

# Guide to PhD Studies at the Faculty of Science Masaryk University in Brno

Welcome!



## About this Guide

Dear colleagues,  
Doctoral Students, Supervisors, Heads and members of Doctoral Boards, Mentors,

This document, developed within the frame of implementing the [Human Resources Strategy for Researchers at SCI MUNI \(HRS4R, HR Award\)](#), aims to provide a basic orientation, overview, and guidance for all parties involved in PhD studies at the SCI MUNI.

It primarily focuses on STUDENT's needs and duties. However, it also outlines where and how other parties, such as Supervisor, Doctoral Board, Administrative Support, are/should/need to be involved.

Detailed information is available online – please follow the [\[www\]](#) links in this document. Important details are also introduced to students during the **PhD day** (an event organized every September).



We hope you will find this Guide useful, and we wish you  
**SUCCESSFUL STUDIES!**

Luděk Bláha, Vice-Dean for PhD studies, Faculty of Science MU  
on behalf of all co-authors and contributors

## Essentials

### Everyone involved in PhD studies at SCI MUNI should be aware of following essentials

- What are the **general SCI MUNI requirements** for the successful PhD?
- What is the **PhD school** at SCI MUNI?
- What are the **formal regulations** (namely „Studijní a zkušební řád“ in Czech)?
- What is the **Study programme**?
- What are the differences between **programmes in Czech and English**?
- What is the **Individual Study Plan (ISP)** and the **Milestones** set by for your study?
- Where to find **answers to most common questions (Q&A)**?



*[In preparation: web links to updated information will be provided for each item listed above]*

### Key Roles and Responsibilities



**STUDENT** is responsible for his/her career. This includes active work and successful progress during PhD studies; fulfilment of the goals and milestones outlined in the ISP and described in detail as semestral activities and tasks; positive communication with other parties involved, such as Supervisor, Doctoral Board and Administration. [[www](#)]



**SUPERVISOR** is responsible for guiding the student in several aspects. A Supervisor is an expert in the field in question but is not responsible for the student's topic. A Supervisor is available for discussions, provides advice, responds to all communication within a reasonable timeframe, evaluates student's progress and fulfillment of the study plan regularly etc. Supervisor is also responsible for advancing own skills in mentoring and other skills. [[www](#)]



**DOCTORAL BOARD** is responsible for the quality of a doctoral programme and assesses students' study plan fulfillment on annual basis. Head of the Doctoral Board assures that necessary information is available to students and supervisors. This particularly includes requirements for final theoretical exams and PhD thesis, requirements of the ISP, expected timeframe and milestones. [[www](#)]



**ADMINISTRATION** in the Dean's office is responsible for assuring compliance of the admission and study processes with formal requirements. Administration supports admissions, enrollment to studies and semesters, assists with special issues such as interruption of studies due to health or family reasons, and keeps all records using the IS.MUNI.CZ system. [[www](#)]

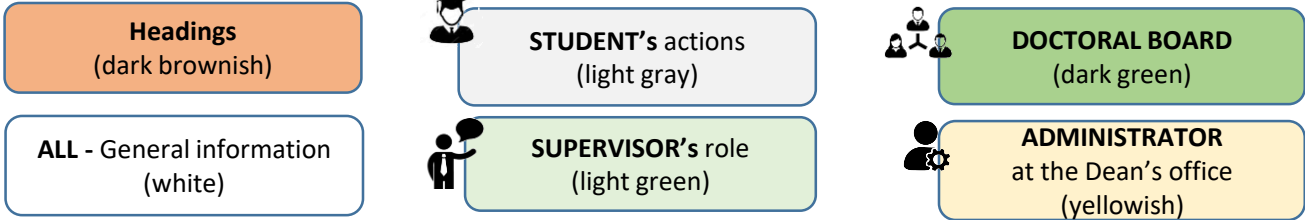


**MENTOR** is an experienced researcher offering one-on-one guidance and experience sharing to students who seek further support in their academic life, professional development, and research community networking.

All parties involved are responsible for active mutual communication and cooperation.

# How to Use This Guide

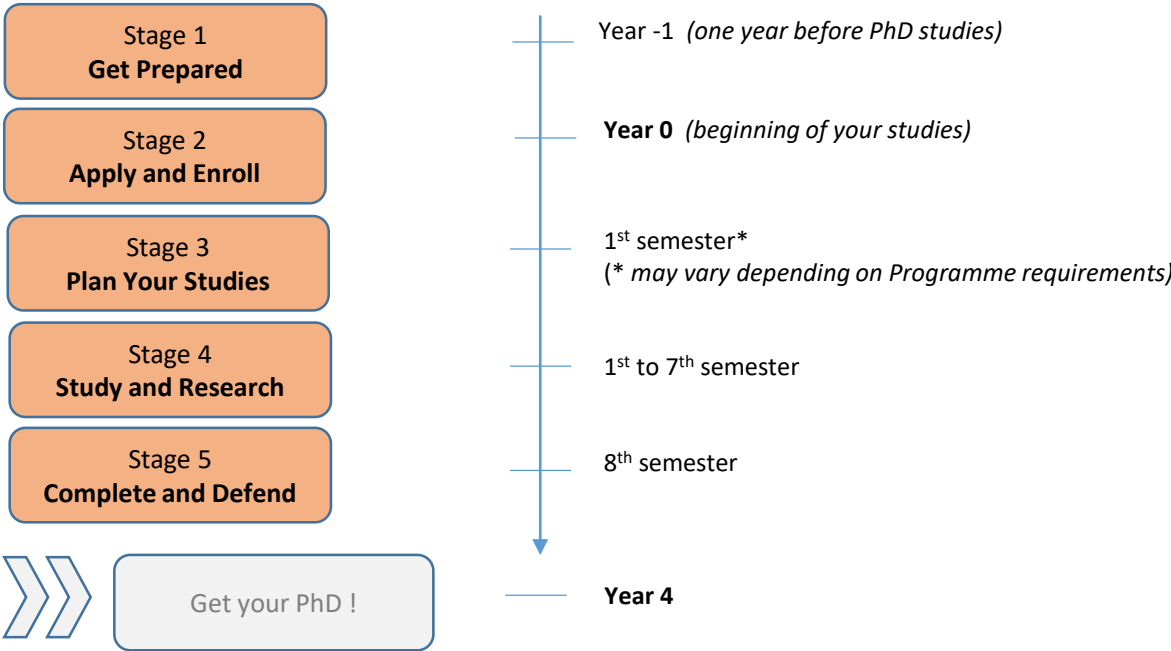
Colours are used to highlight relevance for different parties.  
Detailed information is always accessible online → click on: [\[www\]](#)



# Table of Contents

The guide is organized into 5 sections that reflect the main stages of the PhD study process.

## Timeline (Expected/Recommended)



## Stage 1 Get Prepared

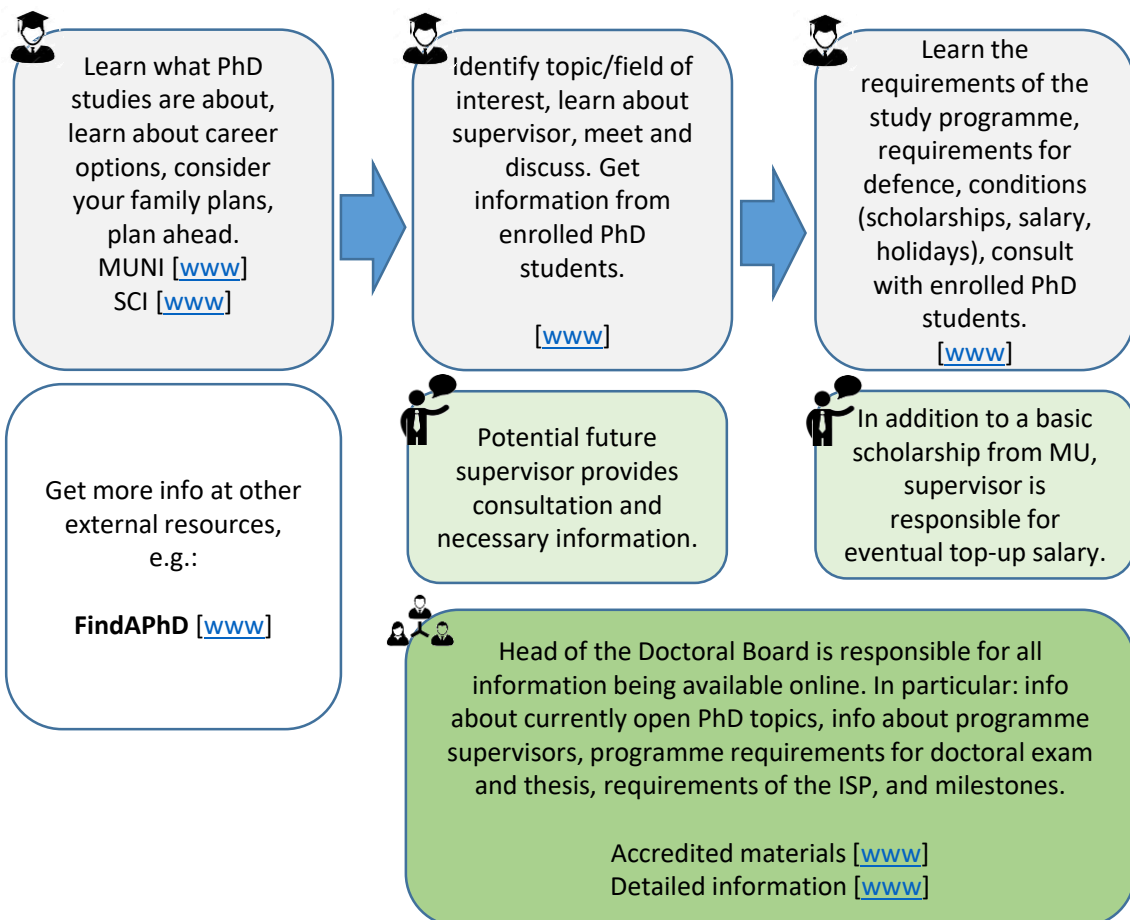
### Are you a student interested in PhD?

Act several months in advance before starting PhD studies!

You should learn what is PhD about, what to expect after PhD, what are your career options (e.g. [\[www\]](#))

### Prospective students:

*Following steps shall be considered 6-12 months before actual admission deadline ...*



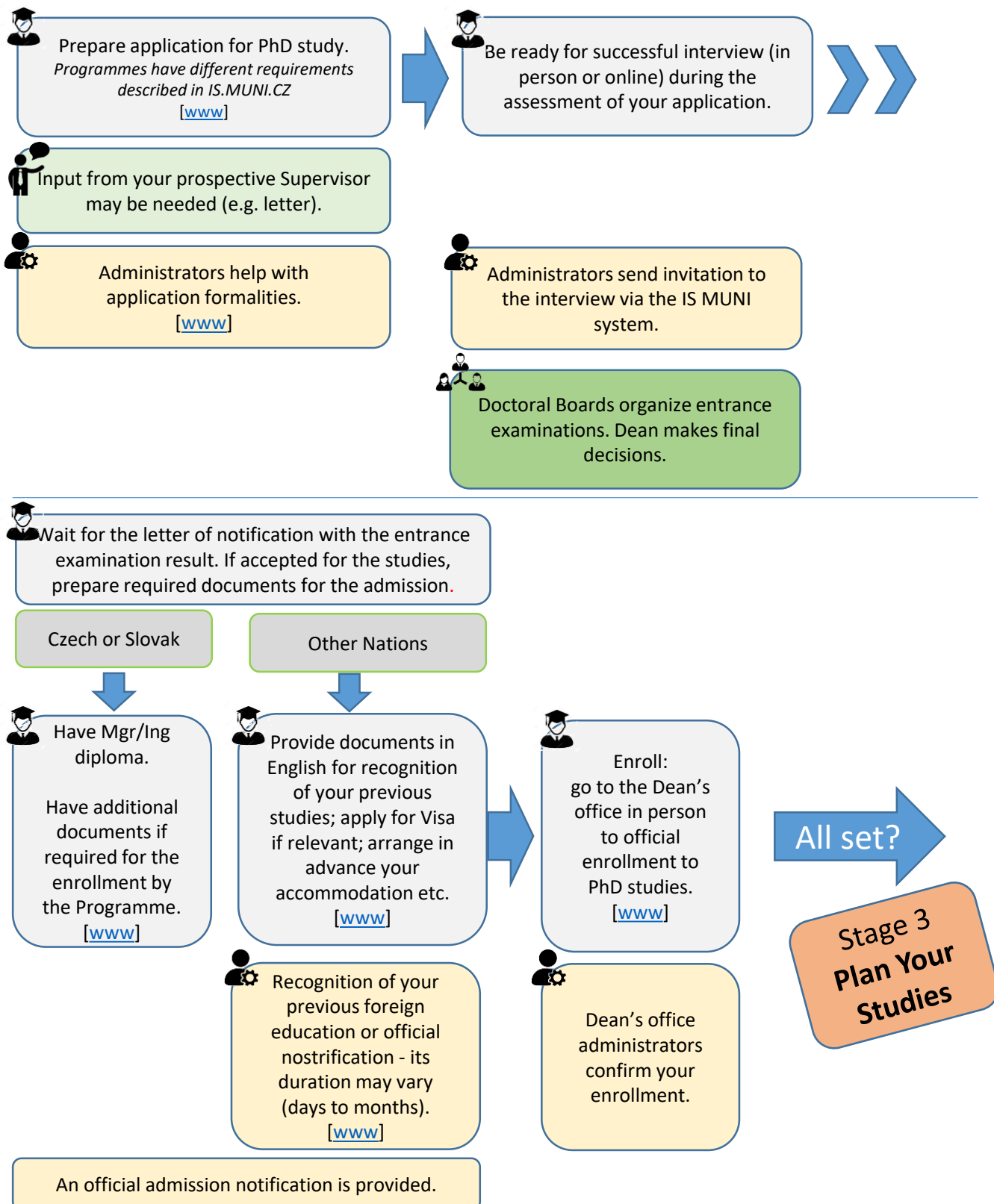
Ready for PhD studies?

Stage 2  
Apply and Enroll

## Stage 2 Apply and Enroll

### Ready to study PhD at SCI MUNI?

Formal procedures are required during and after the admission process. This includes several steps during the assessment of your application, and if successful, your enrollment („zápis do studia“ in Czech).



## Stage 3 Plan Your Studies

### Prepare Your Individual Study Plan

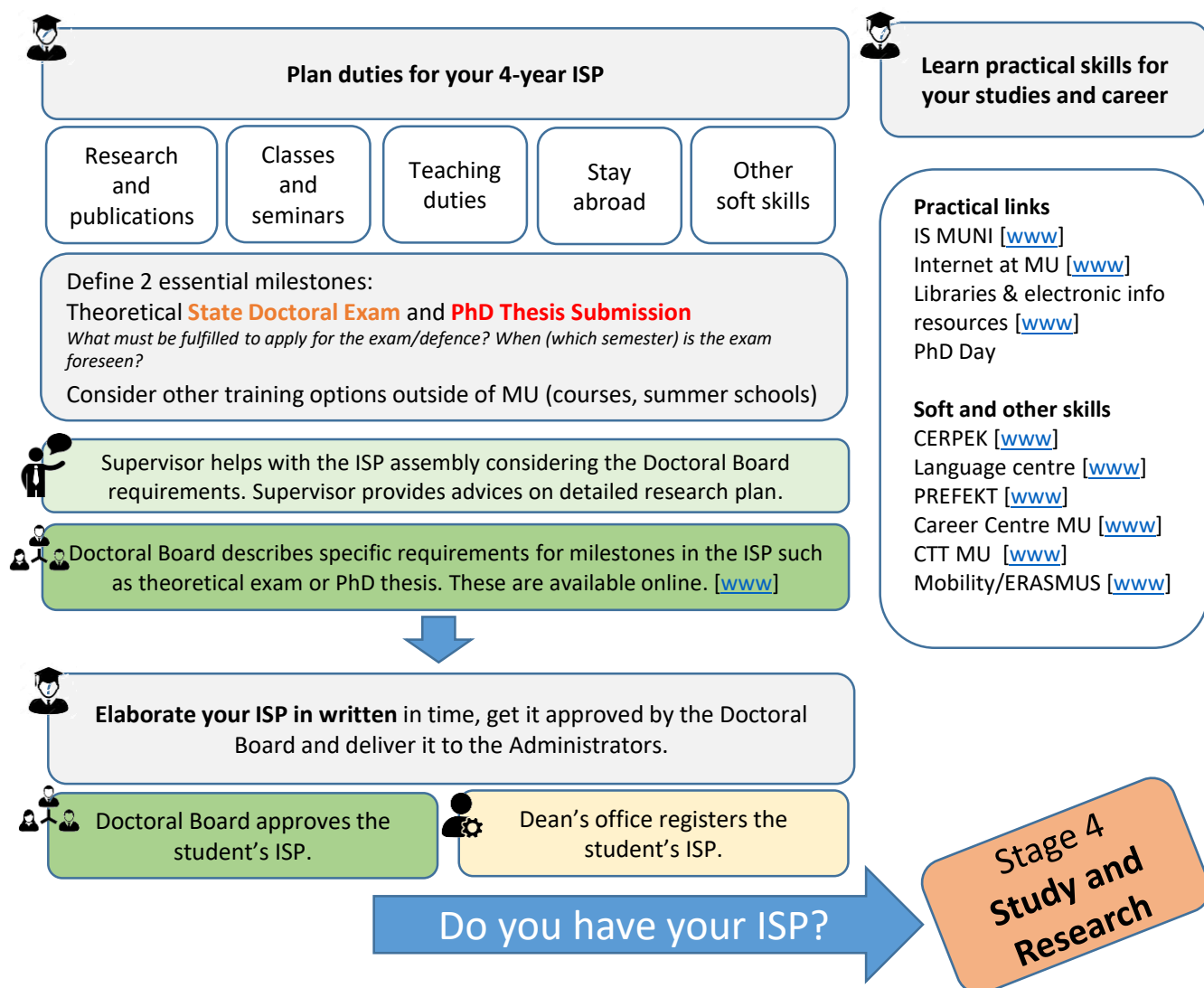
The ISP is an essential and binding document for your studies. It should be **carefully elaborated and discussed** between you and your supervisor. It also has to be approved by the Doctoral Board. A later modification of the ISP is possible only in exceptional and substantiated situations.

The ISP organizes various activities and (in agreement with general requirements set by the Programme) sets specific milestones for your research, expected publications, presentations at conferences, theoretical classes, and seminars, teaching duties (i.e. getting experience for potential academic career), stay abroad, other soft and transferable skills, etc.

To assure success in completion of your PhD studies within 4-years frame, the research part of the ISP should be elaborated as a separate **formalized research project** (including State of the art of a given field, Objectives, Methods and approaches, Timeline, Expected publications, and their foreseen content).

Your performance and compliance with the ISP are reviewed every semester and academic year during your studies.

An example of the ISP is available here: [\[www\]](#)



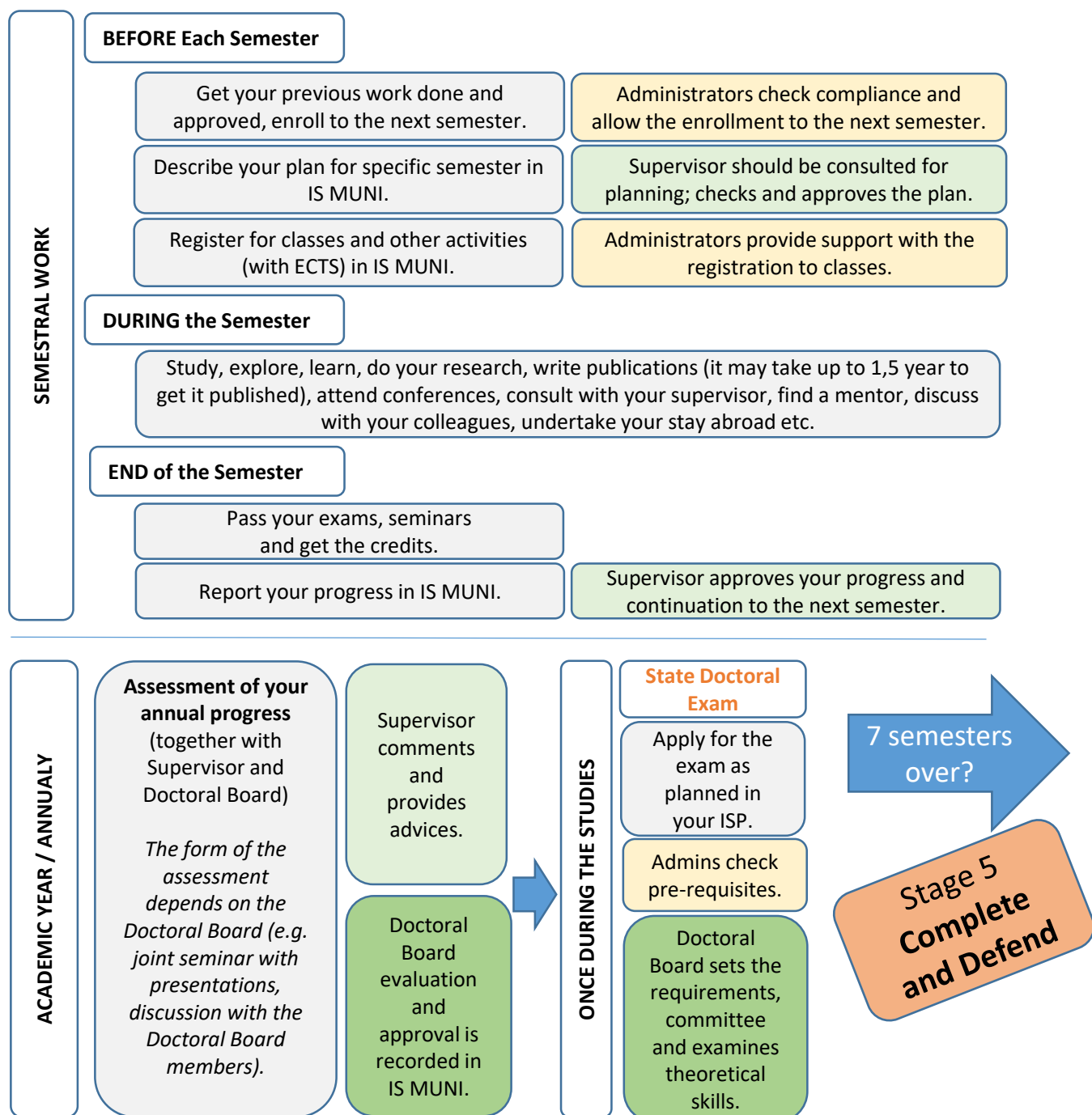
## Stage 4 Study and Research

### What is the flow of PhD studies?

The studies are divided into **semesters** and **academic years**. Each ISP describes **milestones** to be gradually fulfilled.

Before each semester, you need to describe your planned semestral activities and expected outcomes („semestrální náplň“ in Czech) in cooperation with your Supervisor. You also enroll in the ECTS-credited classes or activities via IS.MUNI.CZ. At the end of each semester, you are required to prepare a report on what has (has not) been achieved. Your Supervisor must approve your progress to allow you to continue your studies in the next semester.

Doctoral Board annually reviews the performance of all students, their alignment with the defined milestones and approves the continuation of studies in the next academic year.



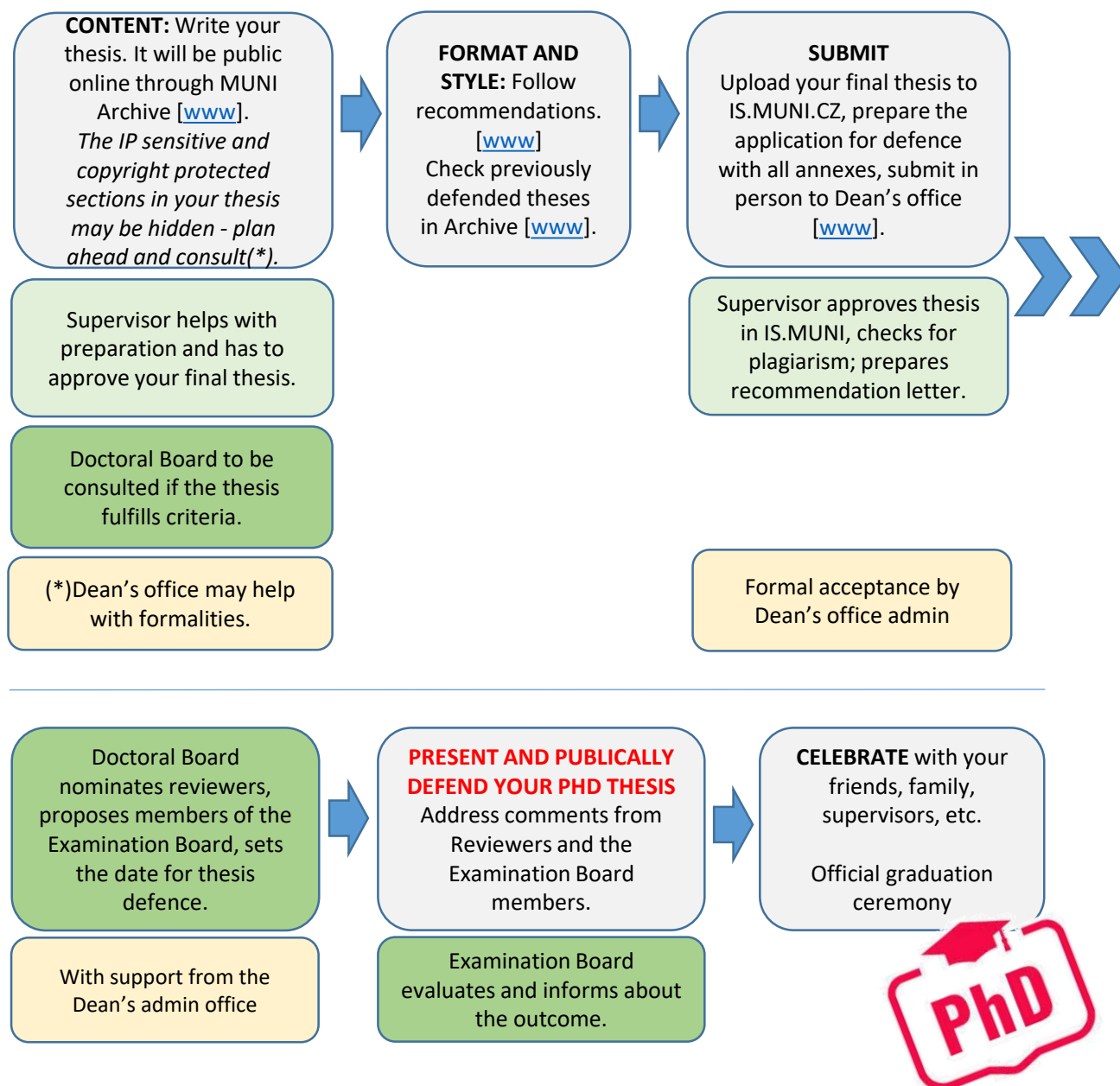
## Stage 5

### Complete and Defend

#### Final stages of your studies – your **PhD thesis submission** and defence

You are almost there! Your goal is to present your research as a PhD thesis. It should convince the Reviewers and the Examination Board that (i) your research is at the fore-front in the field, (ii) you are an expert on all aspects in your thesis, (iii) you are creative and independent researcher deserving the award of Doctor of Philosophy – PhD.

Start working on the finalization at the end of the 7<sup>th</sup>/start of the 8<sup>th</sup> semester. It may take up to 3 months to submission and additional 2-3 months to defence.







HR EXCELLENCE IN RESEARCH

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Current version: v02 - August 2019

The up-to-date version of this guide can be found here: <https://www.sci.muni.cz/student/phd>