

**MUNI**

# **Rights and duties of Ph.D. students at Masaryk University**

Markéta Burešová, Research Office, Rectorate MU  
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# MUNI



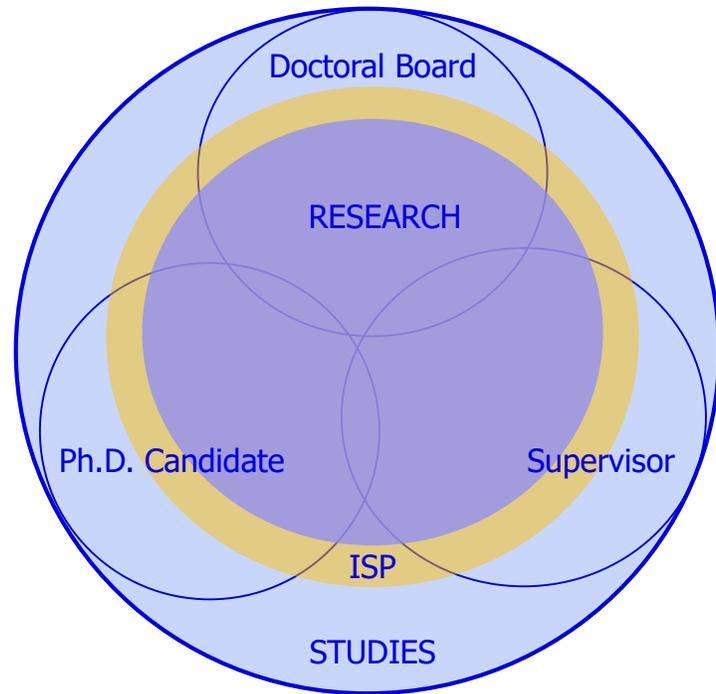
Excerpts from Section 47:

- Doctoral degree programme is aimed at **scientific research** and **independent creative activities** in the **area of research or development**, or independent theoretical and creative activities in the area of the fine arts.
- Studies within the framework of Doctoral degree programme are subject to **individual curricula (individual study plan)** under the guidance of a **supervisor**.

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## **Ph.D. Studies at Masaryk University**

## Ph.D. – studies, or research?



ISP = Individual Study Plan	
Research	Studies
Activities (Ph.D. at all MU faculties)	Subjects (set by Faculties/Departments)
<ul style="list-style-type: none"><li>✓ Dissertation Thesis</li><li>✓ Publications</li><li>✓ Conferences</li><li>✓ Research stays/Internships</li><li>✓ Teaching</li><li>✓ Preparation of doctoral thesis topics</li></ul>	<ul style="list-style-type: none"><li>✓ Methodology</li><li>✓ Academic writing</li><li>✓ Specialized subjects</li><li>✓ Language competences</li><li>✓ Soft skills</li><li>✓ Transferrable Skills</li></ul>



Standard length of studies – 4Y, maximal length – 8Y (includes interruption of studies)

## Student's rights and duties

### MU Study and Examination Regulations

- effective since 1st February 2019
- consists of 6 parts; most important for Ph.D.:
  - Study Organization and Administration (S-6 to S-21)
  - Studies in a Doctoral Study Programme (S-27 to S-35)
  - Common, Temporary and Concluding Provisions (S-40 to S-48)

## Study modes

### Full time vs. combined

A student may apply to the dean for a study mode transfer (S-29/3).

## Main Ph.D. scholarship

Eligible: full-time student  
in standard duration of studies  
in Czech study programme  
MU Scholarship and Bursary Regulations (S-6)

Minimum amount for 2019: 12'000 CZK

Previous unsuccessfully closed doctoral studies in the CZ >> shorter period of payment of the scholarship  
Ministry of Education Methodology; firstly in force for students enrolled in autumn term 2017

## Interruptions of studies

### On a student's request

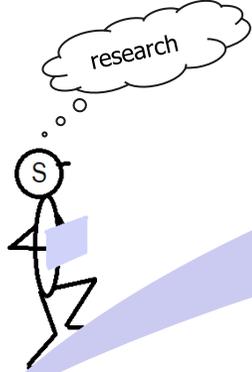
- student meets the conditions of enrolment in an upcoming term, and has successfully completed at least one semester of studies
- the interruption forms part of student's recognized parental leave
- other reasons have to be considered by the dean

Studies are interrupted for periods of entire terms.

Studies cannot be interrupted for longer than the standard duration of studies (4 years).

Interruptions count in the maximum duration of studies.

Exceptions: parental leave;  
serious health issues;  
awaiting an alternate date of state doctoral exam/dissertation thesis defence



Standard length of studies – 4Y, maximal length – 8Y (includes interruption of studies)



## Enrolment to a term

A Ph.D. student has to

- successfully complete repeated courses (S-20/1)
- gain credits (S-12/2) (credits are counted separately for every study!)
- not exceed the maximum duration of studies (S-29/4)
- fulfill the Individual Study Plan (S-30/2 to 8)

Don't forget to enroll in a term via IS MU!  
 IS MU > Personal Administration > Student > Apply for being enrolled in the term

## Doctoral state exam

Has to be passed before a defence of dissertation thesis (separately, or during the same day)

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

**Failure to DSE**

- student can repeat only once
- the dean can interrupt his/her studies

**Absence on the DSE**

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

## Dissertation thesis defence

DT reviewed by at least two opponents (at least one no-MU)

DT is made public by law at least 5 days before the defence

- DT can be „hidden“ for maximum 3 years, if a barrier to publishing exists.
- If DT already published by other means, the university is not obliged to publish it.

**Failure to DTD**

- student can repeat only once
- the dean can interrupt his/her studies
- the conditions for a repeated defence specified by the board no later than 1 month following the failed attempt

**Absence on the DTD**

- 5 working days to provide an acceptable reason, or
- DTD performance assessed as "failed" (F)

## In case of conflict

- Be open to a discussion
- Don't worry to talk
- Let the people around you know

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

- A student can appeal against any dean's decision within 30 days of its announcement.
- A timely appeal always carries a suspensive effect.

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# **Ph.D. Individual Study Plan**

## ISP – Individual study plan as „contract“ and „report“

STUDENT

**S** suggests the plan for entire studies  
*during the first 2 terms*

**S** suggests the term content  
*AT: 1.6.-20.9. ST: 1.1.-20.2.*

Enrolment  
to studies

ISP – Plan for Entire Studies

**SV** and **DB** approve the plan for  
entire studies  
*during the first 2 terms*

Beginning  
of term

ISP – Term Content

**SV** approves the term content  
*AT: 1.6.-30.9. ST: 1.1.-28./29.2.*

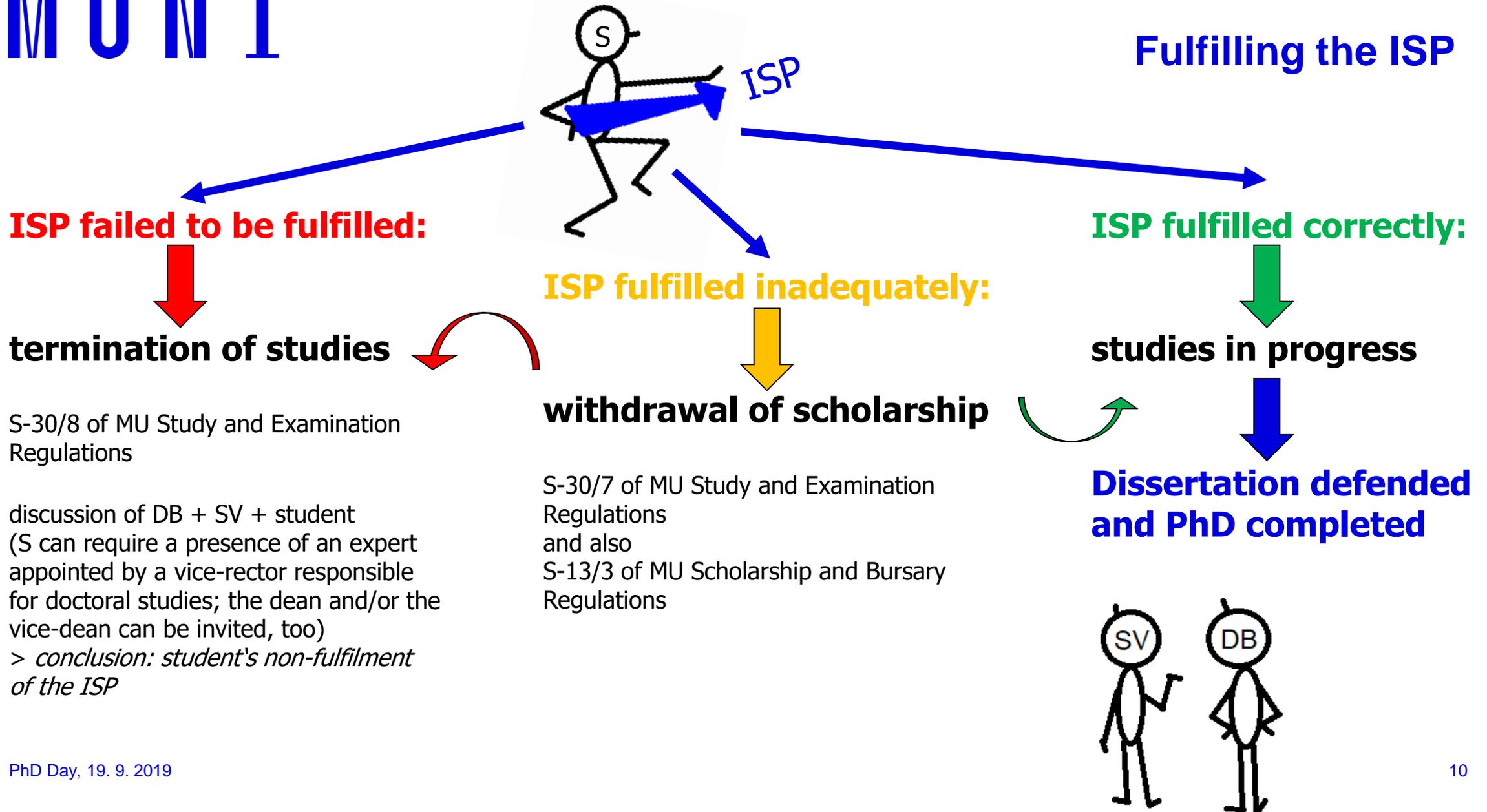
**S** gives a feedback to the term content  
*AT: 1.12.-31.1. ST: 1.5.-31.8.*

End  
of term

**SV** evaluates the term content, and (dis)agrees  
with student's progress to the next term  
*AT: 1.12.-15.2. ST: 1.5. – 15.9.*

**DB** evaluates student's fulfillment of ISP  
obligations, and (dis)agrees with continuation  
of her/his studies  
*at least once in the academic year*

SUPERVISOR / DOCTORAL BOARD



Student

STUDENT / MY COURSES | START OF TERM | TEACHING | END OF TERM | DURING STUDIES | END OF STUDIES

Course Registration and Enrolment

- Starred courses
- Courses enrolled in most often
- Physical Education courses
- My operations history

Select seminar groups

- Seminar Group Exchange
- Browse groups
- Enrolment history

Requests

- Apply for course-repetition exemption
- Apply for being enrolled in the term

Doctoral Studies Individual Study Plan

Ph.D. Individual Study Plan and its evaluation

Student | Grades | Examinations | Course registration and enrolment | Seminar Groups | Study Materials | ROPOT (Revision, Opinion Poll and Testing) | Discussion group | Notebooks | More applications...

Mgr. [Name]

Studies: FSS D-  
Programme: Sociology (4-years)  
Field of Study: Sociology (Eng.)  
Department: Department of Sociology  
Research topic:  
Research topic in English:  
Supervisor: doc.

Plan for entire studies | Term content | Courses enrolled in | Publications | Overview of internships and stays

Individual study plan: Plan for entire studies

Show current version | all versions

FSS:Spring 2019 -

Student's proposal for the entire period: Study Plan

Supervisor's approval: Yes with a commentary #/0

Supervisor's statement about the plan for entire studies:

Doctoral Board's approval: Yes with a commentary #/0

Doctoral Board's statement about the plan for entire studies:

Edit the plan for entire studies

Individual study plan: Term content

Editing time table -

Show evaluation report the selected term | the selected term and the previous one | all the terms

FSS:Autumn 2019

Term content ISP

Doctoral thesis preparation:

Edit the term content Autumn 2019

Courses enrolled in

No courses enrolled in.

Publications

The publication information must be entered into the IS publication database. Please do so by clicking on Only the following outcome types are taken into account: B, C, J, S, D, V, P, A, p, a, k, m, n, u, j, b, c, d, e, i, t

No publication record is available.

Internships and stays for the purpose of study and work

The information on stays for the purpose of study must be entered into IS. Please do so by clicking on Internship and stays

No stay available.

The Information System of Masaryk University  
More about IS MU

Do you need help?  
istech@munich.cz

23/7/2019 | 11:35  
Current date and time

Help | Settings | Privacy

IS MU > Personal Administration > Student >  
Start of Term/End of Term >  
Doctoral Studies Individual Study Plan

Ph.D. Individual Study Plan and its evaluation

Student | Grades | Examinations | Course registration and enrolment | Seminar Groups | More applications... ▾

Mgr. [REDACTED]

Studies:	FSS D-
Programme:	Sociology (4-years)
Field of Study:	Sociology (Eng.)
Department:	Department of Sociology
Research topic:	
Research topic in English:	
Supervisor:	doc. [REDACTED]

Plan for entire studies | Term content | Courses enrolled in | Publications | Overview

**Individual study plan: Plan for entire studies**

Show current version | all versions

FSS:Spring 2019 ▾

Student's proposal for the entire period:	Study Plan
Supervisor's approval:	Yes with a commentary 2/3
Supervisor's statement about the plan for entire studies:	
Doctoral Board's approval:	Yes with a commentary 2/3
Doctoral Board's statement about the plan for entire studies:	

**Edit the plan for entire studies**

Individual study plan: Term content

is > Student > Ph.D. Individual Study Plan and its evaluation

Ph.D. Individual Study Plan and its evaluation

Student | Grades | Examinations | Course registration and enrolment | Seminar Groups | Study Materials | ROPOT (Revision, Opinion Poll and Testing) | Discussion group | Notebooks | More applications... ▾

**Plan for entire studies**

Student's proposal for the entire period ?

Source B I U abc x<sub>2</sub> x<sup>2</sup> [Icons]

body

Save Back

help editor options System -> HTML editor options

Type your research and study suggestions for entire period of studies

Doctoral Board's statement about the plan for entire studies:

Edit the plan for entire studies

**Individual study plan: Term content**

Editing time table -

Show evaluation report the selected term | the selected term and the previous one | all the terms

FSS:Autumn 2019

**Term content ISP**

Doctoral thesis preparation:

Edit the term content Autumn 2019

**Editing time table**

Spring 2019	
Student's proposal	1/1/2019 – 20/2/2019
Supervisor's approval	1/1/2019 – 28/02/2019
Student's feedback	1/5/2019 – 31/8/2019
Supervisor's evaluation	1/5/2019 – 15/9/2019
Evaluation by the Doctoral Board	any time

You can change the way the term content/s is/are shown.

The table shows the term chosen on the initial page of authorized IS MU.

Doctoral Board's statement about the plan for entire studies:

Edit the plan for entire studies

**Individual study plan: Term content**

Editing time table ▾

Show evaluation report **the selected term** | the selected term and the previous one | all the terms

FSS:Autumn 2019

**Term content ISP**

Doctoral thesis preparation:

Edit the term content Autumn 2019

Type here what are you going to work on during the term in given areas

### Ph.D. Individual Study Plan and its evaluation

Student | Grades | Examinations | Course registration and enrolment | Seminar Groups | Study Materials | ROPOT (Rev) | More applications... ▾

**Term content**

In each section, fill in the details concerning the chosen semester (what you will work on while preparing the doctoral thesis, how you continue with the publications / articles, what forums / conferences / lectures you plan to visit, or what kind of stays/internships you intend to do). As soon as you register courses for a given semester in the Student section in the Course Registration and Enrolment section, a list of the courses will also be displayed in the ISP section in the Courses Enrolled In section. If you are inserting a longer text, you can separate individual paragraphs using <P>.

**Doctoral thesis preparation**

required section

Doctoral thesis preparation

**Publications/articles**

required section

Publications/articles

**Professional forums/conferences/lectures**

required section

Professional forums/conferences/lectures

**Stays**

optional section

Stays

**Other**

optional section

Others

Save Back

about the plan for entire studies:

Edit the plan for entire studies

### Individual study plan: Term content

Editing time table ▾

Show evaluation report **the selected term** | the selected term and the previous one |

FSS:Autumn 2019

#### Term content ISP

Doctoral thesis preparation:

Edit the feedback Autumn 2019

### Courses enrolled in

iS > Student > Ph.D. Individual Study Plan and its evaluation ✦

## Ph.D. Individual Study Plan and its evaluation

Student | Grades | Examinations | Course registration and enrolment | Seminar Groups | Study Materials | ROPOT (Rev) | More applications... ▾

### Term content

Student's feedback ?

Type a feedback to your performance in this term

Save Back

Evaluation provided:	LF:Spring 2018 (11), LF:autumn 2018 (7), LF:Spring 2019 (7)
<b>Individual study plan: Plan for entire studies</b>	
LF:Spring 2018	
Student's proposal for the entire period:	Chronic inflammation has negative impact to many aspects of immune response, including immune cells development. Inflammation generates high levels of damage associated molecular patterns that are recognized through pattern recognition receptors, this process does not require presence of pathogens and is also called sterile inflammation. Chronic low-grade inflammation has been associated with aging but detail molecular mechanism remains unclear. The project aims to dissect the molecular basis of persistent long-term stimulation of different cell types belonging to the hematopoietic hierarchy through pattern recognition receptors. We will employ our established model of human hematopoiesis derived from CD34+ hematopoietic stem cells, in order to analyze the role of <del>these receptors in maintaining the homeostasis of myeloid differentiation. We also model human myelopoiesis in vitro in presence of</del>
Supervisor's approval:	Yes <input checked="" type="checkbox"/> <input type="checkbox"/>
Doctoral Board's approval:	Yes <input checked="" type="checkbox"/> <input type="checkbox"/>

At the main ISP page, the results of Supervisor's and Doctoral Board's **approvals** of your Plan for entire studies are stated.

Any added requirements, suggestions, etc., are **binding and obligatory** for your performance.



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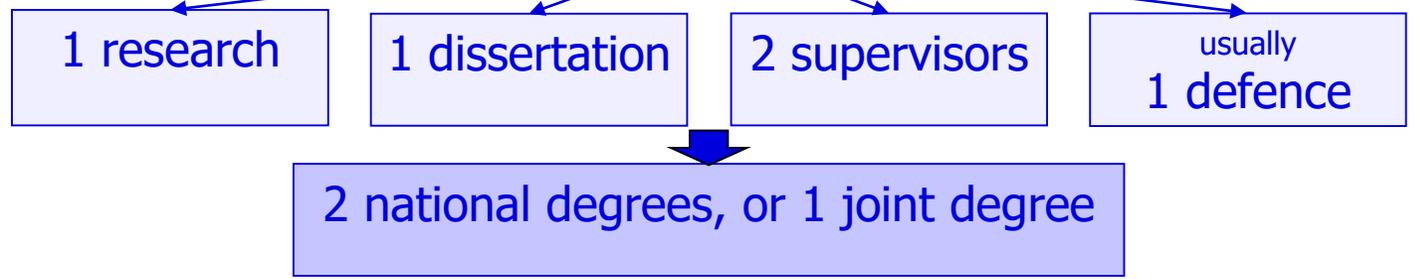
## **Ph.D. Studies in Cooperation with Another Institution**

## Ph.D. studies in cooperation with other institution

- Eager to cooperate with a foreign institution?
- Interested in having another supervisor?



OPPORTUNITY



- Speak to your MU supervisor
- Inform your Ph.D. studies officer
- Start to prepare your cotutelle agreement
- Have the document checked before signing

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**Start where you are.  
Use what you have.  
Do what you can.**

Arthur Ashe

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**Thank you for your attention!**

Markéta Burešová, T: 549 49 5365, E: [buresova@rect.muni.cz](mailto:buresova@rect.muni.cz),  
Research Office, Masaryk University Rectorate, Žerotínovo náměstí 9, 601 77 Brno