

## CONTACTS & INFO

### Vice-Dean for Doctoral Studies and Advanced Examination Procedure:

doc. JUDr. Ing. Josef Šilhán, Ph.D.  
e-mail: [josef.silhan@law.muni.cz](mailto:josef.silhan@law.muni.cz)  
[www.muni.cz/en/people/53649-josef-silhan](http://www.muni.cz/en/people/53649-josef-silhan)

### Coordinator of the Doctoral Degree Programmes in English Language:

JUDr. Matěj Myška, Ph.D.  
e-mail: [matej.myska@law.muni.cz](mailto:matej.myska@law.muni.cz)  
<https://www.muni.cz/en/people/102870-matej-myska>

### Administration of the Doctoral Degree Programmes in English Language:

Office for International Relations  
Mgr. Ivana Hovořáková, Ph.D., e-mail: [ivana.hovorakova@law.muni.cz](mailto:ivana.hovorakova@law.muni.cz),  
Website: <https://www.law.muni.cz/content/cs/pro-uchazece/doktorske-studium/>  
Initial point of contact for all study-related inquiries.

### Information System of the Masaryk University (IS MU)

[www.is.muni.cz/?lang=en](http://www.is.muni.cz/?lang=en)  
Help page: [www.is.muni.cz/auth/help/?lang=en;setlang=en;studium=490316;vysl=71922](http://www.is.muni.cz/auth/help/?lang=en;setlang=en;studium=490316;vysl=71922)

### Programmes overview

[www.is.muni.cz/obory/program?fakulta=1422;obdobi=7129;lang=en;typ=Ph.D.](http://www.is.muni.cz/obory/program?fakulta=1422;obdobi=7129;lang=en;typ=Ph.D.)

## FIRST STEPS

### 1) Initial contact with the supervisor

Your supervisor is your main contact person and you will be under his/her guidance during the whole study of the Doctoral Degree Programme.  
With your supervisor, formulate the “research focus” of your dissertation thesis. This must be approved by the Doctoral Board.”

### 2) Courses registration

Immediately after your enrolment, register the courses for the first semester in IS MU as follows:

[Personal Administration](#) → [Student](#) → [Registration and enrolment of subjects](#)

The dates and times of when the subjects are conducted, will be found in schedule plan:

[Personal administration](#) → [Study](#) → [Periods and subjects](#) → [Detailed overview of the period](#)

The HELP feature may assist you during the registration process:

[Personal administration](#) → [Help](#) → [Student](#) → [Registration and enrolment of subjects](#)

### 3) Creation of the Individual Study Plan

#### What is an Individual Study Plan?

The course of study is governed by an individual study plan (further referred to as “ISP”), which is binding and compulsory (see Art. 30 of the [Study and Examination Regulations](#)).<sup>1</sup> The ISP defines in particular the preparation of the dissertation thesis, compulsory courses extending and deepening the knowledge of a wider field of science beyond the framework of the Master's programme, demonstration of professional and language competences and other specific requirements related to the focus of the

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<sup>1</sup> <https://www.muni.cz/en/about-us/official-notice-board/mu-study-and-examination-regulations>

doctoral programme. ISP is administered by application in the Information System of the Masaryk University (further referred to as “IS MU app” – for technical questions see [here](#))<sup>2</sup>.

The ISP is an overarching document that deals with the abovementioned issues. The ISP is then complemented with the “semestral content of the Approved ISP”, which sets out the actual activities within the framework of each individual semester of Doctoral study.

### How to create an ISP?

The ISP and its modifications are prepared **together by the student and the supervisor**. The **supervisor** later submits it to the **Doctoral Board for approval** (which also approves any subsequent changes). Students must respect the compulsory subjects of the given programme in the ISP, as well as other regulations approved by the Doctoral Board.

*Dates: Student inputs the ISP in the IS MU app after consultation with the supervisor, by **February 20** of the first year of study.*

*The supervisor confirms it in the IS MU app by **February 28** of the first year of study, and then submits it to the Doctoral Board.*

Note: The definition of the “**research focus of the dissertation thesis**” is part of the ISP. The research focus does not necessarily need to be exactly the same as the final title of the dissertation thesis. The title of the dissertation thesis should not deviate from the approved research focus, but it may be its concretization. Therefore, it is recommended to choose a specific research focus to make clear what the student will be working on, but at the same time leaving some space to specify the final title of the dissertation later.

*Date: September/October of the first semester – it must be entered in the IS and approved by the supervisor.*

**The semestral content of the approved ISP is proposed by the student and approved by the supervisor.** If certain activities stretch over several semesters, it needs to be stated in the semester content (for example preparation of a longer publication, which will be submitted for print in the following semester). Some parts of the form in IS MU app (e.g. participation in conferences) do not need to be fulfilled every semester, unless there is a specific obligation that arises from the ISP or from courses in which the student is enrolled.

*Dates: Student proposes the content by **September 20** (autumn), and **February 20** (spring)  
Supervisor approves it by **September 30** (autumn), and **February 28** (spring)*

### How is the fulfilment of ISP evaluated?

Fulfilment of the ISP is evaluated by the **supervisor every semester** and by the supervisor together with the **Doctoral Board at least on an annual basis**. The result of the evaluation is recorded through the **IS MU** application.

*Dates: Student feedback: until **January 31** (autumn), and **August 31** (spring)*

*Assessment by the supervisor: until **February 15** (autumn), and **September 15** (spring)*

*Assessment by the Board: at any time, at least once a year*

If the study evaluation shows that the ISP performance is **seriously violated**, this may result in the termination of studies (for more details see Article 30 (8) of the [Regulations](#)).<sup>3</sup>

### Role of the student in relation to ISP:

- cooperates with the supervisor in determining the ISP, and draws up a proposal of the ISP,
- proposes to the supervisor the semestral content of the ISP within the set deadlines and responds to the corrections/suggestions made by the supervisor (the student gradually improves his/her skills in scheduling performance over time and in meaningfully planning individual activities),
- duly and timely fulfils the obligations set out in the ISP and the semestral content of the approved ISP,
- provides feedback on the fulfilment of the semestral content of the approved ISP within the set dates,

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<sup>2</sup> [https://is.muni.cz/auth/do/rect/metodika/stud/doktstudia/individualni\\_studijni\\_plan/studenti/ISP\\_-\\_overview\\_for\\_new\\_students.pdf](https://is.muni.cz/auth/do/rect/metodika/stud/doktstudia/individualni_studijni_plan/studenti/ISP_-_overview_for_new_students.pdf)

<sup>3</sup> <https://www.muni.cz/en/about-us/official-notice-board/mu-study-and-examination-regulations>

- reflects on the evaluation received from the supervisor or the Doctoral Board in further compilation and fulfilment of ISP.

## VARIA

### Application for enrolment in the next semester

Should you wish to continue with your studies, at the end of every semester you have to submit an application for an enrolment in the next semester. The application is lodged through IS MU. **If you do not submit your application, it will be regarded as your decision to leave the studies.** To submit your application:

*Personal administration → Student → Application for enrolment in semester*

### Rules and Regulations in the Doctoral Degree Programme

The core regulation at Masaryk University which regulates the study of the Doctoral Degree Programme is the Study and Examination Regulations).<sup>4</sup> Sections regarding the doctoral studies are in particular sections 27 and 34.

All regulations of the Faculty of Law can be found here: <https://www.law.muni.cz/content/cs/o-fakulte/verejne-informace/fakultni-predpisy/>.

The credit system applies in the Doctoral Degree Programme. In order to successfully complete the doctoral studies, you have to gain credits after completion of subjects which are prescribed for the study. The overall score must total at least 240 credits (30 credits per semester)

Progress to the next semester is only possible if you gain at least **20 credits** in the given semester + pass courses you have you have failed to complete and are repeatedly registered.

At the same time it is necessary to fulfil the obligations set in the **Individual Study Plan (ISP)**.

The programmes of study (study plans) in the single-subject for the relevant academic year including the value of credits for these single subjects can be found at

[www.is.muni.cz/obory/program?fakulta=1422;období=7129;lang=en;typ=Ph.D.](http://www.is.muni.cz/obory/program?fakulta=1422;období=7129;lang=en;typ=Ph.D.)

### Evidence of your activities

One of the most important activities during your studies are scientific publications. Doctoral candidates should focus on producing quality research outputs and publications, commensurate with their level (Doctoral studies). The doctoral thesis must contain original results which have been either published or accepted for publication. The published articles, contributions to the proceedings etc. **must be entered into the IS MU publication application.**

### Scholarships

Specialised scholarship programmes are available to support certain activities (e.g. presentations at conferences abroad). Consult your supervisor for specific funding arrangements connected to your work.

### Study fees

The fee for a study programme in a foreign language for the academic year 2021/2022 is 500-1000 EUR depending on the study programme. The fee is payable each semester, therefore 250 - 500 EUR/semester. At the time of your enrolment into the programme a contract will be signed and an invoice issued for the abovementioned fee.

### Student ID card

Student cards issued by Masaryk University are used as a student's identification, but also allows student access to libraries and library services, computer rooms, copy and print services at the university, etc. The student card is valid for the entire duration of the active studies at MUNI. In order to obtain a student identity card, you need to get an official photograph taken by the university staff.

<sup>4</sup> <https://www.muni.cz/en/about-us/official-notice-board/mu-study-and-examination-regulations>

## DOCTORAL STUDIES AT THE FACULTY OF LAW OF THE MASARYK UNIVERSITY

### GENERAL OVERVIEW

#### WHAT ARE DOCTORAL STUDIES?

According to the Higher Education Act, the doctoral degree program focuses on “**scientific research and independent creative activities in the area of research or development**”.

Its aim is to develop skills and knowledge necessary for scientific work in the field of law. The graduate (A) should have a **deep knowledge of the chosen field of study** above the level of the master's degree; (B) she/he should be able to **research scientifically** - to be able to come to the **relevant and original scientific** results through her/his own creative work, and moreover, she/he should be able to share them with others: in writing (professional or lay **publications**), and verbally (**conference** presentations and **teaching (if applicable)**).

Deep knowledge and skills (A) are developed in the framework of doctoral studies by **professional activities** (especially participation in professional discussions, reading groups, lectures and courses, self-study, reading, processing the written tasks, etc.). They are verified also in the final doctoral state exam.

In the field of scientific research (B), activities focus primarily on the **preparation and writing of dissertations**. It is by writing and defending the doctoral thesis that the student verifies the acquisition of the majority of skills that should be acquired during studies (for a basic overview see [here](#)). The dissertation is the determinative element of the Doctoral study programme, the preparation of which accounts for the majority of time spent in the programme. Methodological courses and seminars help student with the preparation of the dissertation, but she/he especially relies on the guidance of the supervisor.

Doctoral studies are distinctly **individualized**. It is based on intensive cooperation with a **supervisor** who leads the doctoral student methodologically and professionally. A well-functioning student-supervisor relationship is one of the basic prerequisites for a successful course of study.

If applicable, part of the doctoral study is also the **development of pedagogical competences**. The graduate should be ready to participate in the academic environment in its teaching part (although the degree of participation is different for each student and depends on the individual study plan). During their studies students recognize the educational process in all its components (content preparation and organization of teaching, teaching itself, organization and implementation of testing) and actively participates in it.

#### WHAT DOCTORAL STUDIES ARE NOT

Doctoral study is not a **mere continuation of master's study**. It is not just another acquisition of expertise; therefore, the primary focus of Doctoral studies is not a typical classroom-based teaching (lectures and seminars). Studying is much more independent, more individual and **focused primarily on each own creative scientific activity**.

Doctoral study is also not an **easy way to get another degree** while working. It requires a **considerable amount of time and effort**. Doctoral applicants must take into account the amount of reading and independent thinking necessary for the degree programme. It is not suitable for applicants who are not willing and able to perform a significant amount of independent reading, writing and research.

Parallel (part-time) employment is generally not an obstacle for Doctoral candidates, even those studying full-time. However, students must be mindful of the amount of time that is necessary in order to complete the Doctoral programme, as well as the fact that degree standards are not lowered depending on the students' circumstances. Students should be ready and willing to dedicate the time necessary for the significant commitments that a Doctoral programme entails.

#### WHAT CAN STUDENT EXPECT FROM DOCTORAL STUDIES AT THE MUNI FACULTY OF LAW?

Above all, students should expect the opportunity to develop and refine their legal expertise in their chosen field as well as grow professionally. By selecting a topic of interest, cooperating with a knowledgeable and inspirational supervisor who is able to offer professional guidance, and working hard, doctoral candidates have an opportunity to stand apart from graduates of Masters Programmes. However, much is up to how doctoral students use the time and opportunity that the programme offers..

Masarykova univerzita, Právnická fakulta

Veveří 158/70, 611 80 Brno, Česká republika  
T: +420 549 49 1211, E: [info@law.muni.cz](mailto:info@law.muni.cz), [www.law.muni.cz](http://www.law.muni.cz)

The Doctoral Board (Committee) decides on the appointment of the supervisor on the proposal of the student. The supervisors are usually associate professors and professors, otherwise the approval of the Scientific Board is required. An associate professor / a professor can as a supervisor tutor 5 students at most; others can tutor 1 student. It is important to respect the limits set by the university rules. Therefore, is not always possible to be supervised by the person you would like most. It is advisable to inquire about possible fulfilment of the limits at the supervisor's suggestion. Equally this also applies when selecting a research focus. It is advisable to check the personal pages of the supervisors to get familiar with their professional interests and areas of teaching and publications: People.

Within the limits set by the rules of the particular programme, the student can expect the possibility of choosing specialized and/or methodological courses, based on their areas of interest and the skills necessary for the writing of their dissertation. All activities and study responsibilities depends on the **individual study plan**. While some courses may be mandatory, much will depend on the ISP that the students and supervisor create. Careful reflection should go into what skill and particular knowledge the student needs to develop in order to achieve their learning objectives, as well as what form and structure best suits the ISP (these may be different for different students). Only after careful reflection should the student and supervisor devise the content of the ISP.

**In specialized subjects**, students will acquire the **appropriate knowledge and skills** and receive **feedback** from relevant teachers - be it feedback on written submissions, discussion on assigned readings or other forms of study activities. These can vary in individual programs. However, as a general rule, in each field, best practices and efficiency maximizing forms of study are shared with students and followed.

#### WHAT CAN A STUDENT EXPECT FROM HER/HIS SUPERVISOR?

- professional and methodological guidance in the preparation and writing of the dissertation
- support for the development of the skills and knowledge needed to achieve the learning objectives
- respectful communication (assuming reciprocity)
- feedback and methodological assistance in the preparation and execution of individualized activities (esp. for publications and conference presentations); a prerequisite, however, is respecting reasonable time limits
- quality preference over mere quantity of the publication and conference output
- (if applicable) mentoring in the development of pedagogical skills, targeting the set responsibilities for developing specific skills; not exceeding the limits for a direct teaching (overall maximum 25 teaching blocks [100 min] per study) - this limit may only be exceeded after a mutual agreement and with a consent of the faculty
- difficulty, but fairness in setting study obligations (not burdening the student with obligations that are not related to his studies)
- willingness to provide time outside of the announced office hours, if necessary

An important principle for supervisors, as well as other teachers is also **transparency** - student should know in advance what is expected of her/him in each subject and activity and what the requirements for a successful completion are.

#### AND WHAT CAN SUPERVISORS EXPECT FROM THE STUDENTS?

- conscientious and timely fulfilment of study obligations
- interest in professional development and acquisition of new knowledge and skills; active approach
- actively seeking out appropriate opportunities to engage with their chosen area of study and develop their expertise
- seeking to realize her / his full potential in terms of output quality
- healthy assertiveness, but also humility in receiving and providing feedback
- adherence to set deadlines, continuous work on individual tasks in order to keep the standard length of study
- keeping the supervisor informed about progress in her / his professional activities

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