MUNI

Individual study plan of MU PhD candidates

Studies in doctoral study programmes at MU are conducted in accordance with an approved individual study plan (ISP), which is binding for each student and its implementation is mandatory.

➢ *You can also learn more about the ISP in Article 30 of the [MU Study and Examination Regulations](#) (SER). Among other things, it states that the ISP sets the conditions of study for:*
- o *doctoral thesis preparation,*
- o *publications,*
- o *participation in conferences and professional forums,*
- o *research internships,*
- o *teaching skills development plan,*
- o *proving the language competencies in a manner set by the doctoral board,*
- o *specialized courses and other forms of theoretical education,*
- o *study milestones (if specified by the doctoral board for the relevant doctoral programme at the date of enrolment); and*
- o *other requirements associated with the focus of the programme or set by the doctoral board such as preparing the propositions of the doctoral thesis or a transferable skills development plan.*

➢ *The ISP also covers other areas such as*
- o *setting up consultations between the PhD candidate and their supervisor,*
- o *the rights and obligations related to the creation and use of intellectual property and the ethical aspects of research,*
- o *specific rules for supervising the PhD candidate in case he/she carries out the study in collaboration with another institution (such as a cotutelle or collaborative Ph.D.); and*
- o *information on the financial aspects of the PhD candidate's studies.*

The ISP is an "agreement" between the PhD candidate, their supervisor and the doctoral board of the relevant doctoral programme, which determines at the beginning of the study (at the end of the second term at the latest) what the PhD candidate has to accomplish in their study and when.

➤ *The PhD candidate works on the preparation of the ISP in collaboration with their supervisor. Ideally, he/she should prepare it already as a prospective PhD candidate in cooperation with a potential supervisor, so that – before the admission procedure - he/she is clear about what their future studies will entail and where they will lead.*

➤ *No later than the end of the second term (this deadline may be shortened by the faculty), the final version of the ISP must be approved by the supervisor and the doctoral board.*

➤ *In practice, the ISP is prepared and operated in the MU Information System. PhD candidates fill it in the [Ph.D. Individual Study Plan and its evaluation](#) agenda and both supervisors and the doctoral board approve it in the [Approval and Evaluation of Ph.D. Individual Study Plans](#) agenda, always in the „ISP" section.*

➤ *Once approved, the ISP no longer changes. Modifications to it are only made in exceptional cases in the event of major changes, such as a change in the dissertation project or topic, a change in the funding of the PhD or a modification of the agreement on consultation schedule with the supervisor. Such modifications to the ISP must then be approved again by both the supervisor and the doctoral board.*
Any other less significant deviations are reflected by the PhD candidate in the "Term Evaluation" section (see below).

However, the ISP is also regularly worked with during the course of the study. The PhD candidate reports on the fulfilment of the obligations set out in the approved ISP and the supervisor and the doctoral board evaluate the PhD candidate's performance and approve (or disapprove in the case of non-fulfilment of the requirements resulting from the ISP) their progress to the following terms of study.

➤ *At the end of each term, PhD candidate evaluates their performance in the ending term and plan their activities for the upcoming term. This feedback can be completed by the PhD candidate at any time during the term, i.e. for the autumn term until 31.1. and for the spring term until 31.8.*

➤ *Always during the examination period (no later than 28/29.2. for the autumn term evaluation and 30.9. for the spring term evaluation), the supervisor evaluates how the PhD candidate has fulfilled the obligations set out in the ISP during the previous term. Following this, he/she then indicates whether he/she agrees or disagrees with the PhD candidate's progression to the next term (any disagreement must be duly justified).*

➤ *At least once a year, the doctoral board also evaluates the PhD candidate's performance and indicates whether it agrees or disagrees with their continuation in studies (any disagreement must be duly justified).*

➤ *Practically, everything is administered again in the MU Information System. Doctoral students fill in their feedback in the [Ph.D. Individual Study Plan and its evaluation](#) agenda, and supervisor together with the doctoral board evaluate and approve the procedure in the [Approval and Evaluation of Ph.D. Individual Study Plans](#) agenda, always in the "Term evaluation" section. In the "Key obligations" section, the doctoral board can then check off which of the listed responsibilities the PhD candidate has already fulfilled for a better*

overview when evaluating. The progress of fulfilment is also displayed to the PhD candidate and supervisor.

It is worth it to pay sufficient attention to the ISP. A detailed and carefully developed plan, as well as an evaluation of the individual terms in relation to the fulfilment of the approved key obligations, is not only a great support for a successful course of study but can also help to prevent or at least alleviate some misunderstandings that may arise during the course of doctoral studies.

> ➤ *It is important to note that failure to comply with the ISP can have serious implications for the course of study. In case of unsatisfactory performance of the ISP, the PhD candidate may have their scholarship withdrawn (see Article 30(7) of the SER). If a PhD candidate fails to comply with the requirements of the ISP, proceedings for termination of their studies will be initiated (see Article 30(8) of the SER).*

Table with overview of basic ISP functions and timelines

	what	who	when
ISP	Filling content in text fields	PhD candidate	At the latest by the end of the 2nd term of the study (including the approval of the supervisor and then the doctoral board). Left unlocked until the ISP is approved by the supervisor.
	Approval	Supervisor	At the latest by the end of the 2nd term of the study. Left unlocked for the supervisor until the ISP is approved by the doctoral board.
	Approval	Doctoral board	At the latest by the end of the 2nd term of the study.
	In case of change to the ISP and its approval	PhD, S, DB	PhD + S always till the end of the term, DB also till the end of the term, if possible
Term Evaluation	Filling content in 2 text fields (Evaluation of the ending term, Plan for the upcoming term)	PhD candidate	Throughout the term (for the autumn term until 31.1. and for the spring term until 31.8.)
	Comments + (Dis)agreement with the progress to the upcoming term	Supervisor	At the end of the term (no later than 28/29.2. for the autumn term evaluation and 30.9. for the spring term evaluation)
	Comments + (Dis)agreement with the continuation of studies	Doctoral board	1x a year, without limitations
Key Obligations	Click on the check-box after the check of performance of individual obligations	Doctoral board	1x a year, without limitations

The process of working with ISP