than on the opening date of the application deadline;
  - b. to approve the planned research focus of the dissertations;
  - c. to propose to the Dean the appointment and removal of supervisors;
  - d. to propose to the Dean the termination of studies in accordance with Article 30(8) of the CPR;
  - e. propose to the Dean the establishment and staffing of disciplinary committees
  - f. To fulfil the roles of the departmental council and the programme council in the sense of Article 9 and Article 10 of the MU internal regulations entitled "Approval, Management and Quality Assessment of MU Study Programmes".
- (3) In particular, the branch commissions are responsible for:
  - a. assess whether the students' individual study plans are in line with the characteristics of the doctoral programme and approve the planned research focus of the dissertation no later than the end of the second semester of the student's studies;
  - b. specify the requirements for the admission test no later than the opening date of the application period;
  - c. create a programme of lectures, courses, seminars and other study requirements,
  - d. discuss and evaluate with the supervisor the progress of each student's studies at least once per academic year;
  - e. following the evaluation under the previous point, propose withdrawal of the scholarship under Article 30(7) and termination of studies under Article 30(8) of the MU Study and Examination Regulations;
  - f. propose to the Dean the chairperson and members of the State Doctoral Examination Committee, the chairperson, committee members and opponents for the defence of the dissertation;
  - g. plan and propose to the dean the dates of the state doctoral examination and dissertation defence, no later than the beginning of

- the semester in which the state doctoral examination is to be held;
- h. propose to the Dean the establishment and staffing of disciplinary committees, if they are established.

- (4) Meetings of the Board are convened by its Chairperson as necessary, but at least once per academic year. The Chair shall send out an invitation to the SC meeting electronically to all members at least fifteen days in advance of the meeting.
- (5) Meetings of the subject committee are convened by its chairperson as necessary, but at least once per academic year. The chair shall send out an invitation to the meeting of the subject committee electronically to all members at least fifteen days in advance of the meeting.
- (6) Minutes are taken of the meetings of the Board and the specialised committee. The minutes are taken by a member appointed by the Chair and forwarded to the Section Committee for publication on the Faculty website within 30 days of the meeting. The minutes of the meeting of the subject committee shall be sent within the same time limit to the chair of the COR, which, on the basis of the minutes, evaluates the course of study of individual students and the quality of the entire programme.
- (7) Voting by the OR and the branch committee can also be done by correspondence or electronically if necessary. In this case, the branch committee shall act by a majority vote of all its members.

### **III. Activities of trainers**

- (1) The Dean appoints and removes the supervisor on the basis of a proposal from the Board of Studies or on his/her own decision after consultation with the Chair of the Board of Studies. The MU Faculty of Science Board approves only supervisors who have not achieved habilitation. The dean may submit a proposal for the appointment or removal of a supervisor without habilitation to the MU Faculty of Science Board for approval by his/her own decision after consultation with the chairman of the Board.
- (2) The supervisor is usually an academic who is active in research and regularly publishes in the field. Supervisors are nominated from among professors and associate professors of Masaryk University. In an exceptional case, the Dean may, after approval by the MU Faculty of Science Council, appoint a non-habilitated academic staff member with the title of Ph.D., CSc., or an equivalent title, as a supervisor for a specific student and a specific dissertation topic.
- (3) The function of a supervisor also ceases upon termination of the status of an MU academic staff member. Unless the dean decides otherwise, the function of supervisor is temporarily performed by the chair of the departmental committee or, if not, by the chair of the departmental board.
- (4) In exceptional cases, a person who does not have the status of an MU academic staff member may be a supervisor. A special contract will be concluded with a person outside the MU academic community who is appointed by the Dean as a supervisor according to paragraph 3., which will oblige the supervisor to fulfil his/her duties for the duration of the student's doctoral studies. In the event of failure to conclude or termination of this contract, the OR shall immediately propose a new supervisor.

- (5) If, during the course of study in the programme, circumstances arise that prevent the supervisor from properly supervising the student, the supervisor is obliged to immediately inform the Dean and the Chair of the CoR of this fact. The CoR will discuss the supervisor's situation without undue delay and, if necessary, propose a change of supervisor to the Dean. The CoR shall also decide on a change of the student's supervisor if it finds facts that prevent the current supervisor from properly supervising the student.

- (6) The supervisor does not normally supervise more than five doctoral students at the same time. A non-habilitated supervisor shall not normally supervise more than one student at a time. If the departmental board approves a supervisor for more than the recommended number of students, this decision must be duly justified in the minutes of the OR meeting.
- (7) The trainer in particular:
  - a. in agreement with the student, submits to the OR the student's proposal for the planned research focus of the dissertation;
  - b. draws up a study plan together with the student;
  - c. supervises the student's professional preparation and methodically manages the preparation of his/her dissertation;
  - d. each semester evaluates the student's study progress and fulfillment of the individual study plan;
  - e. prepares a proposal to withdraw the scholarship in cooperation with the CoR;
  - f. prepares a proposal for the termination of studies in cooperation with the OR;
  - g. prepares an opinion on the dissertation according to Article 28, paragraph 9 of the CPR.
- (8) The Chair of the OR may appoint a consultant for a particular student to solve part of a professional problem. The Chair of the OR may appoint a mentor for individual disciplines or students whose role is to assist students in focusing their scientific work, furthering their careers, and facilitating contacts within the scientific community. In particular, however, he/she provides students and the discipline committee and the OR with an independent opinion on the course of study, the mentor's conduct of the thesis, and other circumstances related to the preparation of the thesis.

#### **IV. Admission procedure**

- (1) The admission procedure may be announced for the commencement of studies from the autumn semester as well as for the commencement of studies from the spring semester. The Dean decides on the announcement of the admission procedure.
- (2) Graduates of master's degree programmes may be admitted to the DSP.
- (3) A prerequisite for admission to the DSP is successful completion of the entrance examination. The conditions of admission and the date of the examination are decided by the chairman of the relevant OR.
- (4) The deadlines for the submission of applications to the DSP, the method of submission and the conditions for the admission of applicants to the DSP are published at least one month before the DSP. Admission to a specific field of the DSP is not linked to the field of specialised training in which the applicant is enrolled.
- (5) The form of the admissions procedure is decided by the relevant OR. The admission procedure must take place in the presence of the applicant, who must demonstrate professional knowledge and language skills. The presence

of the applicant may be excused and replaced by an interview by teleconference or videoconference.

#### **V. Course of study**

- (1) DSP students (hereinafter referred to as "PhD students") who are admitted to the study are assigned a supervisor and a training institute where the DSP study will take place.



- (2) The standard period of study at the DSP LF is four years in accordance with the decision on their accreditation. The maximum duration of study in the DSP from enrolment to its proper completion, including the defence of the dissertation and the state final examination, is eight years. This period does not include the time during which the studies were interrupted.
- (3) In the full-time form of DSP studies, a doctoral student is entitled to a scholarship for the standard period of study. The rules for its award and amount are regulated by MU regulations.
- (4) The PhD student completes the DSP at the training workplace (institute, clinic or department of the MU Faculty of Medicine or the Faculty of Medicine). The course of study is governed by an individual study plan approved by the OR on the proposal of the doctoral student submitted through the supervisor.
- (5) The doctoral student is obliged to fulfil the individual study plan on his/her own initiative and, in addition to systematic work on the designated research topic, the doctoral student participates in joint teaching events and compulsory teaching events in his/her own field, attends colloquia and examinations, participates in seminars, conferences, congresses and other events related to his/her work and studies.
- (6) At the training workplace, the doctoral student is part of the work team, respects the generally binding legal regulations for the workplace and is responsible for his/her activities to the head of the training workplace. The head of the training institute, in cooperation with the supervisor, is obliged to create conditions for the doctoral student to solve the research topic and to fulfil the personal study plan.
- (7) The DSP is completed by a state doctoral examination and a dissertation defence in accordance with the MU Study and Examination Regulations.
- (8) The formal requirements of the dissertation are laid down in a special regulation of the faculty.
- (9) The student is required to apply for the dissertation defense no later than six months before the maximum period of study expires. The compulsory components of the application form are set out in Annex 1 to this Directive. In the event that a student has submitted an application for a dissertation defence, the supervisor shall submit his/her opinion on the dissertation to the dissertation defence committee at least 14 days before the defence. The student has the right to be informed of this opinion at least 7 working days before the defence.
- (10) In the event of a transfer from the combined to the full-time form within the standard period of study, the student is entitled to a scholarship to support his/her studies in the doctoral study programme (hereinafter referred to as the "scholarship") in accordance with the MU Scholarship Regulations.
- (11) The conditions for the verification of the course of study, the defence of the dissertation and the course of the state final examination are laid down in the relevant provisions of the Study and Examination Regulations, the most important of which form Annex 2 to this Directive.

## **VI. Rules for concurrence of doctoral studies with employment at MU or in healthcare operations**

- (1) The dissertation must contain original results. The results must be published or accepted for publication. Detailed requirements for the publication of results and the scope of the dissertation will be determined by the departmental board and published in the public section of the LF MU website.
- (2) Only works whose affiliation shows that they were achieved as the results of doctoral studies at LF MU and their LF MU affiliation according to the proper academic practices can be recognized as publication outputs necessary for admission to the defence.
- (3) If the student's training workplace is the LF MU workplace, the student dedicates the thesis to this workplace.

Model: *"Institute of Biology, Faculty of Medicine, Masaryk University, Brno"*

- (4) If the student's training workplace is a joint workplace of the MU Faculty of Medicine and the University Hospital, or another joint workplace with a medical institution (MOU, Trauma Hospital), it is possible to indicate the affiliation to one joint workplace or to both institutions separately.

Model of affiliation to a single common workplace:

"Jan Novák<sup>1</sup>,

<sup>1</sup> *Eye Clinic of the University Hospital Brno and the Faculty of Medicine of Masaryk University, Brno"*

Pattern of affiliation to each institution separately:

"Jan Novák<sup>1,2</sup>,

<sup>1</sup> *Eye Clinic, Faculty Hospital Brno*

<sup>2</sup> *Eye Clinic, Faculty of Medicine, Masaryk University, Brno"*

- (5) If the student's training institution is a workplace outside the Faculty of Medicine, the student indicates in the affiliation only *"Faculty of Medicine, Masaryk University, Brno"*.
- (6) In English publications, it is necessary to refer to the Faculty of Medicine, *Masaryk University* by its full name in the affiliations.
- (7) The text of the LF MU affiliation can be adapted to the publisher's rules according to the practices in the field. However, the full name of the Faculty of Medicine and Masaryk University must always be given.
- (8) The concurrence of the affiliation of LF MU with an affiliation to another institution is possible.
- (9) The concurrence of the MU Faculty of Medicine affiliation with the affiliation of another MU unit is possible.

- (10) As a rule, only results achieved in the course of doctoral studies are recognised as publication outputs necessary for admission to the defence. Results achieved in the course of previous studies at LF MU may also be recognised by the Chair of the OR if these results are dedicated to LF MU.
- (11) Publications that are not affiliated with LF MU cannot be recognized as outputs of doctoral studies. Recognition of individual outputs as a condition for admission to the defence is decided by the chair of the departmental board.

#### **VII. Rules for concurrence of doctoral studies with employment at MU or in healthcare operations**

- (1) Full-time study does not preclude entering into an employment relationship with MU or the University Hospital.
- (2) Full-time study does not replace the existence of an employment relationship with MU or the University Hospital. The period of study in a doctoral study programme can be counted towards the specialisation training of a doctor, provided that the conditions laid down by a special law (Act No. 95/2004 Coll.) are met.

#### **VIII. Final provisions**

- (1) The interpretation of the individual provisions of this Directive and the updating of this Directive is entrusted to the Legal Department of the Faculty of Medicine of Masaryk University.
- (2) Compliance with this Directive is monitored by the Vice-Dean for Doctoral Studies.
- (3) This Directive shall enter into force and effect on 11 March 2019.
- (4) This Directive cancels and replaces Dean's Directive No. 1/2007 "Statute of Doctoral Studies (Ph.D.) at the Faculty of Medicine of Masaryk University".

In Brno, S. 3. 2019



prof. MUDr. Martin Bareš, Ph.D.



## **Annex No I**

### **Required attachments to the dissertation defence application**

1. Four copies of the dissertation (summary signed by the supervisor and student).
2. Dissertation abstract.
3. List of publications (see Appendix 3) related to the topic of the dissertation (divided by quartile of the journal's impact factor ranking in the Web of Science database category - Q1 to Q4 - with the corresponding WoS category); other key publications and papers accepted for publication (signed by the chair of the relevant disciplinary board and the student).
4. A current CV bearing a handwritten signature and current date.
5. Supervisor's statement on the course of study, fulfilment of the individual study plan and results of the dissertation (free form).
6. A statement from the chair of the departmental board that all requirements of the departmental board have been met (free form).
7. The thesis and all mandatory attachments can only be submitted if the thesis has been entered into the IS MU, including annotation and keywords, and the Thesis Archive is sufficiently filled.

## Annex II.

### Extract from the most important provisions of the Study and Examination Regulations concerning the verification of the course of study

#### Article 30

*Course of study and proper fulfilment of the*  
a) fulfilling the requirements of the individual study plan,

(2) The course of study is governed by an individual study plan, which is binding and its implementation is mandatory.

1. courses that broaden and deepen knowledge of a broader scientific field beyond the scope of study in the Master's programme,

(3) The individual study plan and its modifications are proposed by the supervisor in agreement with the student and submitted to the departmental board for approval. The content of the approved individual study plan for a given semester is proposed by the student and approved by the supervisor via the IS MU application.

(4) The individual study plan defines in particular:

a) the preparation of the dissertation in accordance with Article 8(4),

b) compulsory subjects, which include

- 2. subjects deepening specialized knowledge,
  - 3. specialized seminars and lectures,
- c) demonstration of professional and linguistic competence, which is verified
- 1. completion of two relevant semester courses, or
  - 2. by receiving credit for writing a foreign-language publication for a journal or proceedings and credit for presenting a foreign-language lecture at a qualified professional forum; credit is awarded by the supervisor or an evaluator predetermined by the departmental board,
- d) Participating in teaching in undergraduate and graduate programs,
- e) the preparation of thesis theses, if the decision of the thesis board so stipulates,
- f) other specific requirements related to the focus of the doctoral programme.

(5) The credit value of the preparation of the dissertation according to paragraph 4(a) is set at one-half to two-thirds of the minimum credit value of the study. The specific value shall be determined by the doctoral board in the light of the characteristics of the doctoral programme. Completion of the requirements of this course shall be assessed by the supervisor in each semester in which the student enrolls in the course, with the number of credits awarded in each semester reflecting the work done by the student.

(6) The fulfilment of the individual study plan is evaluated by the supervisor every semester and by the supervisor together with the departmental board at least at annual intervals. The result of the evaluation is recorded via the IS MU application.

(7) In the event of unsatisfactory fulfilment of the individual study plan, the departmental board may, at the initiative of the supervisor, propose to the Dean the withdrawal of the scholarship awarded under the MU Scholarship Regulations. At the same time, the departmental board will propose the next date for the evaluation of the course of study. The supervisor may at any time submit a proposal for an earlier evaluation date to the departmental board. In the case of proper fulfilment of the individual study plan, the scholarship may be awarded again.

(8) If the evaluation of the study shows that the implementation of the individual study plan is seriously violated, the departmental board, on its own initiative or at the suggestion of the supervisor, will discuss the status of the implementation of the individual study plan in the presence of the student and the supervisor. The student has the right to request the invitation of an expert appointed by the Vice-Rector, whose competence includes the study in the doctoral programme. The dean or the authorised vice-dean of the faculty concerned may attend the meeting. The outcome of the meeting is recorded via the IS MU application. Failure to fulfil the

obligations arising from

from the individual study plan is a reason for termination of studies pursuant to Section 56(1)(b) of the Act.

*Article 31  
Dissertation*

(1) In the dissertation, the student presents the results of his/her work that he/she has produced during his/her studies in the given doctoral programme. The supervisor, together with the head of the designated department, is responsible for ensuring that the student is provided with the conditions necessary to fulfil the requirements of the doctoral programme.

(2) The dissertation must contain original results, either already published or accepted for publication. Detailed requirements for the publication of results and the scope of the dissertation will be determined by the discipline board. These requirements must be published in the public section of the MU/Faculty website. A set of already published or accepted for publication or other type of publication works on a given topic, which the student provides with a comprehensive introduction to the subject and a commentary, may also be recognised as a dissertation.

(3) The dissertation shall be written in the language in which the doctoral programme is conducted or in the language specified for this purpose in the doctoral programme characteristics. In a doctoral programme conducted in the Czech language, the faculty may, by regulation, provide for the possibility of submitting the dissertation in the Slovak language. The dissertation may always be submitted in English, unless this is expressly prohibited by the programme characteristics. With the approval of the departmental board, the dissertation may also be submitted in another language.

(4) The dissertation is always submitted electronically via IS MU. If the subject board so stipulates, the thesis is also submitted in hard copies. The dissertation must also meet the following requirements:

a) If provision is made for the submission of printed copies of the thesis, the plates and title page must have a uniform layout, the thesis must be in a uniform format customary in the faculty, and all copies must be bound in an unbreakable binding. The number of copies is determined by the departmental board.

b) If a student submits for defence the results of a collective scientific work in which he/she has contributed as an author, the parts of the work that have been prepared by the student must be clearly marked in the thesis. The thesis must be accompanied by a statement from the co-authors confirming the authorship of the student for the marked parts of the thesis and evaluating the student's contribution.



Other requirements, such as the scope, form and layout of the dissertation, are set by the dean or, within the scope of his/her authority, by the departmental council.

*Article 32*  
*State Doctoral Examination*

(1) A prerequisite for submitting an application for the state doctoral examination is the fulfilment of all the obligations set by the departmental board. At the latest with the application, the student shall submit a thesis, if prescribed by the decision of the disciplinary board. The student shall submit the application to the Dean. The dean may set a period for the submission of the application.

(2) The date of the state doctoral examination is proposed by the departmental board and set by the dean at the earliest possible date.

(3) The State Doctoral Examination will be held within one year of the application unless serious reasons prevent it, of which the student must be informed.

(4) The general requirements of the state doctoral examination are determined by the characteristics of the doctoral programme. The student is informed of any additional requirements in relation to the characteristics of the doctoral programme set by the doctoral board at least 4 weeks before the date of the examination.

(5) The state doctoral examination is held in the language in which the relevant doctoral programme is conducted, or in the language specified for this purpose in the doctoral programme characteristics. In a doctoral programme conducted in the Czech language, the faculty may provide by regulation for the possibility of holding the state doctoral examination in the Slovak language. With the consent of the student or at his/her request, the departmental board may provide for the defence to be conducted in another language customary for the field of study.

(6) The examination includes a debate on the theses of the dissertation, if they are prescribed by the decision of the departmental board.

(7) The result of the state doctoral examination shall be graded by letter according to the grading scale laid down in Article 17(1).

(8) If a student fails the state doctoral examination, he or she may repeat it no more than once, at a time set by the dean on the proposal of the departmental board so that it takes place no later than the end of the following semester. If the state doctoral examination includes a debate on the thesis, the dean may set a later date. The dean may suspend the student's studies until the date of the repeat state doctoral examination.

(9) In the event that a student is unable to attend the state doctoral examination for serious reasons on the specified date, he/she is obliged to excuse his/her absence in writing within 5

working days after the deadline. Failure to do so will result in a grade of "unsatisfactory". The assessment of the relevance of the reasons is the responsibility of the Dean.

(10) The state doctoral examination and the announcement of the result are public.

*Article 33 Defence  
of the Dissertation*

(1) A condition for submitting an application for the defence of a dissertation (hereinafter referred to as "application") is the fulfillment of the conditions of study according to Article 30 and simultaneously:

a) previous successful completion of the state doctoral examination, or

b) simultaneous submission of the application for the state doctoral examination; in this case, the thesis defence and the state doctoral examination take place on the same day.

(2) The student submits the application to the Dean. The Dean may set a period for the submission of the application. The application form shall include

a) the thesis entered into the IS MU (Art. 31 para. 4) and, if applicable, the prescribed number of copies, if the subject board so determines,

b) Dissertation abstract,

c) a list of the applicant's published works and works accepted for publication; and

d) professional CV. If the decision of the departmental board so stipulates, the application must include a self-reflection.

The scope, form and number of copies of the abstract or the abstract including other requirements will be determined and published by the disciplinary council.

(3) The date of the dissertation defence is proposed by the departmental board and set by the dean.

(4) The defence of the dissertation shall take place no later than one year after the

submission of the application, unless serious reasons prevent this, of which the student must be informed, and no later than before the expiry of the maximum period of study according to Article 29(4).

(5) The dean appoints at least two dissertation opponents, at least one of whom is not employed by MU, on the proposal of the departmental board. The supervisor may not be an opponent. The same applies to a former supervisor if the supervisor has changed, to a co-author pursuant to Article 31(4)(b), or to a person in a similar position.

(6) Each of the opponents will prepare a report of the dissertation in Czech, Slovak or English, or in the language specified for the purpose of the defence in the characteristics of the doctoral programme. In the opinion, they will evaluate the quality of the dissertation, the student's own contribution and, in particular, his/her ability to carry out independent creative work in the research field. It will also assess the linguistic and formal level of the thesis. In the conclusion of the evaluation, the referee will explicitly state whether the student has demonstrated creative ability in the given research area and whether he/she recommends the thesis for defence. Without both of these conclusions, the assessment is invalid. It is not permissible to request additional opinions in case of disagreement in the opinions of the opponents. The student has the right to be informed of the opinions at least seven working days before the defence.

(7) The dissertation defence is held in the language in which the relevant doctoral programme is conducted, or in the language specified for this purpose in the characteristics of the doctoral programme. In a doctoral programme conducted in the Czech language, the dean may, by regulation, provide for the possibility of holding the dissertation defence in the Slovak language. With the consent of the student or at his/her request, the departmental board may provide for the defence to be held in another language customary for the field of study.

(8) The defence of the dissertation shall be evaluated by a letter grade according to the grading scale set out in Article 17(1).

(9) In the case of a dissertation defence ending with a grade of "unsatisfactory", the student has the right to repeat the defence only once. The dean, on the proposal of the departmental board, will set the date of the retake and the dissertation defence committee. The deadline must be set for the following two semesters at the latest. The conditions for the retake must be set by the committee no later than one month after the date of the unsuccessful defence. Until the date of the re-defence, the Dean may suspend the student's studies.

(10) In the event that a student is unable to attend the dissertation defence for serious reasons on the due date, he/she is obliged to excuse his/her absence in writing within 5 working days after the deadline. Failure to do so will result in a grade of "unsatisfactory". The assessment of the relevance of the reasons is the responsibility of the Dean.

(11) In the event that the state examination and the dissertation defence are held

on the same day, a single committee is appointed, fulfilling the conditions for the composition of both the state doctoral examination committee and the dissertation defence committee.

(12) The dissertation defence and the announcement of the result are public.

*Article 34  
Examining  
Board*

(1) The State Doctoral Examination is held before the State Doctoral Examination Board. The dissertation defence is held before the dissertation defence committee.

(2) The members of the Commission shall always be

a) professors and associate professors appointed by the dean on the proposal of the disciplinary board pursuant to section 53(2) of the Act, or

b) other experts appointed by the dean on the proposal of the departmental board and after approval by the faculty's scientific board pursuant to Section 53(2) of the Act.

The Ministry may appoint other members of the examination board from among eminent experts in the field (Section 53(3) of the Act). The Rector appoints the chairman of the board from among the members appointed under (a) or (b), on the proposal of the Board of Studies. The chairman of the board shall direct its proceedings and be responsible for its activities. The chairman and the members of the commission appointed under (a) or (b) may be removed by the appointing authority, either by its own decision or on the basis of a proposal from the branch council.

(3) The Commission shall have not less than 5 and not more than 9 members appointed in accordance with paragraph 2(a) and (b). At least 2 members of the Board appointed under paragraph 2(a) and (b) shall not have an employment relationship with MU. The supervisor shall be a member of the committee but may not be its chairman. In the event that the opponents are not members of the dissertation defence committee, they shall participate in its meetings, including the closed parts, with an advisory vote.

(4) The Commission shall have the capacity to deliberate if a majority of its members appointed under paragraph 2(a) and (b), including the chairman, are present and at least one of the members present is not in an employment relationship with MU. The state examination, or the defence of the dissertation, may be held only if the committee is quorate.

(5) The course and evaluation of the state doctoral examination, or the defence of the dissertation, is discussed by the committee at a closed meeting. The committee first decides by secret ballot on a proposal as to whether the student has succeeded

and will therefore not be graded  
"failed to comply". A motion shall be carried if a majority of the members present  
vote in favour of it. In such a case, the Board shall agree on a classification grade in  
accordance with Article 17(1). If the proposal is not accepted in accordance with  
the second sentence, the student shall be graded 'unsatisfactory'. O



The committee makes a written record of the entire course of the state doctoral examination, or the defence of the dissertation.

(6) In the event that a member of the committee is a person working at a foreign institution, it is possible in justified cases and after approval by the departmental board to invite this member to the state examination, or to the dissertation defence, via videoconference and to evaluate the result using electronic voting in the IS MU.

(7) For individual doctoral programmes or fields of study, permanent members of state doctoral examination committees and dissertation defence committees may be appointed, usually for the period for which the authorisation to carry out the doctoral programme is granted.