

Directive of the Dean of the Faculty of Law, Masaryk University No. 2/2018

On the regulation of the presence of the students in full-time study mode of doctoral study programmes at the training workplace

in the wording effective from 1st July 2017

In accordance with § 28 section 1 of Act No. 111/1998 Coll. on Higher Education Institutions and on Amendments and Supplements to some other Acts (the Higher Education Act), as amended (the "Higher Education Act"), I hereby issue this Directive:

Article 1

Subject of amendment

This Directive regulates the obligation of a student of a doctoral study programme in the full-time form of study (hereinafter referred to as "student") to be present at the training workplace during the academic year.

Article 2

Student presence at the training workplace

- (1) The student is required to be present at the training workplace during each week to the extent specified by the supervisor, except during major holidays and the period when the faculty is closed during the Christmas holidays.
- (2) The student is also obliged to be present at the training workplace if this is necessary to ensure the scientific and pedagogical activities and events of the faculty, based on the instruction of the Dean, Vice-Deans, head of the training workplace or the supervisor.
- (3)** The student prepares the schedule of his/her regular attendance at the training workplace in cooperation with the supervisor at the beginning of each semester and submits it into the individual study plan in the Information System by the deadline set in the timetable of the respective semester.

Article 3

Authorised absence from the training workplace

- (1) An exception to the compulsory presence of the student at the training workplace according to Article 2 is possible in the following cases:
 - (a) A study/research stay outside the training centre under the conditions specified in Article 4
 - (b) Illness under the conditions set out in Article 5.

Article 4

Study/research stay outside the training workplace

- (1) Study/research stay (hereinafter referred to as "stay") at another workplace in the Czech Republic or abroad entitles the student to be absent from the training

- workplace for a period longer than 1 week only if he/she receives a permission for this stay from the Vice-Dean for Doctoral Studies and Rigorous Proceedings.
- (2) According to Paragraph 1, the student is obliged to apply for the permission for the stay in writing to the Vice-Dean for Doctoral studies and Rigorous proceedings. The application must be accompanied by the programme of the stay approved by the supervisor. The Vice-Dean for Doctoral Studies and Rigorous proceedings may request the opinion of the relevant Doctoral Committee and ask the student to confirm the placement by the receiving department.
 - (3) Permission/non-permission of the stay is granted in writing by the Vice-Dean for Doctoral Studies and Rigorous Proceedings. One copy will be placed in the student's file, one copy will be given to the supervisor and one copy to the chair of the relevant Doctoral Committee.
 - (4) Participation at a conference or other professional forum, or a shorter study/research stay at another workplace, entitles the student to be absent from the training workplace for up to one week only if the student notifies, justifies and duly documents this absence to his/her supervisor.

Article 5

Sickness

- (1) Sickness is an excusable reason for a student's absence from the training workplace only if it constitutes an inability to work, the beginning of which, or its continuation and termination is duly documented by a medical certificate submitted by the student to the Department for Doctoral Studies and Rigorous Proceedings.
- (2) The Department for Doctoral Studies and Rigorous Proceedings informs about the student's inability to work and its termination to the supervisor and the chair of the relevant Doctoral Committee.

Article 6

Unexcused absence from the workplace

- (1) Failure to comply with the obligations set out in Articles 2 and 3 is a breach of the individual study plan.

Article 7

Final provisions

- (1) I hereby authorize the Vice-Dean for Doctoral Studies and Rigorous Proceedings with the interpretation of the individual provisions of this Directive.
- (2) I hereby authorize the Vice-Dean for Doctoral Studies and Rigorous Proceedings with the control of compliance with this Directive.
- (3) I hereby authorize the Vice-Dean for Doctoral Studies and Rigorous Proceedings with possible amendments of this Directive.
- (4) This Directive shall enter into force on 1 July 2018.
- (5) Dean's Directive No. 1/2016 on the regulation of student attendance of full-time doctoral study programme students at the training workplace is repealed.

In Brno on 18 June 2018

doc. JUDr. Markéta Selucká, Ph.D.,
m.p. Dean