

MUNI
ARTS



HR EXCELLENCE IN RESEARCH



**Guide for the new
incoming doctoral
students at the FF MU**

43651 successful graduates in 102 years

1921 teaching commenced at the FA MU

554 currently studying Doctoral degree programmes

41 Doctoral degree programmes

1 academic community

TRADITION

We are one of the founding faculties of Masaryk University.
We share its democratic values.

MODERNITY

We use innovative methods in science and education. We have
a modern outlook on research in humanities and social sciences.

DIALOGUE

We cooperate across disciplines, institutions, cultures
and contribute to public debate.

KNOWLEDGE

We develop a thirst for knowledge, teach critical thinking
and an understanding of the contemporary world.

FOREWORD

Dear colleagues,

Doctoral studies are considered the jewel in the crown of higher education. It is the most intensive and individualized form of study, based on a direct relationship between student and supervisor: the student is not only the performer of the tasks but often also a professional partner, even by participating in joint projects. The choice of the topic and the research method are intended to advance the student's knowledge and enrich the methodological possibilities of a selected section of the field. In this way, he or she not only builds on his or her supervisor but even exceeds him or her.

When you start your Ph.D. studies, you enter the field of independent scientific work; in the past, it was not even referred to as studying but as "scientific education." Our international colleagues point out that a doctoral thesis is usually the most important scientific work a researcher writes during their career. Few of us will get the opportunity in our future careers to focus on our research topic as freely and in as much detail as possible during our Ph.D. studies.

The doctoral study, however, is not just concentrated research in archives and libraries. It is also a journey in search of new insights, ideas, and confrontation of different opinions and perspectives, in an official language called the strict term "mobility." It means meeting and establishing cooperation and friendships, many of which last for decades.

prof. PhDr. Mgr. Tomáš Knoz, Ph.D.

Vice-dean for academic affairs
and doctoral studies



DISCLAIMER: Our Faculty is very diverse and so are the Doctoral studies. This guide will give you a basic overview, but always ask your supervisor for detailed information or contact the Office for Studies.

WHAT IS WAITING FOR YOU

DOCTORAL STUDIES CONTENT

- the fulfilment of compulsory, selective and elective courses
- Doctoral Thesis preparation
- participation in conferences
- preparation of professional publications
- internship(s) abroad
- participation in teaching Bachelor's and Master's programmes
- world language exam
- Doctoral State Examination and Doctoral Thesis defence
- possibly other specific requirements related to the focus of the Doctoral degree programme

TIP: You can find specific information about your obligations in the Programmes Catalogue of the MU Information System or on the website of the department where you are studying. If you are unsure please do not hesitate to contact your supervisor.

WHO'S WHO AND WHAT'S WHAT

GLOSSARY OF BASIC TERMS

Supervisor

The supervisor will be a key person for you. They will work with you on the assignment and elaboration of your dissertation project and support you in acquiring the necessary skills and knowledge. They will also involve you in the research team and introduce you to the rules of scientific work, the presentation of results and publishing activities.

Doctoral Board

For each Doctoral degree programme there is a Doctoral Board that monitors, evaluates studies and guarantees their consistently high standard. It is headed by a chairperson. The chairperson of the Doctoral Board is also the guarantor of the Doctoral degree programme. This person is responsible for the quality of the degree programme content and evaluates and develops it further.

TIP: You can find the composition of the Doctoral Board and the guarantor of your degree programme in the Programmes Catalogue of the MU Information System (IS).

Office for Studies

The Office for Studies will be in charge of the administrative side of your studies. Depending on your degree programme, you will be assigned a specific study officer. You will contact this person if you have any questions or requests, most often by e-mail at **phd@phil.muni.cz**. If you want to arrange a personal consultation, you can find the office hours of your study officer on **phil.muni.cz/studijni**.

TIP: Use the university e-mail in the IS for all communications, write in a formal manner and address people by their correct academic degrees. Check your IS e-mail box regularly.

ATTENTION! If you are interested in study stays abroad or foreign traineeship, contact the FA MU International Relations Office instead of the Office for Studies.

IS

The IS or Information System of Masaryk University will be used for all the administrative agenda related to your studies. You will be able to register for courses, complete your individual study plan and report on your publishing activities. You can find it at **is.muni.cz** and log in by using your UIN (university ID number) and primary password.

Individual study plan

In your individual study plan, you will determine at the beginning of your studies how you will proceed with your dissertation research and the fulfilment of your individual study obligations. You will prepare it in a short version in paper form, which you will submit to the Office for Studies, and then electronically in the relevant IS application. You will specify the outline plan in the IS before each semester and set the so-called semester load. You will always evaluate how you managed to meet it at the end of each semester. Everything will be commented on, continuously evaluated and approved by your supervisor and the Doctoral Board.

WHAT NEED TO BE DONE AT THE BEGINNING OF YOUR STUDIES

ENROLMENT IN STUDIES

The moment you receive the decision on admission to the Doctoral degree programme you become eligible for enrolment in studies and for the first semester. You will receive information about the date and process of enrolment in your e-application. It will be sent to you by the Office for Studies and can also be found on the Faculty's website. You will only become a student once you have enrolled.

ATTENTION! Failure to enrol by the deadline, will terminate your enrolment unless you provide evidence of a serious reason for your failure to enrol within five working days of the deadline.

COMPLETE AN INDIVIDUAL STUDY PLAN FOR DOCTORAL STUDIES

Study in Doctoral degree programmes at MU is conducted in accordance with an approved individual study plan. This is binding on the student and its fulfilment is mandatory.

1) Printed Brief study plan

You will only hand in the paper version of the study plan once, at the beginning of your studies. There is a **special form** for this purpose, **in which you indicate the research focus of your dissertation.**

The form will then be submitted to the Office for Studies **no later than two months after enrolment**, after approval by the supervisor and the chairperson of the Doctoral Board. This can be in written form or as a scan sent to phd@phil.muni.cz.

ATTENTION! Failure to submit the study plan by the due date may be grounds for termination of studies.



The form for the Brief doctoral study plan can be found at is.muni.cz/go/formulare-ds-ff.

2) Electronic study plan – plan of the entire study

The study plan must also be entered into the IS (Student > Start/End of Term > Doctoral Studies Individual Study Plan).

In the electronic study plan in the IS, **you can elaborate more on the direction of your research**, and planned activities during your studies (e.g. conferences, internships, studz visits). If anything else needs to be added, the supervisor will bring it to your attention.

The full study plan must be completed in the IS and approved by the supervisor and the Doctoral Board **no later than the end of the second semester of the study**.

TIP: You can update your plan each semester if there are changes to it during your studies.

3) Electronic study plan – semester load

In addition to the plan for the entire study, you will **detail** for each semester what you are **currently planning to do**. Your proposed semester plan is approved by the supervisor and they may also comment it.

At the end of the semester, you will fill in your own feedback on the work you have done during the semester. This will be commented on by your supervisor and at least once a year by the Doctoral Board.

The specific deadlines for this can be found for each semester directly in the IS. They are outlined as follows:

	Autumn	Spring
Student's proposal	1. 6. – 20. 9.	1. 1. – 20. 2.
Approval by the supervisor	15. 6. – 30. 9.	15. 1. – 29. 2.
Student's feedback	1. 12. – 31. 1.	1. 5. – 31. 8.
Evaluation by supervisor	15. 12. – 15. 2.	15. 5. – 15. 9.
Evaluation by Board	Anytime	Anytime

ATTENTION! Failure to fulfil the ISP may result in termination of your studies.



Detailed information on the individual study plan in the IS can be found at is.muni.cz/auth/go/isp-phd.

GET A SMART CARD

The ISIC (or full-time/combined study card) is the basic identification card required for all students at Masaryk University. It replaces the student's record book. It not only serves as an ID card, but also as a smart card for entering classrooms, specialised offices and for identification in canteens, libraries, for printing, copying, etc.

If you do not have a card issued from a previous course at MU, it is necessary:

1. to have your photo taken or upload your own photo to the system as instructed,
2. to pay for the selected card type via the MU Business Centre and inform the officer for studies of the payment,
3. to pick up your card at the Office for Studies approximately 14 days after payment is credited to your order at the MU Business Center.

TIP: If you study full-time, you can choose between a regular student card and an ISIC. The latter is more expensive, but it is internationally recognised and you can get student discounts on it.



Detailed information about the smart cards can be found at muni.cz/en/students/student-identity-cards.

ATTEND OHS TRAINING

Fire protection and occupational health and safety training is mandatory by law. More information is available from the Officer for Studies.

SET UP YOUR ACCOUNT NUMBER FOR SCHOLARSHIP PAYMENTS

The scholarship at MU is paid exclusively by account transfer to a bank account held with a Czech bank. The account number must be filled in in the IS (Scholarships > Set the account number).

TIP: We also recommend filling in the account number for those who will not receive a monthly doctoral scholarship. These students may also receive various other exceptional scholarships.

WHAT TO EXPECT IN THE NEXT SEMESTERS

REQUEST TO ENROL IN A SEMESTER

Before the start of each semester (except the first semester), you must submit an electronic application for enrolment in the IS for the next semester, otherwise you will not be enrolled, even if you meet the enrolment requirements. You will be entitled to enrol in the following semester of the Doctoral degree programme if:

1. you meet the credit requirement for the semester (usually 20 credits in the current semester or 45 credits in the current and previous semesters combined, for other calculation options consult the IS),
2. successfully complete all repeated courses in the current semester,
3. you do not exceed the maximum duration of the Doctoral degree programme (8 years),
4. you are fulfilling your individual study plan, i.e. you have the supervisor's approval to proceed to the next semester (granted electronically in the IS in the Doctoral Studies Individual Study Plan and Its Evaluation application).

COMPLETE FEEDBACK AND SEMESTER LOAD FOR THE NEXT SEMESTER

At the end of each semester be sure to complete the feedback form for the semester assignment you have set before the semester began. In it you will briefly assess how you have managed to fulfil your plans, or indicate what has changed and why. Your supervisor will then comment on your feedback.

At the same time plan your semester load for the next semester.

You can find specific dates when it is possible to fill in the semester load and its evaluation for each semester directly in the IS in the Doctoral Studies Individual Study Plan and Its Evaluation application.

TIP: When filling in the semester load, make sure you have the correct period selected in the IS (in the top right corner).



Detailed information on the individual study plan in the IS can be found at is.muni.cz/auth/go/isp-phd.

WHAT TO EXPECT AT THE END OF STUDIES

FINAL EXAM AND DISSERTATION DEFENCE

The Doctoral State Examination and the Doctoral Thesis defence may or may not take place at the same time. It depends on the choice of the specific study programme. In any case, it is necessary to **register for both in advance not only by enrolling the relevant course in the IS MU, but also by submitting an application to the Office for Studies.**

For the defence in the spring semester (or by the end of September), the Doctoral Thesis, including the application for the defence and all required attachments, must be submitted no later than 31 January.

The deadline for the defence in the autumn semester (or by the end of February) is 31 August. However, they can be submitted continuously.

ATTENTION! The Doctoral Thesis, including the application for the doctoral examination and defence, must be submitted at least one semester before the maximum study period expires.

Before submitting your Doctoral Thesis electronically, ask the Office for Studies to open the Doctoral Thesis Archive by e-mail sent directly from the IS. At the same time, please provide the final title of the thesis in the language of the thesis and in English.

COMPLETION OF STUDIES

By successfully passing the Doctoral State Examination and defending your Doctoral Thesis, you will complete your Doctoral studies and **obtain a Doctoral degree, abbreviated as Ph.D., indicated after your name.**

As proof of successful completion of your studies, you will receive a university diploma and a diploma supplement (issued in Czech in the Czech programme, and in English in the foreign language programme).

Your studies may also be terminated by loss of the enrolment entitlement, dropping out, expulsion, or withdrawal or termination of programme accreditation. On the date of completion or termination of studies, you cease to be a MU student.

WHAT ELSE MIGHT YOU BE INTERESTED IN

To whom the monthly doctoral scholarship is paid?

It is paid monthly in non-cash only to full-time students in programmes accredited in the Czech language. Another condition is not to exceed the standard period of study, after counting all periods of previous unsuccessful studies in Doctoral degree programmes.

TIP: In addition to the standard scholarship, you have the opportunity to apply for scholarships announced under other scholarship programmes (e.g. scholarships to support publishing activities, support for international mobility of students in Doctoral degree programmes, etc.).



For more information on the scholarships, please visit phil.muni.cz/studijni/stipendia and switch into English.

How many credits do I need to earn?

The minimum credit value of the study, which determines the number of credits required for successful completion of the study, is 240 credits for four-year Doctoral degree programmes.

What is the maximum length of a Doctoral degree programme?

The standard duration of Doctoral studies at the FA MU is 4 years. The maximum duration of study is twice the standard duration of Doctoral studies, i.e. 8 years. This period does not include interruptions of studies for serious health reasons or for reasons of maternity or parental leave.

How does interruption of studies work?

You can always apply for interruption of your studies during the examination period, or at the beginning of the semester during the period of enrolment changes, if you have already fulfilled the conditions for advancement to the next semester. You can interrupt your studies for a maximum of 4 years in total.

Can I/do I need to go on study stay or traineeship abroad?

A study stay or traineeship abroad allows you to expand your language skills and increases your chances of success with employers in an

international environment. According to a resolution of the MU Internal Evaluation Board, students in Doctoral degree programmes are obliged to undertake an internship abroad. Minimum duration is one month in the case of full-time study. In the combined form, it can be replaced with participation in a relevant international cooperation project.

TIP: Take advantage of the opportunity to improve your knowledge of foreign languages for free as part of your study. You can choose from the offer of the MU Language Centre, the FA MU Language School or courses within philological fields of study.



For more information on the offer of internships and summer schools abroad, please visit

phil.muni.cz/en/student/going-abroad or czs.muni.cz.

For language courses, please visit

cjh.muni.cz or jazykovka.phil.muni.cz.

What is a “cotutelle”?

This is a cooperation between the FA MU and a foreign higher education institution, where the Doctoral Thesis has two supervisors from each institution. The student completes an agreed part of the studies at the partner institution. The study, the examination and the defence are arranged so that the graduate receives both the MU diploma and the diploma issued by the partner institution. More information will be provided by the Vice-Dean for Research and Graduate Studies.

Can/do I have to teach during my Doctoral studies?

Some degree programmes may have teaching as a compulsory part of the study plan, while in others it may be a voluntary activity. You can participate in the supervisor’s teaching or you can offer your own elective course, for example on your Doctoral Thesis research topic, in consultation with your supervisor.

TIP: Within your Doctoral studies, you can also take advantage of MU Competence Development Centre courses, which includes the development of pedagogical skills or soft skills in general.



Watch the workshop offer on **cerpek.muni.cz**.

Where can I study and work, print, copy and scan?

Most departments offer their doctoral students shared workstations in separate offices or in their sub-departmental libraries. Often there is also a printer, or photocopier with scanner available. A Central Library with fully equipped study rooms can be used on the Faculty campus. You can print or copy there by charging your SUPO account using your ISIC card. You can also use the Group Study Rooms (again, using your ISIC) or the Reading Room, or any other area at MU.



For an overview of all the Computer Study Rooms, please visit **it.muni.cz/en/services/pc-rooms**.

TIP 1: The Central Library offers many other interesting services, ranging from lending board games to 3D printing. Among these, you might find the classes and workshops particularly useful.

TIP 2: You can connect to the Eduroam wifi network in almost all areas of Masaryk University, as well as anywhere else in the world.

TIP 3: If you have children and need to work, you can use the services of the Children's corner at the Faculty of Social Studies.



For more information about Library services, please visit **knihovna.phil.muni.cz**.

For instructions on connecting to wifi, see **it.muni.cz/en/services/wireless-wi-fi-connection**.

For information about the operation of the Children's corner, follow **facebook.com/detkofss**.

What resources and software can I use?

The collections of all the university libraries are available to you, including subscription-based electronic resources. All MU students and staff are automatically given access to MS Office 365 and other useful software that can be downloaded and installed on their devices.



You can search the collections of all university libraries at **katalog.muni.cz**.

An overview of el. resources can be found at **ezdroje.muni.cz**.

For software see **it.muni.cz/en/category/software**.

Can I submit my own research project?

Of course, it is possible. Take a look at the range of grant schemes on offer, and if something interests you, discuss the possibility of submitting a project with your supervisor.

How to socialise and make contacts?

You can get involved in one of the many student clubs (you might be particularly interested in the Society of PhD Students FF MU, which manages, among others, the faculty Facebook group) at the Faculty or in the Faculty self-administration within the Student Chamber of the FA MU Academic Senate. You can get to know your colleagues across the University at the summer school organised by the Rector's Office.

TIP: You can also take advantage of participation in professional conferences or scientific social networks (ResearchGate, Academia.edu, etc.) to gain contacts.



You can join the faculty Facebook group of PhD students via **facebook.com/groups/phdspolekffmu**.

A similar university-wide group can be found via **is.muni.cz/go/muniphd**.

An overview of all stud. clubs can be found at **spolky.muni.cz**.

For information about the Academic Senate, please visit **phil.muni.cz/senat**.

Follow the development activities within the MUNI PhD Academia at **is.muni.cz/go/muni-phd-academia**.

What does it mean that I have to report publications (to RIV)?

If you produce a scientific result as part of your research activities at the University, record it in the Publications application in the IS MU. If it is a result of greater importance (scientific article, chapter in a scientific book, etc.) or a result funded by a national project, you need to check the option Transfer the publication/outcome/record to the RIV database. The records marked in this way are transferred once a year to the national Register of Information on Results (RIV), which is used by all research organisations in the Czech Republic and the data in it are used for the national evaluation of science.

Your supervisor or the RIV guarantor at your department will explain how to report publications correctly. You can also take advantage of lessons or consultations of the Central Library.



More information on publications and their reporting can be found at **knihovna.phil.muni.cz/riv**.

WHERE TO FIND INFORMATION, ADVICE AND HELP

Communicate with your supervisor at all times. Read the information on the website and in the IS. Look in the study regulations and if you do not know how to proceed in a particular matter the Office for Studies can help you. You can also contact the chairperson of the Doctoral Board of your degree programme if you have major difficulties. You can also take advantage of psychological help or MU Career Centre. If you have any special needs, the Teiresias Centre can help you.



The Faculty's website can be found at **phil.muni.cz**.

Read the Study and Examination Regulations at **is.muni.cz/go/study-regulations**.

The office hours, contacts of the Office for Studies and other necessary information can be found at **phil.muni.cz/studijni**.

MU Students' Advisory Centre services including psychological counselling can be found at **muni.cz/en/students**.

The MU Career Centre has its own website at **kariera.muni.cz**.

More about Teiresias Centre can be found at **teiresias.muni.cz**.

FINAL TIP: All necessary information and useful links, including other current offers of internships, educational events and more, can be found in the link site for students on the Faculty website.



The Faculty link site can be found at **phil.muni.cz/en/student**.

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