



MASARYKOVA UNIVERZITA EKONOMICKO-SPRÁVNÍ FAKULTA

Directive no. 4/2014

concerning Studies in Doctoral Degree Programmes and their Organization

Part One General provisions

Section 1 Initial provisions

- (1) The rules for doctoral degree programmes (hereinafter referred to as “DDP”) 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 by subsequent legislation (“the Act”). The rules complement the Masaryk University Study and Examination Regulations (“the SER”) as an internal regulation for the organization and implementation of DDP at the Faculty of Economics and Administration (“the FEA”). The rules specify: (1) the requirements and conditions relating to doctoral studies at the FEA, and (2) the organizational procedures for these studies.

Section 2 Doctoral fields of study

- (1) Based on the authority granted by the Ministry of Education Accreditation Commission for the period between 16/10/2009 and 30/9/2020, the FEA provides DDP in the following fields:

Degree programme	Field of study
Economic Theories	Economics
Economic Policy and Administration	Economic Policy
	Public Economics
Economics and Management	Business Economics and Management
Finance and Accounting	Finance

- (2) Economics, Economic Policy, Public Economics and Business Economics and Management are accredited for study in Czech and English. Finance is accredited for study in Czech, English and German.

- (3) In accordance with Sect. 47 Subs. 6 of the Act, a doctoral board is established for each degree programme, to monitor and evaluate the study and to guarantee its quality in the long term. Doctoral committees are established for the individual fields of the Economic Policy and Administration programme, in accordance with the SER, Sect. 25 Subs. 5. The person responsible for the activities of the doctoral board/committee is the Chair of the board/committee, who also acts as the guarantor of the respective field.

Section 3 Forms of study

- (1) Doctoral degree programmes are delivered as full-time (on-site) or combined (on-site + distance) studies.
- (2) The standard length of a full-time DDP at the FEA is 4 years. Should the full-time student fail to complete the programme within 4 years from enrolment, the form of his/her study will be changed to combined (SER, Sect. 27 Subs. 2). In order to change the form of study, the student is required to submit an official request. If the request is not submitted before the end of the 8th semester, the student's studies will be terminated. The maximum period between enrolment in a DDP and the proper completion of doctoral study is twice the standard study period (SER, Sect. 27 Subs. 3)¹.
- (3) Full-time students receive a scholarship to support their doctoral studies; the amount of the scholarship is stipulated by the Instruction of the Dean concerning the Rules for Awarding Scholarships in Full-time Doctoral Degree Programmes. The payment of the scholarship may be suspended while the student is taking an internship abroad. The decision about the suspension of the payment is made by the Dean, who shall also consider the financial conditions of the internship as well as other related circumstances. Combined-form programme students do not receive 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 Programmes². 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 via the official notice board, at least four months prior to the application submission deadline (Sect. 49 Subs. 5 of the Act).
- (3) Entrance exams need to be taken on site and in person. International applicants who need a visa to enter and/or stay in the Czech Republic, and who cannot take the

¹ The overall length of study (i.e. the period during which one is enrolled in a degree programme), possibly combined with a period of interrupted study as granted by the Dean following the student's official request (SER, Sect. 13 Subs. 1), may not exceed twice the standard period; otherwise the study will be terminated according to SER, Sect. 15 Subs. 1 b) (SER, Sect. 13 Subs. 3). The overall length of study does not include interrupted study (according to SER, Sect. 22 Subs. 8, or according to SER, Sect. 31 Subs. 7 and Sect. 32 Subs. 9). Further, the overall length does not include the time during which studies were interrupted due to serious health reasons or due to taking maternity/parental leave (SER, Sect. 13 Subs. 3).

² The Terms and Conditions of Admission to DDP, approved by FEA's Academic Senate, are available on the faculty's official notice board.

examination for this or another significant reason, may apply to sit for the entrance exam in a distance mode (i.e. based on the assessment of written material – see the Terms and Conditions of Admission to DDP for more details).

Part Two Students' rights and obligations

Section 5 Individual study plan

- (1) The studies shall follow an individual study plan (Sect. 47 Subs. 3 of the Act) approved by the doctoral board/committee (SER, Sect. 28 Subs. 1; Sect. 25 Subs. 8 b). The individual study plan ("the ISP") specifies a schedule for performing basic study and research tasks. The student is required to draft the ISP in collaboration with his/her supervisor (SER, Sect. 26 Subs. 3 b), using the application "Doctoral Studies Evaluation" in the Masaryk University Information System ("the IS"). The final version of the ISP needs to be submitted to the IS before the deadline specified on the doctoral studies web page (section DDP Students' Obligations, and section Information for Doctoral Boards/Committees and Supervisors – Information and Recommendations – Information and Recommendations for Supervisors – Important Dates).
- (2) The supervisor is responsible for the final version of the ISP as well as for its submission to the IS.
- (3) The maximum period a full-time student's ISP may cover corresponds to the standard length of study, i.e. 4 years. For combined-form programmes, the maximum period is 8 years. The ISP must be prepared in accordance with the requirements set out in Sect. 5 of this Directive.
- (4) The ISP (in line with the IS application) includes:
 - **Dissertation assignment**
 - dissertation topic
 - supervisor assignment
 - the language of the dissertation, if it is different from the language for which the study is accredited
 - **Important dates** (deadlines concerning obligations connected with the preparation and defence of the dissertation; these represent key control points/stages of the study)
 - planned date of the research workshop
 - planned date of the doctoral state examination ("the DSE")
 - planned date of the "minor" defence (i.e. internal defence at the respective supervising department)³
 - planned date of the dissertation defence

The supervisor may establish other control dates or deadlines (such as publication submission dates etc.) if he/she finds it appropriate.
 - **Presentation and publication**
 - planned number and type of publications

³ This date is given if the student intends to undertake the "minor" defence – see Section 12 of this Directive.

- **Other** – optional
 - planned study visits
 - planned participation in research projects
 - planned teaching activity
 - other planned activities of the student
- **Course enrolment**
 - planned course enrolment including the credit values of the individual courses⁴.

(5) Once approved by the doctoral board/committee, the ISP becomes obligatory.

- a) Changes in the ISP initiated by the student can be made during the course of the study, provided there is a good reason and the change is approved by the supervisor as well as by the doctoral board/committee. The student needs to send a written request through the Office for Academic Affairs, Research and Development and Doctoral Studies ("the OARD"). The modified ISP must be submitted to the IS no later than two weeks after the approval by the doctoral board/committee. The supervisor is responsible for the submission. The original version of the ISP and the approved request for the change are both stored in printed form in the student's files.
- b) Changes in the ISP during the course of the study can also be initiated by the supervisor, in order to establish special conditions according to the SER, Sect. 12 Subs. 3. Such changes require approval of the doctoral board/committee, and the modified ISP must be submitted to the IS no later than two weeks after the approval. The submission is the responsibility of the supervisor. The original version of the ISP is stored in printed form in the student's files.

Section 6 Students' obligations

(1) Doctoral students' obligations include:

- study obligations
- research obligations
- other obligations.

(1.1) Study obligations

- a) The DDP is duly completed if the student:
 - obtains credits for the courses taken as assigned; the minimum total value is 240 credits (SER, Sect. 6 Subs. 4)
 - passes the DSE (Sect. 47 Subs. 4 of the Act)
 - defends his/her dissertation (Sect. 47 Subs. 4 of the Act)
- b) Enrolling in courses shall comply with the rules for study plan preparation in the particular programme/field (SER, Sect. 11 Subs. 6).
- c) The programme comprises a study part and a research part. Full-time students complete the courses of the study part within the first four semesters of the DDP, and combined-form programme students within the first six semesters.

⁴ Information given here: course code, course name, credit value, planned date. The student chooses required elective and elective courses with regard to his/her dissertation topic and upon agreement with the supervisor.

- d) During the first two semesters (as part of the required course Study of Literature and under the guidance of the supervisor) full-time students engage with international books and journals relevant to their dissertation topic. During the third semester, based on the review of the respective theory and knowledge of the current state of research in the given area, the student specifies the research questions to be dealt with in the dissertation, and prepares a research project. Starting from the third semester the student enrolls in the required course Preparation of the Dissertation, as part of which he/she writes the dissertation under the guidance of the supervisor.
- e) The minimum credit value to be obtained in a DDP totals 240 credits, and the student:
- has to obtain at least 10 credits for required elective courses
 - can obtain a maximum of 8 credits per semester, and a maximum of 25 credits per the entire study period, for the course Teaching Assistance⁵.
- f) The recommended study procedure in a DDP is given in the **Sample Study Plan**^a below:

Semester	Course
1st semester	Econometrics ^b
	Microeconomics ^c
	Study of Literature ^d
	Selected required elective and elective courses (see the following table)
2nd semester	1-2 required courses ^e
	Study of Literature
	Demonstration of language competence (English) ^f
	Selected required elective and elective courses (see the following table)
3rd semester	Research Workshop ^g
	Preparation of the Dissertation ^h
4th semester	Preparation of the Dissertation
	Doctoral state examination
5th semester	Preparation of the Dissertation
	Internship ⁱ
6th semester	Preparation of the Dissertation
7th semester	Preparation of the Dissertation
	"Minor" defence (internal dissertation defence)
8th semester	Preparation of the Dissertation
	Dissertation defence

The semester recommended for course completion is only relevant to full-time students. Combined-form programme students are required to complete the study part of the DDP no later than in the 6th semester (see Sect. 6 Subs. 1.1 c) of this Directive.

The research workshop, the DSE, the "minor" defence and the dissertation defence represent key control points of the doctoral programme.

Required elective and elective courses for doctoral programmes (see the Course Catalogue for more detailed specifications regarding the given academic year and the individual fields of study):

⁵The student is entitled to remuneration for participation in teaching activity outside the scope of the course Teaching Assistance, which takes place upon agreement with the supervisor/head of the department.

Semester	Course
Autumn	Required elective
	Internship
	Teaching Assistance ^j
	Elective
	Mathematics for PhD Studies 1 and Mathematics for PhD Studies ^k
	Academic Skills in English
Spring	Research Methodology Practice (if the course is listed for the particular semester)
	Required elective
	Internship
	Teaching Assistance
	Philosophy and Methodology of Science
	Research Methodology
	Economic Policy
	Macroeconomics
	Asset Pricing ^l
	Public Economics
	Theory of the Firm
	Elective
	Econometrics 2 ^m
	Microeconomics 2 ⁿ
	Research Methodology Practice (if the course is listed for the particular semester)

Notes:

^a The Sample Study Plan assumes that the student starts the DDP in the autumn semester. If the student enrolls in the DDP in the spring semester, the ISP must be prepared with regard to this fact. The offer of elective courses may be updated; changes will be included in the Course Catalogue for the given academic year.

^b The course is taught in English.

^c The course is taught in English.

^d As part of the course Study of Literature the student writes an analytical overview concerning the topic of his/her dissertation. The aim of the overview is to map, based on the study of international books and journals, the current state of research in the field that is the focus of the dissertation. If the student intends to publish the overview, or if he/she intends to submit the dissertation in the form of a thematically relevant collection of published works (or works in print or otherwise accepted for publication), he/she prepares a review study. The finished texts are submitted using the "Homework Vault" application in the IS. 6 credits are awarded for a text of appropriate quality and with a minimum length of 20 standard pages.

Students take the Study of Literature course twice – in the first and in the second semester.

^e See the Course Catalogue.

^f In the course of the study the student is required to demonstrate competence in English for academic and specific purposes. In accordance with Sect. 28 Subs. 3 of the SER, this competence is considered proven if one of the following conditions is met:

- a) the student completes two relevant semestrial courses; the language competence result is duly noted in the IS by an authorized employee of the Office for Academic Affairs, Research and Development and Doctoral Studies ("the OARD officer") following the successful completion of two semestrial 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 the 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.

^g The research workshop is either:

- 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 dissertation topic. The student's supervisor selects from the given variants with regard to the specifics of the particular field of study and the focus of the dissertation. The second variant (presentation of a study) is expected mainly when the student intends to submit the dissertation in the form of a thematically relevant collection of published works (or works in print or otherwise accepted for publication). No later than 14 days prior to the research workshop the student is required to submit a dissertation research project/study relevant to the dissertation topic, in electronic form and through the department secretary's office. At the same time, the student has to submit the respective text via the "Homework Vault" application in the IS.
- b) A presentation at an important (and thematically relevant) research conference, or a presentation given at a summer school. The text of the paper presented at the conference/summer school, 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. The choice of the conference/summer school is the responsibility of the supervisor. The supervisor will award 10 credits for a successful presentation and defence. 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 Dissertation to be received in the individual semesters. The choice must be in line with the agreed-upon procedure of writing the dissertation. 5–30 credits can be obtained for this course in one semester. In each semester of taking this course the student sits a colloquium, in which the supervisor assesses the student's performance and progress (SER, Sect. 28 Subs. 2).

ⁱ An internship is 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 dissertation topic; alternatively, internship may involve participation in a summer school. Taking an internship requires the consent of the supervisor. Dealing with the student's internship request the supervisor assesses, above all, the specialization of the respective institution/summer school. The student will submit to the OARD officer a written application along with a plan/project (specifying the planned activities and outputs) approved by the supervisor. Within 14 days after completing the internship the student is required to write a report and submit it to the IS using the

"Homework Vault" application. 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.

^j 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 is determined by the supervisor (or by the head of the respective department with the supervisor's consent) in such a way that the teaching workload does not impede the ISP. The credit value of the course is determined by the head of the 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-level thesis	3 cr.
Seminar assignments evaluation (12 hours of work)	1 cr.

^k The purpose of the elective courses Mathematics for PhD Studies 1 and Mathematics for PhD Studies is to extend or deepen mathematical knowledge needed for subsequent economics courses.

^l The course is taught in English.

^m The course is taught in English.

ⁿ The course is taught in English.

(1.2) Research obligations

In the course of study a DDP student is required to:

- a) take part in the research projects undertaken by his/her supervisor/department, the extent of participation to be determined by the supervisor (or by the head of the department with the supervisor's consent)
- b) write a dissertation on the approved topic, duly meeting all requirements as regards dissertation length and format⁶
- c) if the student submits a standard dissertation, he/she needs to write at least 6 thematically relevant publications presenting the results of research done as part of dissertation preparation, of which:
 - at least 3 publications written solely by the student
 - at least 2 publications in a journal included in the List of Reviewed Non-impact Periodicals Issued in the Czech Republic (recognized by the Research, Development and Innovation Council), or in a proceedings registered in the database Conference Proceedings Citation Index – Social Science & Humanities by Thomson Reuters, or in a journal registered in an internationally renowned database (SCOPUS, ERIH), or in a journal with an impact factor
 - at least one publication written in English
- d) if the student submits the dissertation in the form of a thematically relevant collection of published works (or works in print or otherwise accepted for publication), he/she needs to write at least two other publications (apart from

⁶ Requirements on the dissertation length and format are set out in the currently applicable Directive of the Dean concerning the Requirements on the Length, Structure and Format of the Dissertation and of the Dissertation Summary.

those included in the dissertation); at least one of these must be written solely by the student, and at least one must be written in English.

(1.3) Other obligations

(1.3.1) Students in both full-time and combined-form programmes are required to:

- a) register electronically – via the IS – for each semester (provided that all requirements stipulated by Sect. 12 Subs. 1 and 2 of the SER have been met), according to the current official academic year schedule (see the SER, Sect. 10 Subs. 3 and 4)
- b) submit a draft ISP at the beginning of the first year of study, via the application “Doctoral Studies Evaluation – My Drafts” in the IS (SER, Sect. 28 Subs. 1); the ISP must first be discussed with the supervisor and the final version must be submitted to the IS before the deadline specified on the doctoral studies web site (in the section DDP Students’ Obligations); for more details see Section 5 of this Directive
- c) at the beginning of each year of study, draw up a draft plan for the given year (“the current annual plan”) and submit it to the IS (via application “Work Plan and Student Evaluation – My Drafts”) before the deadline specified on the doctoral studies web site (in the section DDP Students’ Obligations); the current annual plan must be in accordance with the student’s ISP approved by the doctoral board/committee, and must expand on the ISP adding detail; for particular instructions see the doctoral studies web site.
- d) at the beginning of each subsequent year of study, prepare material for the evaluation of the previous year (for more detailed instructions see the doctoral studies web site, section DDP Students’ Obligations) and submit it to the IS via the “Doctoral Studies Evaluation” application before the deadline specified on the web site; the student is obliged to support all information provided in the material by relevant documents, should he/she be asked to do so
- e) to submit the output of the courses led and evaluated by the supervisor (Study of Literature, Research Workshop, Internship) to the IS via the “Homework Vault” application
- f) regularly consult the supervisor about both the dissertation and publications in progress
- g) duly inform his/her supervisor of all important circumstances that could have an impact on the implementation of the ISP and of the current annual plan
- h) before leaving the country for an internship, notify the Secretary of the doctoral board/committee and the OARD officer of the departure date and the length of the stay (as it is necessary to arrange travel insurance).

(1.3.2) Full-time doctoral students are also obliged to:

- a) be present at the workplace at least 20 hours a week in 3 working days; should the student fail to meet this requirement, the supervisor/head of department may suggest reducing the student’s scholarship (with the consent of the doctoral board/committee) to a minimum determined in accordance with the currently applicable Provision of the Rector on the “Minimum Scholarship Amounts to Support Doctoral Studies at MU”.
- b) attend complementary programmes and seminars for DDP students organized by the OARD or by the department
- c) attend conferences and seminars organized by the department, or in other faculty events as recommended by the head of the department
- d) perform other tasks and duties (not specified in the ISP / current annual plan) assigned by the supervisor or by the head of the department with the supervisor’s consent.

Section 7 Students' rights

- (1) Students' rights are defined in Sect. 62 of the Act.
- (2) Apart from the general rights defined in Sect. 62 of the Act, the student is granted the right to ask to change the dissertation topic, the supervisor, the form of study, or the department. Such changes require, on the part of the student, a written request submitted via the OARD. The decision on changing the dissertation topic is within the authority of the doctoral board (SER, Sect. 25 Subs. 8 a); the decision on changing the supervisor is within the authority of the doctoral board/committee (SER, Sect. 25 Subs. 8 e). Department change requests are approved by the Dean following a statement from the Chairs of the respective doctoral boards/committees.

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 set out in Sect. 31 of the SER.
- (2) The application to take the DSE in the particular semester needs to be submitted before the deadline specified in the official academic year schedule. The actual date of the DSE is proposed by the doctoral board/committee and confirmed by the Dean for the semester for which the student has duly submitted application (SER, Sect. 31 Subs. 2). If the student submits the application after the deadline, the application holds good for the following semester.

Section 9 Doctoral state examination application

- (1) As shown in the Sample Study Plan, the full-time doctoral student submits the DSE application no later than in the 4th semester of study. If the student does not apply for the DSE in the 4th semester at the latest, his/her scholarship will be reduced in accordance with the currently applicable Instruction of the Dean (Rules for Awarding Scholarships in Full-time Doctoral Degree Programmes) until the month in which the student applies for the examination. In such a case the supervisor is obliged to take account of this fact in the evaluation of the student. If during the first four semesters the student as part of his/her approved study plan spent at least one semester studying abroad, the deadline for passing the DSE may exceptionally be extended by 1 semester if the student submits (via the OARD) a request to the Dean.
- (2) Combined-form programme students are required to submit the DSE application before the specified deadline, in the 8th semester at the latest. If this requirement is not met, the supervisor is obliged to take account of this fact in the evaluation of the student.
- (3) Before submitting the DSE application the student has to:
 - a) meet the obligations set out in Sect. 28 Subs. 3 and 4 of the SER (SER, Sect. 31 Subs. 1)

- b) present at least two scholarly publications; these must be published in print, or a proof needs to be provided that they have been accepted for publication in printed form.
- (4) The DSE application is submitted to the Dean via the IS (SER, Sect. 31 Subs. 1). The DSE application must include a comprehensive overview of the student's publications and research activities, prepared according to Appendix 1 to this Directive. Along with the DSE application the student also submits the dissertation summary: electronically to the IS, and in printed form (8 copies) to the OARD.
- (5) The recommended structure of the summary includes:
- an introduction (delimiting the topic)
 - the current state of knowledge in the area that is the focus of the dissertation
 - theoretical points of departure of the dissertation
 - the current state of research in the given area (overview of research results, their comparison, synthesis describing the current state of research in the given area)
 - the research project and goals (precise formulation of the research problem dealt with in the dissertation, research goals, research questions/hypotheses – depending on the field of study and the focus of the dissertation)
 - the research procedure (specification of the research procedure and of the methods for data collection and procession, time plan, current state of work on the dissertation)
 - the expected contribution of the dissertation to the given discipline.
- (6) In the presented dissertation summary the student should demonstrate:
- a high degree of insight as regards relevant theory and available research results (based on the study of relevant books and articles published especially in international journals)
 - that the chosen research procedure is well thought out, theoretically grounded, and uses relevant methodology.
- (7) The length of the summary should be about 25–30 pages and it should conform with the formal requirements set out in the currently applicable Directive of the Dean concerning the Requirements on the Length, Structure and Format of the Dissertation and of the Dissertation Summary.

Section 10

The extent and procedure of the doctoral state examination

- (1) The DSE examines theoretical and methodological knowledge related to the field of study. The extent of the examination is determined by the doctoral board/committee. The aim is to demonstrate readiness for independent research work in the given field.
- (2) General DSE requirements are covered by the study in the doctoral programme. Specific requirements involve particular areas of theory related to the presented dissertation summary.
- (3) The examination takes place in the form of a debate over the presented dissertation summary; questions are asked in a wider context of the particular discipline.
- (4) The DSE is held before the DSE committee. The appointment of the examination committee and the examination procedure are both governed by Sect. 33 of the SER.

Part Four

Dissertation and its defence

Section 11 The content of the dissertation

- (1) The dissertation must contain original, published results of research undertaken by the candidate, or results already accepted for publication (Sect. 47 Subs. 4 of the Act; Sect. 30 Subs. 2 of the SER)⁷. If the student presents for defence the results of collaborative research work in which he/she took part, the dissertation must represent a comprehensive account of a precisely specified part of the collaborative research; in accordance with Sect. 30 Subs. 4 b) and c) of the SER, the parts authored by the student must be clearly marked, and the dissertation must include a statement from the co-authors confirming the student's authorship of the marked parts and evaluating his/her participation in the research. In accordance with Sect. 30 Subs. 2 of the SER, the dissertation may also be submitted in the form of a thematically relevant collection of published works (or works in print or otherwise accepted for publication), with the student adding a comprehensive introduction and commentary.

Section 12 "Minor" defence

- (1) The student has the right to undertake a "minor" defence of his/her dissertation.
- (2) The "minor" defence is an internal defence of the first (complete) version of the dissertation. It is held before employees of the department and guest experts, and is organized by the head of the department. The purpose of the "minor" defence is:
- to give the student an opportunity of a scholarly debate held within the department, and to further develop the student's skills to defend the results of his/her research work
 - to provide a preliminary assessment of the quality of the dissertation, and to see if and to what degree the dissertation requirements have been met.
- (3) The student submits the "minor" defence application to the doctoral board/committee Chair, before the deadline specified for the given semester by the head of the department. The application shall also include the text of the dissertation (written in accordance with the dissertation format requirements⁸); the text is submitted electronically and in three comb-bound printed copies.
- (4) Based on the doctoral board's/committee's proposal, the Chair of the board/committee shall appoint two dissertation opponents. Each opponent will provide a written review assessing the quality of the dissertation and the degree to which the relevant dissertation requirements have been met. The student has the right to receive the opponents' reviews no later than 5 working days before the "minor" defence.

⁷ Along with the defence application the student also submits an overview of published works (or works in print or otherwise accepted for publication, with a due confirmation of acceptance).

⁸ See the currently applicable Directive of the Dean concerning the Requirements on the Length, Structure and Format of the Dissertation and of the Dissertation Summary.

- (5) The date of the “minor” defence is determined by the head of the department upon agreement with the Chair of the board/committee, with a view to the defence taking place as soon as possible. The defence procedure includes:
- a 20-minute presentation of the content of the dissertation (presenting the research problem, research goals and procedure, results and conclusions)
 - the supervisor’s assessment of the candidate’s work on the dissertation
 - the reading of the opponents’ reviews
 - the candidate's comments on the opponents’ reviews
 - questions and discussion.
- (6) The “minor” defence is minuted; the written record is the responsibility of the candidate's supervisor. Should the opponents’ reviews and/or the defence participants’ comments suggest that the presented thesis does not adequately meet dissertation requirements common in the given field, the record must contain an explicit conclusion recommending the candidate to either:
- make partial changes/additions (with a specification of the type of changes to be made)
 - make a rewrite (with a specification of main reasons).
- (7) The conclusions of the “minor” defence are to be taken as recommendations. If the candidate intends to make additions to (or a rewrite of) the presented dissertation, he/she needs to make sure that the work is completed before the final deadline for dissertation defence (see Sect. 13 Subs. 2 of this Directive).

Section 13 Dissertation defence

- (1) The terms and conditions governing the submission of the defence application and the actual procedure of the defence are set out in Sect. 32 of the SER.
- (2) The candidate submits the defence application to the Dean through the IS, before the deadline specified in the official academic year schedule (SER, Sect. 32 Subs. 2). The date of the dissertation defence is proposed by the doctoral board/committee and confirmed by the Dean for the semester for which the student has duly submitted application (SER, Sect. 32 Subs. 3). If the candidate submits the application after the said deadline, the application holds good for the following semester.
- (3) The defence application includes (in accordance with Sect. 32 Subs. 2 of the SER):
- 4 hardbound printed copies of the dissertation (conforming with the requirements set out in the currently applicable Directive of the Dean concerning the Requirements on the Length, Structure and Format of the Dissertation and of the Dissertation Summary); prior to handing in these copies the dissertation must be submitted to the electronic archive of theses in the IS (SER, Sect. 30 Subs. 4)
 - the abstract of the dissertation
 - 10 copies of the dissertation summary written in accordance with the requirements on the length, structure and format of the dissertation summary set out in the currently applicable relevant Directive of the Dean
 - a list of the candidate’s published works and works accepted for publication (those not written as part of the doctoral degree programme must be properly marked), and a comprehensive overview of publications and research activities prepared according to Appendix 1 to this Directive.
 - professional CV.

- (4) Based on the doctoral board's/committee's proposal, the Dean shall appoint at least two dissertation opponents, of which at least one is not a MU employee (SER, Sect. 32 Subs. 4). The opponents may (but don't have to) be identical with those participating in the "minor" defence. Both opponents must hold an academic degree of Associate Professor ("docent") or Professor. Should the doctoral board/committee find out that in the given field no potential opponent is available with these qualifications (possibly because the dissertation topic is too specific), the Dean may grant an exception based on the board's/committee's proposal and instead appoint a renowned expert with a minimum degree of Ph.D. or CSc.
- (5) The defence is held before the dissertation defence committee. The activity of defence committees is governed by Sect. 33 Subs. 1–6 of the SER.
- (6) The date of the dissertation defence is proposed by the doctoral board/committee and confirmed by the Dean for the semester for which the student has duly submitted the application (SER, Sect. 32 Subs. 3).
- (7) The defence is held in the language in which the respective doctoral programme has been taught, or alternatively in the language specified for this purpose in the programme. With the consent of the student, or at his/her own request, the doctoral board may decide upon holding the defence in another language that is typically used in the particular field (SER, Sect. 32 Subs. 7).
- (8) The defence procedure includes:
- candidate introduction
 - a 20-minute presentation of the content of the dissertation (presenting the research problem, research goals and procedure, results, conclusions and contribution)
 - the reading of the supervisor's assessment
 - the reading of the opponents' reviews
 - a debate concerning the dissertation, in which the candidate responds to the opponents' reviews and to questions asked by the opponents and the committee members
 - a closed session of the defence committee
 - defence result announcement.

Part Five
Rights and obligations of the supervisor and of the consultant

Section 14
Supervisor's rights and obligations

(1) The supervisor may supervise a maximum of 6 doctoral students. Exceptions are subject to the approval of the Dean.

(2) The supervisor is obliged to:

- a) draw up the ISP – in collaboration with the supervised student at the beginning of his/her first semester of study – and submit it to the IS (application "Work Plan and Study Evaluation") before the deadline specified on the doctoral studies web site⁹
- b) draw up a detailed annual plan for each year of study – in collaboration with the student and based on his/her draft plan – and submit it to the IS via the application "Work Plan and Study Evaluation" before the deadline specified on the doctoral studies web site (see Footnote 9)
- c) guide and supervise the student in accordance with his/her ISP, and provide advice on scholarly problems occurring in the course of writing the dissertation
- d) develop the student's creative skills, provide advice on publications in progress, and steer the student's publication activity to be of desired quantity and quality
- e) ensure the student's adequate involvement in research and teaching activities
- f) regularly check the student's performance as regards his/her study and research obligations; make an annual evaluation of the student and before the deadline specified on the doctoral studies web site (see Footnote 9) submit it to the IS via the application "Work Plan and Study Evaluation" (more details in Sect. 18 of this Directive)
- g) attend the student's research workshop, DSE, "minor" defence, and dissertation defence
- h) cooperate with the Chair of the doctoral board/committee and with the OARD officer
- i) provide relevant statements in connection with the student's applications, DSE and dissertation defence
- j) should the supervisor conclude that the student's progress considerably lags behind the schedule, or that the student has considerably deviated from the ISP or from the approved dissertation topic, the supervisor is required to notify the student and together agree on a way to remedy the problem
- k) if the problem persists despite the supervisor's notification and the mutual agreement on a particular solution, the supervisor is obliged to take account of this fact in the annual student evaluation; if the extent of failure to meet the study and research obligations is alarming, the supervisor needs to inform the Chair of the doctoral board/committee and establish, upon agreement with the Chair, special conditions in accordance with Sect. 12 Subs. 3 of the SER; for related administration see Sect. 5 Subs. 5 b) of this Directive
- l) duly inform the Chair of the doctoral board/committee of any circumstances that could 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:

⁹ In the section Information for Doctoral Boards and Supervisors – Information and Recommendations – Information and Recommendations for Supervisors – Important Dates.

- a) engage supervised students in his/her own research projects and assign them partial research duties
- b) authorize a supervised full-time doctoral student to evaluate undergraduate seminar assignments and to teach in his/her courses, upon agreement with the head of the department and in an extent corresponding to the maximum value of 8 credits per semester and 25 credits per the entire study period
- c) resign as supervisor if in the course of the degree programme circumstances occur that impede his/her role as the student's supervisor; the resignation must be sent in writing to the Dean, the Chair of the doctoral board, and the student (SER, Sect. 26 Subs. 5).

Section 15 Consultant's rights and obligations

- (1) If the dissertation topic requires specific supervision or expert consulting, a consultant may be appointed to guarantee (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 Ph.D., CSc. or DrSc. The consultant is appointed by the Dean based on the proposal of the Chair of the doctoral board.
- (2) The consultant is obliged to:
 - a) guide and supervise the student in accordance with his/her ISP, and provide advice on scholarly problems occurring in the course of writing the dissertation
 - b) develop the student's creative skills, provide advice on publications in progress, and steer the student's publication activity to be of desired quantity and quality
 - c) cooperate with the student's supervisor.

Part Six Obligations of the doctoral board/committee and of the guarantors

Section 16 Obligations of the doctoral board/committee

- (1) The study in a DDP is monitored and evaluated by the doctoral board (Sect. 47 Subs. 6 of the Act) appointed in accordance with Sect. 25 of the SER. The board is presided by its Chair, who is appointed by the Dean based on the board members' voted preference (SER, Sect. 25 Subs. 3). Following the proposal of the board, the Dean may establish doctoral committees for the individual fields of study in the programme (SER, Sect. 25 Subs. 5)¹⁰. The Chair of the board/committee, who also acts as the guarantor of the respective DDP field of study, is responsible for the concept, development and quality of the field.
- (2) If the supervisor informs that study and/or research obligations are not being met on the part of the student, the board/committee is obliged to discuss the problem. Should the board/committee conclude that there are reasons for the termination of the study, it is entitled to submit a termination proposal to the Dean.
- (3) For a period of planned absence the Chair shall appoint a deputy from among the board/committee members, who is delegated the Chair's competence (SER, Sect. 25

¹⁰ As far as the FEA is concerned, doctoral committees were established for both fields under the Economic Policy and Administration programme: Economic Policy and Public Economics; see Part One of this Directive.

Subs. 3). The Chair is then required to notify the OARD officer of the appointed deputy.

- (4) The doctoral board/committee shall meet at least once a year (the typical frequency is twice a year).
- (5) At its meetings the doctoral board discusses, above all:
 - a) the individual study plans of new DDP students
 - b) annual student evaluations
 - c) dissertation topics for the upcoming DDP admissions
 - d) educational content and teachers assigned for lectures and seminars
 - e) pending student requests
 - f) and other matters given in Sect. 25 Subs. 8 of the SER.
- (6) At its meetings the doctoral committee discusses, above all:
 - a) the individual study plans of new DDP students
 - b) annual student evaluations
 - c) educational content and teachers assigned for lectures and seminars
 - d) pending student requests
 - e) and other matters for which the committee, in accordance with Sect. 25 Subs. 8 of the SER, has received authority from the Dean based on the proposal of the doctoral board.
- (7) The doctoral board/committee meeting is minuted; the written record shall be submitted to the IS document server within 14 days following the meeting. The submission of the record is the responsibility of the Chair of the board/committee.
- (8) An approved ISP is confirmed by the Chair through the IS, application "Work Plan and Study Evaluation" (section Comments and Notes, "Plan Approved for the Next Year"), within 14 days following the board/committee meeting.
- (9) The statement of the doctoral board/committee concerning the annual student evaluation shall be submitted to the IS, application "Work Plan and Study Evaluation" (section Comments and Notes, "Doctoral Board Statement"), within 14 days following the board/committee meeting. The submission is the responsibility of the Chair.
- (10) The Secretary of the board is required to inform the OARD officer about the approved dissertation topics that are to be listed as part of the DDP admissions at the end of the spring semester (with the students enrolling in the autumn semester of the following academic year); the deadline is 15 January of the given year.
- (11) The Secretary of the board is required to inform the OARD officer about the approved dissertation topics that are to be listed as part of the DDP admissions at the end of the autumn semester (with the students enrolling in the spring semester of the same academic year); the deadline is 31 July of the given year.
- (12) If the doctoral board intends, with effect in the following academic year, to make changes in the offer of courses (the number of on-site lessons, credit value, completion requirements, assigned teachers etc.) that need to be reflected in the Course Catalogue (SER, Sect. 4 Subs. 4), the Secretary of the board/committee shall submit the respective information to the OARD officer before 30 April of the given year.

- (13) The Chair of the doctoral board/committee appoints a Secretary to assist in dealing with organizational and administrative matters connected with the activities of the board/committee. The Secretary:
- a) organizes – in cooperation with the Chair – the activities of the board/committee; above all
 - organizes the board/committee meetings
 - prepares data and material for the meetings
 - takes the minutes of the meetings
 - organizes and administers the electronic voting of the board/committee members
 - keeps all necessary records
 - b) based on the Chair's instructions and in cooperation with the OARD:
 - assists in the administration of DDP admissions
 - assists in the administration of individual study plans and student evaluations
 - c) administers the departmental web site of the respective doctoral field of study, and ensures the publication of information relevant to the students of the given field.
 - d) assists in the preparation of accreditation materials for the respective field of study
 - e) carries out other tasks and duties as assigned by the Chair of the board/committee.

Section 17 **Obligations of the course guarantor**

- (1) A guarantor is appointed by the Chair of the doctoral board/committee for each course in the programme. The course guarantor is responsible for:
- a) the content of the course, its relevance and scholarly standard
 - b) publishing and updating course-related information in the IS
 - c) selecting the teacher(s) for the course
 - d) the educational quality of the course
 - e) making arrangements with the teacher(s) as regards course dates
- (2) If the course guarantor intends, with effect in the following academic year, to make changes in the content and/or organization of the course that need to be reflected in the Course Catalogue (i.e. changes in the course description, structure, skills and knowledge the students should master/develop, requirements for completing the course – see Sect. 4 Subs. 4 of the SER), the guarantor shall submit the respective information to the Chair of the board/committee and to the OARD officer before 30 April of the given year.

Part Seven **Student performance evaluation and monitoring**

Section 18 **Individual study plan compliance monitoring**

- (1) The supervisor and the doctoral board/committee 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 his/her study, research and teaching obligations; this entails making an annual evaluation of the student and submitting it electronically to the IS via the application

"Work Plan and Study Evaluation" (see Sect. 14 Subs. 2 of this Directive) before the deadline specified on the doctoral studies web site (see Footnote 9). At the request of the doctoral board the supervisor shall also submit the student evaluation in writing (SER, Sect. 25 Subs. 8 g).

- (3) The supervisor prepares the student evaluation based on the material provided by the student. In the final section entitled "Overall Supervisor Evaluation" the supervisor shall provide a conclusion choosing one of the following variants:
- the student fully complies with the ISP
 - the student complies with the ISP
 - the student partly fails to comply with the ISP
 - the student fails to comply with the ISP.

If the supervisor selects "the student partly fails to comply with the ISP" he/she is obliged to provide a comment, possibly with a suggestion for a remedy.

If the supervisor selects "the student fails to comply with the ISP" he/she is obliged to provide a comment and also a suggestion for a remedy.

- (4) Each student's academic performance is discussed and evaluated by the doctoral board/committee along with the supervisor. The results are summarized in a record that is a required part of the documentation in the IS (SER, Sect. 25 Subs. 8 g).

Section 19

Student performance monitoring in courses led and evaluated by the supervisor

- (1) The student's performance in courses led and evaluated by the supervisor is regularly monitored by the doctoral board/committee based on the individual course outputs submitted to the IS via the application "Homework Vault". The board/committee applies this type of monitoring for the following courses: Study of Literature, Research Workshop and Internship.

Part Eight

Degree programme organization

Section 20

Course organization

- (1) The organization of required courses is the responsibility of the OARD officer. The guarantor of the respective course(s) is obliged to notify the officer of the relevant course dates no later than 5 weeks prior to the publication of the course schedule.
- (2) The organization of required elective and elective courses is the responsibility of the individual course guarantors. Technical assistance is provided by the OARD officer.
- (3) The organisation of the research workshop (see the course Research Workshop) is the responsibility of the head of the department.

Section 21

Organization of the doctoral state examination

- (1) After the student submits the DSE application:

- a) The Chair of the doctoral board/committee shall propose the date of the DSE and nominate the members of the examination committee so that the DSE can take place in the semester for which the student has duly submitted the application (SER, Sect. 31 Subs. 2).
- b) An authorized employee of the department shall contact the nominees in order to discuss the possibility of their participation. Upon their agreement the employee shall e-mail the committee members and confirm the date of the DSE.
- c) No later than a month before the DSE the Chair or the Secretary of the board/committee shall notify the OARD officer of the date of the examination.
- d) No later than 3 weeks before the DSE the OARD officer shall publish the announcement and send the committee members their invitations and relevant materials.
- e) On the day of the examination the OARD officer shall provide required technical equipment and prepare relevant written materials.
- f) A written record shall be made to document the course of the examination. The Chair/Secretary of the DSE committee shall submit the duly written and signed record to the OARD officer within 3 working days following the examination.

Section 22
Organization of the "minor" defence

- (1) The organization of the "minor" defence is the responsibility of the head of the department.
- (2) A written record of the "minor" defence and the opponents' reviews must be submitted to the OARD within 7 working days following the defence. The submission is the responsibility of the head of the department, or an employee authorized by the head.

Section 23
Organization of the dissertation defence

- (1) After the student submits the defence application:
 - a) The Chair of the doctoral board/committee shall propose the date of the defence so that it can take place in the semester for which the student has duly submitted the application (SER, Sect. 31 Subs. 2).
 - b) No later than 2 months before the planned dissertation defence the Chair or the Secretary of the board/committee shall provide the OARD officer with the list of opponents approved by the board/committee.
 - c) Within 7 days following the announcement of the opponent names the OARD officer shall send the opponents their letters of appointment together with the dissertations and a request for a review.
 - d) An authorized employee of the department shall contact the nominees in order to discuss the possibility of their participation. Upon their agreement the employee shall e-mail the committee members and confirm the date of the DSE.
 - e) No later than a month before the defence the Chair or the Secretary of the board/committee shall notify the OARD officer of the finalized date of the defence and provide the list of members of the committee.
 - f) No later than 3 weeks before the defence the OARD officer shall send the committee members and the opponents their invitations, and publish the information about the upcoming defence.
 - g) On the day of the defence the OARD officer shall provide required technical equipment and prepare relevant written materials.

- h) A written record shall be made to document the course of the defence. The Chair/Secretary of the defence committee shall submit the duly written and signed record to the OARD officer within 3 working days following the defence.

Section 24 **Final and abrogation provisions**

- (1) This Directive repeals Directive of the Dean no. 5/2012 concerning Studies in Doctoral Degree Programmes and their Organization.
- (2) This Directive also repeals Instruction of the Dean no. 6/2012, Guideline for the Interpretation of Sect. 6 Subs. 1.1 f), and of Sect. 6 Subs. 1.2 c) and d) of Directive no. 5/2012 concerning DDP studies.
- (3) This Directive is based on the currently applicable SER.
- (4) This Directive shall apply to all doctoral degree programme students at the FEA.
- (5) I hereby authorize the Vice Dean for Academic Qualifications and Doctoral Degree Programmes to inspect the compliance with and implementation of this Directive, and to update the document if necessary.
- (6) I also authorize the Vice Dean for Academic Qualifications and Doctoral Degree Programmes to provide the interpretation of the individual provisions of this Directive.
- (7) Appendix 1 to this Directive is the form Doctoral Student's Research Activity Overview.
- (8) This Directive shall take effect on the date of its publication.

In Brno, 21 October 2014

prof. Ing. Antonín Slaný, CSc.
Dean

Appendix 1 **Doctoral Student's Research Activity Overview**

Publication results (include number and full citations)

A	Publications in scholarly journals	Number
A1	Articles in journals with an impact factor	
	<i>provide citations here</i>	
A2	Articles in journals registered in a renowned database (SCOPUS, ERIH)	
A3	Articles in reviewed journals published abroad (Slovakia excluded)	
A4	Articles in reviewed domestic journals included in the List of Reviewed Non-impact Periodicals Issued in the Czech Republic	
A5	Articles in other reviewed Czech/Slovak journals	
B	Chapters in monographs	
B1	Chapters in reviewed monographs published abroad in a world language	
B2	Chapters in reviewed monographs published in the Czech Republic/Slovakia in a world language	
B3	Chapters in reviewed monographs published in the Czech Republic in Czech, or abroad in a non-world language	
C	Original papers in conference proceedings	
C1	Papers in international conference proceedings registered in the database Conference Proceedings Citation Index by Thomson Reuters	
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	

Participation in research projects

From - to	Type of project (name, reg. number, main researcher)	Specification of the participation

Internships

From - to	Place	Specification of the programme of the internship