

MUNI

**Mendel
Doctorandus**

**MUNI
SCI**

**MUNI
MED**

**MUNI
PHARM**

**MUNI
SPORT**

**MUNI | RECETOX
SCI**

CEITEC



HR EXCELLENCE IN RESEARCH

MUNI MENDEL DOCTORANDUS AWARD



MUNI Mendel Doctorandus Award

Status, Governance, Implementation

Final. Version 1 (2022-07-11)

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Preface and objectives of the programme

MUNI MENDEL DOCTORANDUS (MMD) is a voluntary programme organized by Faculties and Institutes of Masaryk University (further in the text described as „Faculties“):

- Faculty of Science (SCI MUNI),
- Faculty of Medicine (MED MUNI),
- Faculty of Pharmacy (PHARM MUNI),
- Faculty of Sports (SPORT MUNI)
- CEITEC MU

MMD is based on generic Memorandum signed by representatives of the above mentioned MUNI parts - „Memorandum o společném uskutečňování doktorských studijních programů a dalším vzdělávání doktorských studentů“.

The overarching objective of the MMD is to improve standards in PhD education at MUNI and Faculties involved. This is achieved through active involvement of doctoral students, their supervisors and corresponding doctoral boards who jointly and voluntarily accept additional duties and obligations by

- accepting **conditions of the European Doctorate** (Doctor Europaeus) which acknowledges the international dimension of the PhD
- organizing an **open and transparent international admission procedure** for PhD candidates
- guaranteeing **good financial conditions for living costs of PhD students**
- actively participating in **mentoring programmes** and **additional trainings** advancing thus own interdisciplinary education and transferable soft skills
- **defending PhD** within standard period of study i.e. within 4+1 years

MMD is planned to be a prestigious brand (label) acknowledging and bringing additional credits to best PhD graduates as well as to their supervisors and doctoral programmes at MUNI. MMD label (including the recognition of the European Doctorate) is provided as a supplement to the official MUNI doctoral diploma recognizing thus the significant assets of the student and PhD programme.

The expected impacts of MMD include:

- improved standards in PhD at MUNI,
- attracted the best available PhD candidates,
- advanced quality of science and quality of PhD graduates,
- improved preparation of PhD graduates for further careers
- better environment and infrastructure at MUNI supporting PhD studies
- strengthened collaboration among PhD students, supervisors and doctoral programme

Awarded graduates as well as supervisors and doctoral programmes involved in MMD thus serve as an inspiration and example of good practices for other stakeholders, improving thus overall quality of PhD education at MUNI.

Criteria for MUNI MENDEL DOCTORANDUS

The criteria listed in Table 1 are expected to be fulfilled when MMD - including European Doctorate label - is awarded. More details are provided below in the Implementation section

Table 1: Criteria for awarding of the MMD. Note: Fulfilling of criteria is fully required for students newly starting their PhD studies at MUNI in 2023 and later. For students already enrolled during the initiation of MMD programme in 2022, ad hoc evaluation on individual basis is done by the MMD Committee.

Criterion	Description	Details	Notes
Preconditions – general			
Open and transparent international admission procedure	The PhD position is advertised internationally, the admission committee organizes competitive evaluation and selection of the candidates. The admission process is conducted in English.	The process is organized by respective doctoral programme. The proof of international advertisement and procedure is provided in the Application dossier .	
Minimum monthly income of PhD student for standard 4 year of studies – 20,000 CZK (net income after deductions)	The foreseen minimum conditions are advertised before admission, actual income of PhD student is checked at the end of each semester ¹	Supervisors with support of PhD board and corresponding home department or institute are responsible for minimum income. Salaries and costs of students' research should primarily be supported by extramural grants of supervisor. The total income can be combined from scholarships and/or salaries.	Individual arrangements (lower income) can exceptionally be accepted, always upon agreement of student
Preconditions – supervisors			
Active in research publishing, lead extramural grant(s), positive record of supervised students, active in own life-long learning and mentoring	MMD Committee reviews the materials listed in the "Details" column on annual basis. The committee evaluates alignment with MUNI principles ² , and agrees on inclusion of a supervisor into the list of "MMD Certified Supervisors".	Materials reviewed by the MMD Committee: 1- managerial data from IS MUNI (publications, successfully graduated PhD students) ³ 2- information on supervisor's activities from semestral MMD reports submitted by a student	Meeting between MMD Committee and supervisor is organized in case of disputes or negative evaluations

¹ The minimum income is guaranteed only for those students who are pro-active and fulfil all standard study duties according to their PhD programme. Details are provided in the Implementation section

² MUNI Standards are available at the link below. Doctoral Boards are primarily responsible for assignment, monitoring and advancing quality of supervisors' work,

https://is.muni.cz/auth/do/mu/Uredni_deska/Predpisy_MU/Masarykova_univerzita/Ostatni_dokumenty/Methodika/odbor_vyzkumu/metodicky_list_c_1_2021_zasady_a_doporuceni_pro_efektivni_a_kvalitni_doktorske_s/

³ <https://muni.cz/go/phd-data>. Additional information confirmed by Faculty representative (e.g. letter from vice-dean) is also accepted.

		3- ad hoc evidence provided from doctoral boards or Faculty administrations	
European Doctorate conditions (https://eua.eu/)⁴			
International secondment for 3 months minimum	The doctorate must, in part, have been prepared during a research internship period of at least three months in another European country.	Organized by a student and supervisor. Secondments must be recorded in IS MUNI via standardized existing procedures at Faculties. Duties to participate in interdisciplinary and soft skill trainings are waived during secondment abroad. Participation at workshops, summer schools, conferences etc. is not considered to be eligible secondment.	Secondments in countries outside of Europe will be evaluated case-by-case by the MMD Committee. In exceptional cases, 3 months duration can be combined from few shorter research stays related to thesis. Even during the semester when student is abroad, enrolment in MMD Course is obligatory.
Oral thesis presentation and defence	Presentation and PhD defence are conducted in English. Reports on thesis (reviews) are submitted by at least three evaluators who are independent from MUNI. At least two reviewers are from universities or research institutes from two different European countries other than CZ. At least one member of jury (committee for PhD defence) is from European higher education institution outside of CZ or SK	Organized by a doctoral board.	Non-European reviewers or jury members with high reputation are accepted. Reviewer who fulfils formal criteria can be at the same time a member of jury. These obligations relate only to defence; theoretical state exam can be in Czech/Slovak
Duties of a student			

⁴ Note to MUNI administration: Study documents (SZŘ) should be aligned with international standards (do not mention that supervisor is a member of PhD evaluation committee)

<p>Participation in interdisciplinary training activities</p>	<p>Student participates at activities/seminars - minimum duration of 8 hours per semester is required. Content of the training shall be research or technology development. It shall be outside of the main study focus or research direction of a student. Typical profile includes, for example, 8 interdisciplinary seminars (1 - 1.5 h each) or other activities such as secondments in research infrastructural facilities, interdisciplinary summer schools etc.</p>	<p>MMD office provides an offer of MMD certified events, participation of students is recorded during semester. Student also submit Student's semestral MMD report, where he/she can claim participation in other courses (within or outside of MUNI)</p>	<p>Courses that are obligatory in the Individual Study Plan are not MMD eligible for respective student. Participation in specific programmes such as CEITEC Bridge Fund is eligible. Courses of English language or similar are not eligible.</p>
<p>Participation in transferable, soft skills training activities</p>	<p>Student participates in minimum 1 activity or training per academic year corresponding to minimum of 8 hours. Typical examples include a day workshop, two half-day seminars, full semester soft skills course offered at university or other relevant.</p>	<p>MMD Committee evaluates this criterion on a yearly basis (academic year), various trainings in both semesters can be combined.</p>	<p>Students provide detail in the Semestral MMD report. Student can ask for a waiver in a given semester if he/she participated in extensive soft skill activities during previous semester.</p>

Governance and management

MMD programme is jointly organized by Faculties involved. Following principles, bodies and task owners are involved in the governance and management of MMD programme:

Technical principles

- Primary language of communication of MMD programme is English.
- Team in MS Teams is established and used as the primary resource for materials, documents and communication of MMD programme bodies

Organizational principles

- MMD programme is primarily operated from Faculty of Science, office for Doctoral Studies with involvement and support from all other Faculties - MED, CEITEC MU, SPORTS, PHARM.
- Daily management is assured by **MMD Administrator**
- Programme is supervised by **MMD Committee** consisting of vice-deans and scientific secretary representing CEITEC. MMD Committee reports to deans of individual Faculties and to director of CEITEC.
- **MMD Board** consists of Heads of Doctoral programmes.

MMD Administrator is dedicated person, Early Stage Researchers' Support Specialist at SCI MUNI who coordinates with other Faculties and is responsible for regular management with following responsibilities and duties:

- Developing and updating the information and materials at MMD web and Teams folder
- Communicating and coordinating with PhD administrators at other Faculties
- Organization of MMD procedures for enrolled students
- Preparing materials and working reports for MMD Committee
- Other support to MMD and daily management

MMD Committee has following organization and responsibilities

- Regularly meets twice a year (start of each semester) with following regular tasks:
 - Discussion and approval of the **Application summary report** prepared by the Administrator (summary of new applications), approval of new enrolments into the MMD programme
 - Discussion and approval of the **MMD semestral summary report** prepared by the Administrator (summary after each semester), discussion of eventual programme updates
 - Evaluation and updating the **List of MMD Certified Supervisors**, eventual corrections of the list
- **Chair of the Committee** (elected/approved on annual basis) moderates meetings, together with Administrator presents the materials for decisions of the Committee. Chair can call for ad hoc meeting/teleconference or start communication via emails or in MS Teams in case of relevant, important and urgent needs.

MMD Board consists of Heads of Doctoral programmes that support students participating in MMD programme. MMD Board

- is invited by the Chair of the MMD Committee to meet on annual basis
- serves an advisory and consultation body to the MMD Committee assuring thus continuous improvements and alignment of MMD with practices at Faculties and Doctoral programmes.

Processes and implementation

This section describes in brief major processes how is the MMD programme implemented at MUNI.

Advertisement and information sharing

- [Information hub](#) – is maintained with all necessary information and guidance available to students, supervisors and doctoral boards. Web structure and content:
 - Overview, intro to MMD
 - News, Success stories, awarded graduates
 - Why to apply – what will you earn?
 - How to apply?
 - Instructions – for enrolled students, supervisors, doctoral boards
- Information is also directly provided to new applicants for PhD studies (*links are established from MUNI web interface for new applicants*)
- Vice-deans organize ad hoc meetings with Heads of doctoral boards introducing the MMD
- Following the introductory meetings, emails are sent to supervisors with reference to web page and doctoral boards
- Newsletters and emails are used at individual Faculties

Applications to MMD programme are prepared and submitted by doctoral students

- Each student interested in MMD prepares a structured **Application dossier** and submits it as an application. Structure of the dossier differs for new students starting PhD studies at MUNI and students who already study at MUNI and want to join the MMD:
- Template documents are prepared and are available for download from web (see annex)
- Deadlines for submissions – two times a year:
 - Autumn semester – (around) 10th October (Autumn 2022 – October 5)
 - Spring semester – (around) 10th March

	MMD application template for newly starting PhD students	MMD application template for students already at MUNI during MMD launch
Motivation letter (prepared by the applicant)	Yes	Yes
Documentation of the open and transparent international admission procedure	Yes ⁵	Not relevant
Description of previous activities related to	Not relevant	Yes

⁵ Format of the documentation of the admission procedure will be specified later. It is expected that Doctoral Boards will be responsible for providing this information.

interdisciplinary and soft skills training		
Letter from supervisor, support to student, interest to support MMD	Yes	Yes
Letter from doctoral board, support to student, interest to support MMD	Yes	Yes

Evaluation of students' applications and enrolment

- MMD Administrator with Committee Chair compiles the applications and together with administrators of PhD studies at individual Faculties check the completeness of individual dossiers
- MMD Administrator then submits the **Application summary** to MMD Committee who checks and decides on actual enrolment of individual students
- MMD Administrator then confirms to the approved applicants/students that they can officially enrol to MMD
- Approved students actually enrol by signing up a specific course MUNI MENDEL DOCTORANUS (Code XD007 in IS MUNI)
- **Confirmation of enrolment** to MMD is issued by an email letter to each enrolled student

Monitoring of student's progress

- Progress of enrolled students is monitored continuously through XD007 course in IS MUNI:
 - o Participation of students in interdisciplinary and soft skills activities offered through MMD programme (courses, seminars, lectures) is directly monitored by Administrator (8 per semester required; participation is directly recorded by IS MUNI in the XD007 Course – „Docházka“)
 - o After each semester, student prepares a brief structured **Student's semestral report**, and submits it to the XD007 Course in IS MUNI – “Odevzdávárna” (“Homework Vaults”). [Texts prepared by a student for formal reporting of their study progress (Semestrální náplň / Term content) can be used for MMD reporting]
 - o Student's semestral report also includes (i) statement from supervisor (email from supervisor copy-pasted to the report), (ii) confirmation of good financial conditions provided to a student during past semester (minimum 20,000 CZK net monthly)
- Administrator checks the individual reports and prepares a **Programme semestral summary**, which is evaluated by the MMD Committee who decides
 - o Students with good progress are then encouraged by Administrator to continue (enrol to the MMD Course in following semester)
 - o Students with poor performance who do not fulfil criteria or communication is lost are signed off from MMD programme
- Duty of minimum 3-month secondment abroad is checked by registration of the stay abroad in IS MUNI (standard procedures at Faculties). During the stay abroad obligations to participate in interdisciplinary and soft skills courses are waived. Even during his/her stay abroad, student register the MMD Course and provide **Semestral report**, in which secondment abroad is described

Monitoring of supervisors' quality

- Supervisor provides feedback on semestral basis (student's Semestral report)
- MMD Committee evaluates performance of supervisors at their bi-annual meetings and updates the [List of MMD Certified Supervisors](#)

Finishing of the programme, issuing Certificate of the MMD / European doctorate

- Student who successfully participated in the MMD programme and is ready to submit his/her PhD thesis for defence, consults with the Administrator formal finishing steps
- [Guidance on issuing MMD / European Certificate](#) is provided to all stakeholders (student, supervisor and doctoral board)
 - o How to organize European Doctorate defence
 - o How to wrap-up into the [Final MMD Certificate Application](#)
- Student submits the [Final MMD Certificate Application](#)
- MMD Committee approves the Final MMD Certificate Application and issues the [MMD Certificate](#)
- MMD Certificate is issued to student as addition to his/her PhD Diploma, Awarding ceremony is organized annually as a part of PhD Day (September)

Additional issues & bonuses at Faculties

- Faculties have individual arrangements regarding additional awards or bonuses for successful graduates, Certified Supervisors or Doctoral Boards, which may include, namely:
 - o additional scholarship to successful MMD Graduate
 - o additional financial reward (bonus) to supervisor of successful MMD Graduates
 - o additional financial reward (bonus) to Doctoral board representative(s) involved in support to or development of MMD programme
- Basic information about additional bonuses is provided on MMD web page

Annexes – documents, forms, templates

List of the templates with links to actual template documents online

01_Application Dossier

02_Application Summary for MMD Committee

03_Confirmation of Enrolment

04_Student's MMD Semestral Report

05_Programme Semestral Summary Report for MMD Committee

06_Guidance on issuing MMD / European Certificate

07_Final MMD Certificate Application

08_Certificate (MMD and European Doctorate)

List of MMD Certified Supervisors