

CONTACTS & INFO

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Initial point of contact for all study-related inquiries

Information System of the Masaryk University (IS MU)

www.is.muni.cz/?lang=en
Help page: 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.

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.

Together with the supervisor find an agreement on the formulation of „research focus“ of your dissertation thesis. This must be approved by the Doctoral board.

2) Courses registration

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

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

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

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

The HELP feature could be a great assistance should you seek it:

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

3) Creation of the Individual Study Plan

What is 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](#)).¹ 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

¹ <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](#))².

The ISP is an overarching document that deals with the abovementioned issues. The ISP is then complemented with the so called “semestral content of the approved ISP”, which sets the actual activities within the framework of one semester.

How to create 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: Students 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 the 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 arise from the ISP or from the content of the enrolled courses.

*Dates: Student proposes the content until **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 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 provides a 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](#)).³

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,

² https://is.muni.cz/auth/do/rect/metodika/stud/doktstudia/individualni_studijni_plan/studenti/ISP_-_overview_for_new_students.pdf

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

- reflects 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).⁴ Sections regarding the doctoral studies are in particular section 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 make at least 240 credits (30 credits per semester)

Progress to the next semester is only possible if you gain in the given semester at least **20 credits +** completed repeatedly registered subjects.

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

The programmes of study (a study plan) in the single-subject for the relevant academic year including the value of credits for these single subject are found at www.is.muni.cz/obory/program?fakulta=1422;obdobi=7129;lang=en;typ=Ph.D.

Evidence of your activities

One of the most important activities during your studies are scientific publications. The preference is given to the quality, which shall reach an expected level (doctoral studies level). 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 the selected activities (e.g. presentations at abroad conferences). For details please consult the details with the supervisor.

Study fees

A fee for a study programme in a foreign language for the academic year 2019/2020 is 2,500 EUR. The fee is payable each semester, therefore 1,250 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.

⁴ <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 a 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, 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 popularization **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 state doctoral 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 majority of skills that should be acquired during studies (for a basic overview see [here](#)). This is a **determining element of the entire doctoral study**, which should account for the overwhelming majority of the time burden. 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 ARE NOT DOCTORAL STUDIES?

Doctoral study is not a **mere continuation of master's study**. It is not just another acquisition of expertise; therefore the main content is not a classical 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** spent. It has to be taken into account that it will need a lot to reading and a lot of thinking. Therefore, it is not suitable for those applicants who are not satisfied by these activities.

Concerning time requirements, parallel (part-time) employment is generally not an obstacle, even for a full-time study. However, it is necessary to take into account that it is not possible to lower the amount of requirements for students. A complete sense can never be achieved without the student's willingness to devote himself to his doctoral studies.

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

Above all, the **opportunity to develop** their legal skills and high professional growth. During the selection of the **topic of interest** and during cooperation with the supervisor, who is an inspiration for the student in the field and is able to offer her/him a professional guidance, through the hard work (not only at chosen topic, but also on oneself) student has the opportunity to move well forward compared to graduates of the Master's degree. However, it depends primarily on the student to use the offered opportunity well.

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. Since 2020/2021 it is necessary to respect the limits set by the university rules – associate professor / professor can tutor 5 students at most, others only 1 student. It is advisable

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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 program, the student can expect the possibility of choosing specialized and methodological course based on the preferences and areas of interest. All activities and study responsibilities depends on the **individual study plan**. Some of its parts are mandatory - these must be observed. Many parts, and also the specific list of many mandatory activities, however, is a matter of individualization through the study plan. This is created in **cooperation between the student and the supervisor**. It should always precede a reflection on which skills and knowledge in particular the student needs to develop in order to achieve their learning objectives and in what form and structure (these parameters may vary for different students). Only after that the supervisor together with the student determines the relevant content components of the study plan.

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 rule, in each field, experience on efficiency of individual forms of study activities is shared and examples of good practice are followed.

WHAT CAN 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 a **transparency** - student should know in advance what is expected of her/him in each subject and activity and what are the requirements for a successful completion.

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
- to search for appropriate opportunities to do so
- 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, a 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