



ENGLISH TRANSLATION OF
THE DEAN'S ORDINANCE

2/2023

**On specifying the rules and organisation of study
in doctoral study programmes**

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List of related regulations

Name of the regulation	Place of the reference	Referenced parts
Higher Education Act (Act No. 111/1998 Coll.)	in many places	entire norm
Study and Examination Regulation of Mendel University in Brno	in many places	entire norm

Preamble

Pursuant to Article 1 paragraph 2 of the Study and Examination Regulations of Mendel University in Brno, as amended, (hereinafter "study regulations") this Dean's Ordinance specifies certain rules for the organisation, administration and control of doctoral study programmes provided by the Faculty of Business and Economics of Mendel University in Brno (hereinafter "Faculty").

Article 1 Introductory Provisions

- (1) Doctoral studies are provided pursuant to Article 47 of Act No. 111/1998 Coll., on universities and on the amendment and addition of other laws (the Act on Universities), as amended, (hereinafter "the Act") on the basis of an individual study plan (hereinafter "ISP") under the guidance of a supervisor. Studies in the doctoral study programme are monitored and evaluated by the Doctoral Study Board (hereinafter "Board"). The chairperson of the Board is the guarantor of the study programme established in accordance with Article 30 of the Statute of Mendel University in Brno.
- (2) The Dean is the authority that decides about the rights and duties of a student, and is mainly responsible for the provision of doctoral studies at the Faculty. The Dean entrusts the Vice-dean in charge of doctoral studies with selected activities.
- (3) The supervisor, the guarantor of the study programme and the Board are advisory bodies to the Dean in deciding on the rights and duties of a student, unless the Act, the internal regulations of the university or faculty, or this ordinance stipulate otherwise.
- (4) The provision of doctoral studies is based on a multi-stage qualitative assessment of facts when deciding about the rights and duties of a student. The Dean or the Vice-dean in charge considers the view(s) of the advisory bodies.
- (5) A quantitative and qualitative multi-stage evaluation of all aspects of the study at least on an annual basis, in which the guarantor and the Board of the relevant study programme participate in particular, is an integral part of the Faculty management system of doctoral studies.
- (6) The study programme as a whole, its personnel provision, including the professional expertise of the guarantor, members of the Board, course guarantors and supervisors, is subject to regular evaluation by the Internal Evaluation Board of the Mendel University in Brno.

Article 2 Dean

- (1) The Dean in particular:
 - a) appoints and dismisses the guarantor of the study programme and other members of the Board after the prior approval by the Faculty Scientific Board;
 - b) appoints a supervisor for the relevant doctoral study programme after prior approval by the Faculty Scientific Board, dismisses a supervisor for the relevant doctoral study programme after debate in the relevant Board;
 - c) appoints a supervisor to a particular student from among the supervisors appointed for the relevant study programme on the proposal of the Board, may dismiss the supervisor of a particular student;
 - d) appoints a supervisor-specialist to a particular student based on the supervisor's proposal and after prior approval of the Board, may dismiss the supervisor-specialist;
 - e) appoints another supervisor and another supervisor-specialist for the student on the proposal of the Board, if any circumstances prevent to the originally appointed supervisor from continuing to properly guide the student of the doctoral study programme, if the supervisor gives up the supervisor's role for a particular student or is dismissed for other reasons;

- f) decides about the admission of an applicant to study the doctoral study programme based on the recommendation of the admission committee and the view of the potential supervisor, while respecting the erudition of the supervisor, the number of students supervised by the supervisor, personnel and financial possibilities of the professional department;
- g) approves the ISP and also its changes, in justified cases, always after a previous proposal by the relevant supervisor and approval by the relevant Board;
- h) decides on the student's applications and decides on the conclusion of study, may request for the view of the supervisor and the Board before deciding;
- i) appoints on the proposal of the Board at least the three-member examination board for entrance exams, at least the five-member board for state doctoral exams and at least the five-member board for the defence of dissertations;
- j) decides on changes in the rules and conditions of doctoral studies at the proposal of the Board, unless the Act on Universities or the University or Faculty regulations provide otherwise;
- k) specifies the date of the state doctoral exam and the dissertation defence date, publishes these dates, including other required details pursuant to valid regulations;
- l) is responsible for verification of the correctness of the data specified in the application for the dissertation defence pursuant to Article 12, paragraph 4 of this ordinance.

Article 3 Vice-dean

- (1) The Vice-dean, who is responsible for doctoral studies in accordance with the other regulations of the Faculty, (hereinafter "Vice-dean") in particular.
 - a) coordinates the course of doctoral studies at the Faculty, especially ensures the respecting of the time schedule of doctoral studies and the proper course of each part of the academic year;
 - b) is responsible for the proper and immediate recording of all relevant facts into the study and other registers kept in the University Information System (hereinafter "UIS"), is responsible for keeping student files and other documentation in compliance with the law and the University and Faculty regulations;
 - c) coordinates administrative support for the guarantors of doctoral study programmes, the Boards and student supervisors, arranges the preparation of documents for the Board meeting at the request of the programme guarantor;
 - d) provides all relevant documents about the entire doctoral study, including confirmation of foreign internships, the outcomes of creative activity, the views and minutes from the internal dissertation defence on request of the Board or the guarantor of the programme with a proper reason or if they are asked for a view on a matter related to the study;
 - e) provides to the Board, in cooperation with the programme guarantor, all relevant documents for the evaluation of the course of the doctoral study of an individual student and the evaluation of the professional level of the study programme;
 - f) compiles the time schedule for the academic year, including the specification of teaching times, scheduled events, examination and the fulfilment of other duties by students, simultaneously proposes date for other persons participating in the provision of doctoral studies (especially supervisors, programme guarantors, course guarantors);
 - g) arranges and coordinates board exams, state doctoral exams, dissertation defences;
 - h) calls regular meetings of supervisors and students after each Board meeting in order to ensure the proper dissemination of information to supervisors and students;
 - i) arranges the publication and updating of the list of partner institutions for internships abroad;
 - j) approves the compliance of the planned internship with the ISP its start and verifies the fulfilment of the plan of the internship after its end, or verifies the fulfilment of other international activities based on the documents supplied by the student and the supervisor's recommendation, or may request the view of the chairperson of the Board;

- k) verifies the fulfilment of the conditions of courses related to creative activity;
- l) provides a view on the student's applications regarding his/her study rights and duties before the dean's decision.

Article 4 Chairperson of the Board

- (1) The chairperson of the Board who is the guarantor of the study program, in particular:
 - a) convenes and chairs meetings of the Board at least twice a year; has to convene a meeting of the Board without undue delay at the Dean's request;
 - b) informs the Dean or Vice-dean respectively about the convened meeting of the Board and arranges their appearance at the meeting;
 - c) proposes the program of the Board meeting, is obliged to include items proposed by the Dean or Vice dean into the program of the meeting;
 - d) makes the meeting program and discussed materials available to all members of the Board at least one week before the meeting, coordinates the preparation of the materials with the Vice-dean;
 - e) prepares and arranges the debate on the annual evaluation of the expertise level of the study programme at the Board meeting according to the outline of the Internal Evaluation Board of the Mendel University in Brno, debates the evaluation with the Dean;
 - f) arranges the debate on the annual evaluation of the progress of the doctoral study of all students;
 - g) submits to the Dean the proposal of the Board for the members of the board for entrance exams, board for state doctoral exams and board for dissertation defences;
 - h) processes the minutes of the Board meetings and its voting within two weeks in cooperation with the Vice-dean and records it pursuant to the University regulations.

Article 5 Board

- (1) The Board in particular:
 - a) evaluates the expertise level of the study programme in relation to the state of the art and its compliance with the approved accreditation for doctoral study, may propose changes to the rules and conditions of study to the Dean;
 - b) evaluates the creative activity of supervisors and its compliance with the study programme profile;
 - c) proposes to the Dean supervisors and supervisor-specialists, proposes their dismissal if they do not fulfil their duties, while respecting the maximum number of students supervised simultaneously by one supervisor, monitors the fulfilling of duties by supervisors;
 - d) debates and approves the topics of dissertations proposed by the supervisors in the term specified by the Faculty time schedule;
 - e) approves the ISP drawn up by the supervisor within three months after the student's enrolment into the study, approves the changes to the ISP proposed by the supervisor;
 - f) may require the supervisor to incorporate changes in the rules and conditions of doctoral studies into the student's ISP, the supervisor is obliged to do so within 1 month;
 - g) gives its opinion on an Annual report of the progress of the doctoral studies (hereinafter "annual report") elaborated by the supervisor, comprehensively evaluates the creative activity of the student, its outcomes, debates and proposes to the Dean the appropriate measures at the level of individual students, if a student does not meet the ISP, it may provide a reasonable period for corrections or a propose termination of studies;

- h) may request the view of the Head of department when approving the ISP and evaluating its fulfilment,
 - i) proposes to the Dean dissertation opponents, members of the examination board for state doctoral exams, dissertation defences and entrance exams.
- (2) In accordance with Article 41, paragraph 7 of the study regulations, the Board meetings are held in person by the Board members, through tools of remote communication, or a combination of the above methods. In urgent cases, especially in the period between scheduled Board meetings, the Board can also decide per rollam, usually using electronic mail.

Article 6 Supervisor

- (1) The supervisor of a specific student in particular:
- a) releases dissertation topics in the UIS by the term specified by the Faculty time schedule, do so after they have been debated at the Department meeting and approved by the Board and in the number agreed with the Head of the Department while respecting the valid limit of the number of theses supervised by one supervisor and the limit of the Department at the same time;
 - b) elaborates in cooperation with the student his/her ISP, which reflects the up-to-date study plan of the study programme, other rules and requirements for doctoral studies set by the Dean, any deviations have to be properly justified;
 - c) incorporates changes into the ISP at the incentive of the Board and submits it for approval within 1 month;
 - d) regularly arranges consultations with the student for the dissertation and other study duties at least monthly, in the total scope of at least 40 hours annually, while a student can request a maximum weekly frequency of consultations and a total extent of 80 hours per year;
 - e) can propose a maximum of two supervisor-specialists to the student according to the focus of his/her dissertation, the Dean approves them on the Board recommendation;
 - f) monitors the fulfilment of the student's ISP and by the term specified in the Faculty time schedule prepares the annual report in the UIS including appropriate proposals for measures to monitor the fulfilment of the study goals, or the termination of the study in cases where the student does not fulfil the ISP or does not continue with the solution of his/her dissertation;
 - g) gives his/her opinion on the planned foreign internship of the student before and after it is carried out, and also on the other international activities of the student based on the documents supplied by the student;
 - h) immediately proposes to the Dean the termination of studies if the student does not fulfil the duties arising from the ISP and does not continue to work on the topic of the dissertation;
 - i) expresses his/her opinion without undue delay on the student's applications regarding the course of the studies, gives his/her opinion at the Dean's or programme guarantor's request on the studies of the supervised student;
 - j) supervises a maximum of five dissertation theses of students in active study, in justified cases when the student returns from an interruption, the Board may temporarily increase the limit of the maximum number of supervised dissertation theses by a specific supervisor to seven.
- (2) The supervisor has to be active in creative and project activities in the field of education of the relevant doctoral study. The supervisor's creative outcomes have to correspond at least to the requirements set and reviewed for guarantors of the course of the doctoral study programme according to the methodologies of the National Accreditation Office for Higher Education.

Article 7 Individual Study Plan

- (1) The principal requirements and processes associated with the ISP are specified in Article 36 of the study regulations.
- (2) A supervisor is obliged to include in the ISP compulsory courses for the first and second year, including board exams, according to the recommended study plan. The supervisor plans the other courses so that the expected study load corresponds to approximately 60 ECTS credits per year.
- (3) When specifying the topic of the dissertation in the ISP, at least the preliminary aim of the thesis shall be stated, or research questions, then an indication of the initial procedures and methods of matter research, including the expected expertise contribution of the thesis. At the same time, the topic of the dissertation shall make it possible to contribute to knowledge with an international impact in the field of basic research.
- (4) At least a one-month stay at a foreign institution has to be included among the specification of internships and stays at other institutions, unless participation in a specific international project or other precisely described direct participation of the student in international cooperation is not mentioned in the ISP. Internships and stays at other institutions are not typically planned for the first year of study.
- (5) When compiling the schedule for fulfilling study duties in the ISP, the supervisor considers the Faculty time schedule for the academic year. Deadlines related to the process of preparing, approving and evaluating of the ISP fulfilment are also specified by the Faculty time schedule of the academic year.
- (6) A student shall enrol in courses in individual study years in compliance with his/her approved ISP.
- (7) If a student or his/her supervisor discovers any significant obstacles preventing the ongoing fulfilment of the ISP, he/she has to arrange a remedy without unnecessary delay or inform the ice-dean and the chairperson of the Board about these obstacles and their consequences. Significant obstacles may result in a change of the ISP.

Article 8 Board Exam

- (1) Principal rules for board exams in doctoral studies are specified in particular in Article 36, paragraphs 4 and 5 of the study regulations.
- (2) A board exam takes place in the period given by the Faculty time schedule of the academic year.
- (3) Dates of board exams and the set-up of the relevant examination board, including the examination board chairperson, are set by the Dean at the proposal of the Board chairperson. The examination board has at least three members.
- (4) A board exam consists of more courses that are evaluated separately. If a student fails a part of the board exam, he/she repeats only the failed part of the board exam at the re-sit term.
- (5) An examination board decides on the result of the examination by a simple majority vote of all examination board members. If the result of the vote is tied, the vote of the examination board chairperson is decisive.
- (6) The examination board chairperson is responsible for ensuring that the members of the board properly fill out a record of the progress of all parts of the board examination in a written protocol. The protocol is signed by all members of the examination committee.
- (7) A student and his/her supervisor receive the minutes of the board exam within two weeks.

Article 9 Evaluation of Study Progress

- (1) The comprehensive evaluation of the course of study is carried out on the basis of the annual report. The annual report in the UIS application is elaborated by the supervisor in cooperation with the student by the date set by the time schedule of the academic year.
- (2) The annual report includes, in particular, the fulfilment of study duties, creative activities, participation in the teaching and research activities of the department, foreign internships and other international activities, the stage of the dissertation thesis and the concluding recommendations. In the case of deviations from the ISP, a comment and a proposal for corrective measures, including deadlines for their fulfilment, are required.
- (3) When evaluating the annual report, the Board provides in its view a final recommendation regarding the continuation of study (or under what conditions) or termination of study.
- (4) The Board or the Dean is authorised to announce an extraordinary or purposeful evaluation of the progress of study and the fulfilment of the ISP.
- (5) A student is obliged to cooperate appropriately with the supervisor when he/she elaborates any evaluation reports and to provide him/her with the necessary documents.
- (6) An annual report and other evaluations are always debated by the Board, it provides its view and recommendations to the Dean. A student and the supervisor are always informed of the relevant evaluation debate, the recommendations of the Board and any subsequent decision of the Dean, it is usually done electronically.

Article 10 State doctoral exam

- (1) Basic principles and course of the state doctoral exam are set out in particular in § 47 of the Act and Article 43 of the study regulations.
- (2) A student may apply for the state doctoral exam after meeting the requirements arising from the relevant study programme and adapting his/her semi-finished dissertation in the sense of the comments formulated as part of board exams I and II. The state doctoral exam precedes the dissertation defence.
- (3) The chairperson, Vice-chairperson and other members of the examination board for the state doctoral exam with the right to examine are appointed by the Dean on the proposal of the Board. The examination board has at least five members, the supervisor or supervisor-specialist of the examined student may not be a member of the examination board. At least one member of the examination board is external, typically a professor or associate professor. At the request of the chairperson of the Board, the Head of the relevant department appoints a secretary of the examination board, who is responsible for properly filling out the protocol on the course of the state doctoral exam. The protocol on the course of the state doctoral exam is signed by all members of the examination board. The Vice-dean in charge is responsible for the proper registration of the examination board into the UIS and on time preparation of the documentation for the state exam before the state doctoral exam starts.
- (4) The state doctoral examination consists of a presentation of the semi-finished dissertation and a scientific debate on the subjects of the state doctoral exam.
- (5) Together with the application for the state doctoral exam, a student submits the current version of the semi-finished dissertation in electronic form and also two printed copies.
- (6) At the proposal of the Board chairperson, the Dean shall determine the date and place of the state doctoral exam and ensures publishing of these facts in the public part of the Faculty website at least one month before the exam. These facts are also communicated to the student.
- (7) The examination board for the state doctoral exam is capable of deciding if at least two-thirds of its members are present in person or with the use of remote communication tools, while the student and at least half of the examination board have to be present in person. The presence of the

chairperson or Vice-chairperson of the examination board in person or through remote communication tools is always required.

- (8) The classification grades "passed" and "failed" are used for the evaluation of the state doctoral exam. The examination board decides upon the result of the exam by a majority vote of all members of the examination board by secret ballot. In the case of the presence of any member of the examination board through remote communication tools, a secret vote takes place electronically.
- (9) The state doctoral exam may be repeated in one re-sit term in the case of a "failed" grade. If a student does not appear for the exam without an excuse and does not apologize in writing to the Dean within five working days of the exam date, he/she is graded as "failed". If a student apologizes and his/her apology is accepted, he/she is withdrawn from the term. If a student re-sits the state doctoral exam, the examination board has a record of the course of the previous unsuccessful state doctoral exam annexed to the documentation for the state exam. If a student does not pass the state doctoral exam in the re-sit term, he/she has not fulfilled the requirements arising from the study programme according to the study regulations, which is a reason for the termination of the study.

Article 11 Dissertation

- (1) The basic principles and the course of the dissertation elaboration are set out in particular in § 47 of the Act and Article 44 of the study regulations.
- (2) The assignment of the dissertation has to be registered into the UIS by the supervisor and approved before enrolment in the second study year. The assignment is approved by the student, the supervisor, the Head of the Department and the Board chairperson.
- (3) The dissertation has to contain original and published results or results accepted for publication.
- (4) The dissertation is submitted as a cohesive original text or as a set of original published results, or results accepted for publication. A cohesive original text is a text that deals in detail with one topic, is written by one author and has the usual structure of a scientific work. The set of papers consists of an introductory chapter identifying an overall research issue, at least 3 papers dealing with a common research issue, an explicitly defined significant share of the student in the given papers, including a defined contribution of the given student to current knowledge, and a summary of the results relevant in relation to the specific research issue addressed in the dissertation. Papers included into the dissertation shall be published or accepted for publication with an assigned DOI in a journal indexed in the Scopus or Web of Science database with a non-zero impact factor.
- (5) During the first study year, on the date set by the Faculty time schedule of the academic year, a student presents the thesis of his/her dissertation in front of the board for board exams. The theses are reviewed by at least one discussant. In case of an unsuccessful defence, a student re-sits the defence in one make-up term.
- (6) During the first study year, on the date set by the Faculty time schedule of the academic year, the supervisor elaborates the dissertation assignment in the UIS on the basis of the dissertation intent submitted by a student.
- (7) During the second study year, a student shall present his/her semi-finished dissertation at the supervisor's department and shall incorporate the comments formulated there into his/her dissertation. The internal presentation is organized by the student's supervisor in cooperation with the Head of the relevant department. The Head of the department shall ensure that the minutes of this presentation, containing comments and recommendations for the dissertation, are drawn up and delivered to the study department.
- (8) During the second study year, on the date set by the Faculty time schedule of the academic year, a student presents his/her semi-finished dissertation in front of the board for board exams. The semi-finished dissertation is reviewed by a discussant. In case of an unsuccessful defence, a student re-sits the defence in one make-up term.
- (9) Before applying for a dissertation defence, a student shall pass an internal dissertation defence at the supervisor's department and shall incorporate the comments formulated there into his/her dissertation. The internal defence is organized in cooperation with the Head of the relevant department by the student's supervisor, who shall ensure the delivering of the minutes of the

defence, reviews and attendance list to the study department. For the purposes of internal defence, at least two reviews are drawn up, of which at least one is drawn up by an external opponent.

Article 12 Dissertation Defence

- (1) The basic principles and the course of the dissertation defence are set out in particular in § 47 of the Act and Article 45 of the study regulations.
- (2) At the proposal of the Board, the Dean appoints the chairperson, Vice-chairperson and other members of the examination board for the dissertation defence. The examination board has at least five members, and a supervisor or supervisor-specialist may not be a member of the examination board. The examination board is extended for dissertation reviewers, who are appointed by the Dean after approval by the Board. In addition to external reviewers, at least another member of the examination board has to be external.
- (3) The aspirant submits the application for the dissertation defence to the Dean through the study department and at the same time delivers the following annexes:
 - a) bound dissertation in four prints and its identical electronic copy into the UIS;
 - b) ten copies of the dissertation abstract in the extent of approximately thirty pages containing a summary of the content of the dissertation including methodological approach, achieved results, conclusions and identification of the contribution to the development of the theory, as well as a summary in English and Czech language; the aspirant's professional curriculum vitae and the list of his/her publications, or other creative outcomes, with an explanation of their connection to the dissertation topic;
 - c) full texts of listed publications in electronic and printed form;
 - d) proof of the publication of the original results of the dissertation or of the results of the dissertation accepted for publication, which is evidenced in particular by the assigned functional DOI, publication first in online form, listing in the upcoming editions section of the journal and direct confirmation from the journal editor about the future publication of the relevant result;
 - e) evidences of the completion of international activities, involvement in project activities and carrying out of pedagogical activities;
 - f) additional evidences upon the requirements defined by the Board.
- (4) The correctness of the data provided in the application for the dissertation defence successively assessed by:
 - a) the Vice-dean in charge, giving his/her opinion on the fulfilment of study duties, the fulfilment of publication duties, the originality of the dissertation, passing the internal defence, commitments to disseminate creative outcomes (active participation in conferences, seminars, lectures), completion of adequate foreign activities;
 - b) the supervisor who attaches an opinion assessing and confirming the originality of the dissertation, fulfilment of the formal requirements of the dissertation, linking of publications to the dissertation topic, fulfilment of the conditions set out in the ISP, passing of the internal defence, and he/she is entitled to propose reviewers of the dissertation;
 - c) the Board chairperson assessing the compliance of documented activities with the profile of the programme graduate;
 - d) the Dean deciding on the application for the dissertation defence, in case of a positive decision, appoints reviewers approved by the Board.
- (5) In the case of detected deficiencies, the aspirant is requested without undue delay to correct the data or supply the document to prove the facts, which he/she shall fix within two weeks. If the aspirant does not do so, the application decision-making process is terminated, or interrupted.

- (6) The Dean appoints at least three dissertation reviewers after their approval by the Board, of whom at least two are not members of the University academic community. At least one reviewer has to be a professor.
- (7) After receiving the reviews, the Board chairperson shall propose a date for the dissertation defence. The Dean sets the date of the dissertation defence and arranges the publication of these facts in the public part of the Faculty website at least one month before the set-up date. This information is also communicated to the aspirant.
- (8) The dissertation defence takes place in front of the examination board for the dissertation defence, it has at its disposal the minutes from the internal defence and the reviewers from the internal defence of the dissertation.
- (9) If the aspirant re-sits the dissertation defence, the examination committee has at its disposal annexed to state exam documentation the original version of the dissertation, the supervisor's opinion, the reviews of the reviewers and the record of the course of the previous unsuccessful dissertation defence.

Article 13 Final Provisions

- (1) This Dean's ordinance cancels the Dean's ordinance No. 6/2022 on organisation of doctoral studies at the Faculty of Business and Economics, Mendel University in Brno, dated 28. 11. 2022.
- (2) This Dean's ordinance comes into validity on the day of its publication and it comes into effect on 15 Sept 2023.

Brno 12 Sept 2023

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