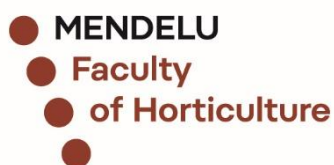


The Academic Senate of the Faculty of Horticulture of Mendel University in Brno discussed the Dean's Directive
No. 1/2020 on 27. 04 2020.



Dean's Directive 1/2020

ON DOCTORAL DEGREE PROGRAMMES AT THE FACULTY OF HORTICULTURE OF MENDEL UNIVERSITY IN BRNO

Applicable for:	Workers and students at FoH	ref. no.:	9741/2020-591	dated:	18.5.2020
Regulation administrator: doc. Dr. Ing. Alena Salašová					
Prepared by: doc. Ing. Jiří Sochor, Ph.D.					
Approved by: doc. Dr. Ing. Alena Salašová				date:	11.5.2020
Number of pages: 11		Number of annexes:	0	Valid from:	11. 5. 2020
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Record of revisions

Date of revision	Conclusion of revision	Revised by	Date of next revision

Záznam o změnách

Number	Article	Description of change	Approved by, date

List of related regulations

Title of regulation	Place of reference	Referenced parts
STUDY AND EXAMINATION REGULATIONS OF MENDEL UNIVERSITY IN BRNO	http://mendelu.cz/en/25638-legal-regulations	PART THREE STUDY IN DOCTORAL STUDY PROGRAMMES

Article 1

Introductory provisions

1. In compliance with Act 111/1998, the Act on Higher Education (hereinafter the Act), the Study and Testing Rules of Mendel University in Brno (hereinafter STR) and the Statutes of the Faculty of Horticulture, this directive adjusts the rules of Doctoral degree programmes at the Faculty of Horticulture of Mendel University in Brno (hereinafter the faculty).
2. The standard duration of doctoral studies within the Doctoral degree programme (hereinafter DDP) is determined by its accreditation to be 4 years, and studies are divided into years. The dean may repeatedly interrupt the studies at the request of the student. The interruption of studies in a Doctoral degree programme is usually determined for a fixed period in the interruption decision. The total study interruption duration may not exceed the standard study duration for which the degree programme is accredited.
3. The dean of the faculty may permit a transfer from full-time to part-time study based on a written request of the student and based on approval of the student's advisor.
4. Studies in the DDP are carried out under the guidance of the advisor and based on the approved individual study plan (hereinafter ISP), and can also be completed in less than the standard 4 years, but no sooner than 3 years after the start of the studies.
5. The maximum number of full-time as well as part-time students supervised by one advisor is 5. A higher number of students for individual advisors require a permission by the dean, usually provided based on the results of the students of the given advisor.
6. One topic for a doctoral thesis announced by an advisor can only support a single applicant.

Article 2

Subject area board

1. The general conditions for the activities and composition of the programme council are determined by § 47 of the Act and article 27 of the STR.
2. Studies within Doctoral degree programmes are monitored by programme councils, which are nominated separately for each study programme. Individual members of the programme council are nominated and terminated by the dean based on the approval of the scientific council; the maximum term of a member is limited by the validity of the accreditation of the appropriate programme.
3. The programme council can adopt resolutions as long as more than one half of all of its members is present. A resolution is adopted if a majority of all present members is in favour. In urgent cases, proposed resolutions can be adopted and voted on via email communication, without a personal meeting (*per rollam*). A resolution is adopted if the majority of all members of the programme council is in favour. Email voting can be used especially in order to decide on reviewers for doctoral theses, propose advisors, propose members of examination committees for doctoral examinations and for the doctoral defence, and to discuss proposed topics of doctoral theses. All meetings of the programme council and the results of the voting are documented in minutes, which must then be sent to all members of the council within at most 14 days.
4. If a DDP student fails to follow his/her ISP, the scientific council can assign the student a deadline for the completion of their prescribed test. Not meeting this deadline is sufficient justification for a termination of the studies; the final decision is made by the dean.

5. The scientific council meets at least once per year and its conclusions are presented to the dean of the faculty.

Article 3 Advising worksite

1. The advising worksites that provide a guarantee for the student's ISP are the faculty's institutes of the individual advisors for the given accredited Doctoral degree programme.

2. The head of the advising worksite will assign each DDP student a workplace in the worksite. DDP students are entitled to receive access to a worksite with the material and technical equipment required to fulfil the aims of their doctoral thesis.

Article 4 DDP Students, their rights and basic duties

1. The most basic duty of students is to follow their ISP under their advisor's guidance. A DDP student must work with their advisor and follow their instructions for the whole duration of their studies.

2. DDP studies take place based on the ISP, which is prepared jointly by the student and the advisor; after being checked by the head of the advising worksite, this is submitted to the programme council for a statement. Any changes to the ISP must be submitted to and approved by the programme council.

3. Full-time DDP students are entitled to four weeks of continuous leave in each academic year. Exceptions can be agreed upon with the advisor.

4. Full-time DDP students (without employment) are obliged to spend at least 20 hours a week at the worksite of the given institute. The remaining 20 hours can be scheduled based on agreement with the advisor and the head of the institute.

5. DDP students with employment follow the provisions of the Labour Code and their employment contract, and their mandatory presence at the worksite corresponds to their rate of employment. These students are obliged to record their attendance.

6. DDP students may engage in all official activities organized for the students of the university and/or faculty, and also to make use of teaching-free days announced by the rector or the dean.

7. DDP students have the right to attend lectures that take place in or are organized at the appropriate faculty and/or organized by the rector's office.

8. DDP students have the right to complete an adequate part of their studies at a foreign university and/or to do an internship abroad, if this fact is included in the ISP. Based on an agreement between the student and their advisor, it is also possible to do a foreign internship even if this was not included in the ISP.

9. DDP students have the right to propose mandatory or optional courses for their ISP that are taught at a different faculty or university, assuming that they are accredited for a Doctoral degree programme. The student is obliged to keep track of the accreditation of subjects from other faculties and universities listed in their ISP. For each exam/test carried out at another university, the student is obliged to deliver a completed "Test Report" using the prescribed template, at most within 14 days from the completion of the exam. The study department will enter the results of the exam into the university information system (UIS).

10. DDP students are obliged to complete all exams for their subjects as prescribed in the ISP at the latest by the end of the 3rd year of study. If the student does not duly complete all of these tests within the deadlines specified in the ISP, the request for the interruption of studies could be rejected and the study may be terminated.

11. DDP students may, with the consent of their advisor, take part in projects investigated at the institute, faculty or university. Students may also be allowed to participate in projects at other universities, assuming that this does not negatively affect their study duties.

12. Full-time as well as part-time students in their 3rd and 4th year are obliged to present the results of their doctoral thesis obtained up to that point at the scientific conference organized as part of the competition of the Internal Grant Agency. Students in earlier years are obliged to take part in this conference, but are not required to give a talk there.

13. DDP students may be involved in teaching based on their own interest and on agreement with the advisor, whereas a student may only teach more than 4 hours of exercises per week in a given semester in justified cases. The head of the institute will, based on agreement with the guarantors of the courses and the advisor, select a suitable course and area to be taught by the student – usually on a topic closely related to the student's doctoral thesis. The guarantor of the course will select the dates and times when the student will perform their teaching duties. All teaching carried out by a student is tracked in UIS and in the annual Report on Doctoral Studies in UIS.

14. In justified cases and at most once during their studies, the student has the right to request the programme council to change their advisor – this is preconditioned by this not threatening the student's doctoral thesis, not extending the student's studies, and a consent of the former advisor. The dean decides on a potential change of the advisor based on the recommendation of the programme council and on the consent of the head of the appropriate worksite.

15. The student of the Doctoral degree programme must have at least two publication outputs before defending their doctoral thesis (whereas he/she must be the first author for at least one of these); these outputs must present original and published results or results accepted for publication.

- a) For the programmes *Horticulture – Ph.D.*, and *Ph.D. in Horticulture* it holds that at least two results must be published in scientific journals indexed in the Web of Science (J_{imp}) or Scopus (J_{scop}) databases.
- b) For the programme *Landscape Architecture – Ph.D.* it holds that at least one result must be indexed in the Web of Science (J_{imp}) or in Scopus (J_{scop}) and the second result may be a reviewed original scientific work or scientific monograph or could constitute the (co-)authorship of an applied result relevant for their field (certified method, specialized map with professional content, organization of an exhibit).
- c) For the programme *European Horticulture* it holds that at least one result must be indexed in the Web of Science (J_{imp}) (whereas the student must be the first author) and the second result must be indexed in the Web of Science (J_{imp}) or Scopus (J_{scop}). For the programme *European Horticulture* it also holds that authored articles may be equivalently replaced by the (co-)authorship of a new cultivar, patent or prototype.

For the programmes *Horticultural Engineering* and *Horticultural and Landscape Architecture* it holds that before the defence, the student must have at least one publication output as a first author which consists of original published results or results accepted for publication in a peer-reviewed scientific journal or conference proceedings, or alternatively original results of projects which were made public.

16. For the programme *European Horticulture* it is also required that students have at least 1 presentation of their results achieved at an international conference in the form of a research talk or poster and that they submit at least one project proposal during the course of the studies (either for an internal or external project) on a topic related to the topic of their doctoral thesis. For the programme *European Horticulture* it is required to complete a semester-long study and research internship at a partner university in Poland, which will include the completion of at least one course selected from a set of elected course.

Article 5 Advisor and advisor-specialist (consultant)

1. The general conditions for the advisor's activities are stipulated in article 28 of the STR.
2. The advisor proposes courses for inclusion in the student's ISP in line with the conditions of the accreditation of the study programmes. The mandatory courses studied at the Faculty of Horticulture, other MENDELU faculties or other universities must be accredited for a Doctoral degree programme at the appropriate faculty (university).
3. The advisor is obliged to check the student's study agenda and to follow the instructions and requirements of the programme council or the study department and to do so without unnecessary delays. The advisor is obliged to prepare an annual Report on Doctoral Studies, at the latest by the deadline specified by the programme council.
4. The advisor or their designated representative can, based on a proposal of the examiner or student, take part in the student's examination for the given course.
5. If the topic of the doctoral thesis requires special leadership or professional consultations which cannot be given by the advisor, the programme council will approve and nominate an advisor-specialist who will secure the part of the specialized education of the student as agreed upon with the advisor. The advisor-specialist is usually a leading expert proposed by the advisor. The advisor-specialist is nominated by the dean based on the approval of the programme council. The name of the advisor-specialist must be listed in the UIS entry for the doctoral thesis and also in the printed version.
6. The advisor is obliged to enter the doctoral thesis into UIS.

Article 6 Individual study plan

1. The general conditions governing the ISP are determined by § 44 of the Act and article 29 of the STR.
2. Study in Doctoral degree programmes takes place according to an individual study plan.
3. An individual study plan must be discussed and approved by the programme board within three months of the student's enrolment for study. Not submitting an ISP within the deadline specified by the teaching schedule is a reason for the termination of the studies. The programme council will evaluate especially the topic of the thesis, which should match the student's profile, as well as how realistic the specified goals are, the level and up-to-dateness of the methodology and outputs, and in general will provide a statement regarding the ISP.
4. The ISP is prepared by the advisor together with the student and is submitted into UIS by 31 October of the given year. DDP students must pass at least three specialized courses and an exam from English or another world language. The foreign language examination may be

replaced by an expert examination in the appropriate foreign language. Mandatory course exams as well as optional courses above the scope of the mandatory ones must be proposed and listed in the ISP in a way which allows these to be completed by the end of the 3rd year of study. The required language exam must be completed at the latest by the end of the 2nd year. For experimentally focused DDPs, the student must always complete the Scientific Methods course by the end of the 1st year. In justified and very exceptional cases (e.g., long-term internship related to doctoral studies), the programme council may allow exams to be completed in the 4th year.

5. An exam from a specialized course listed in the student's ISP cannot be carried out at the advisor. The examiner for individual courses is usually the guarantor of the given course. If the advisor is also the guarantor of the course, the examiner is approved by the programme council.

6. The ISP must be based on the standard length of study, which is 4 years. The maximum duration of studies is the standard study duration extended by one year. A student must properly complete their study within the maximum study duration. Any state doctoral examination or other study obligation that has been completed after the maximum length of study is invalid.

7. The ISP and methodology of the doctoral thesis is discussed in the form of a presentation at the designated meeting of the appropriate programme council. For this meeting, the programme council will also receive printed documents (the ISP) from the study department. During the meeting of the programme council, the student will present:

- a) the expected contributions of their thesis,
- b) the aims of the thesis and the scientific hypothesis,
- c) the used methodology,
- d) the expected results and internships,
- e) the schedule for the individual study plan.

8. The advisor will, following a positive assessment by the chair of the programme council entered in UIS, prepare a single printout of the individual study plan, sign it, ensure that the student and the head of the institute sign it, and deliver the signed document to the study department by 31 December of the given year. The study department is responsible for the completion of all documentation, and will inform the head of the programme council once that is done. If the programme council disagree with the methodology or with the ISP, the chair of the council will return it to the advisor and the student for revisions (in the appropriate UIS app). The head of the institute will confirm the sent or returned ISP without unnecessary delay in UIS. The adjusted ISP is then discussed on the next upcoming meeting of the programme council or *per rollam*. If the ISP or the methodology of the doctoral thesis are not approved by the programme council within one year from the student being accepted for studies, the chair of the programme council will propose that the dean terminates their studies.

9. In justified cases, the student may request the dean for a change of the ISP during their studies. The advisor must provide a statement regarding the proposed changes. The changes may include a change of the ISP's content or its schedule. The request is submitted to the study department in writing, whereas the decision on a potential change of the ISP is made by the dean after this has been discussed and approved by the programme council. Based on the approved and permitted change, an employee of the dean's office responsible for the given agenda will make changes in UIS.

Article 7
Head of the Institute

1. The head of the institute will provide a statement regarding the proposed topic of the doctoral thesis in UIS, notably about the material, technical and financial aspects of the work and its compliance with the research focus of the institute. The statement of the head of the institute cannot, however, exclude the student from undergoing the application proceedings.
2. If the doctoral thesis has high financial costs, the head of the institute may request the advisor to provide financial coverage.
3. The head of the institute is obliged to ensure even access to the financial and technical resources to all approved advisors of the given institute who take part in the doctoral programme.
4. The head of the institute is responsible for adhering to the limit of DDP students per advisor within their advising worksite.

Article 8 Study department

1. The study department comprehensively secures the organizational and technical aspects of the doctoral studies. Among others this includes responsibility for the study agenda and updating of the student's ISP based on the requirements of the programme council. At the same time, it ensures the collection of the required documents from advisors or the institutes and that these are completed before the respective negotiations of the programme council.
2. It updates the list of guarantors and examiners for individual courses and for the state doctoral examination (SDE) approved by the faculty's scientific council.

Article 9 Application proceedings

1. General and other conditions for the acceptance of applications for individual study programmes are specified under § 48 and 49 of the Act and in article 4 of the STR.
2. The conditions of the application proceedings at the faculty are published every year in the form of a dean's resolution. Applications can be submitted in electronic and/or printed form by the deadline specified in the faculty schedule for the given period.
3. The topics of doctoral theses are proposed by advisors and are entered into UIS always by the 10th of April, whereas this maintains the right of the application to propose their own topic for their thesis.
4. Applications are sent electronically to the study department by the specified deadlines. If the documentation is not complete, the application is not considered received and the applicant is asked to complete it. If the applicant does not do so within 30 days from the day they are requested to complete their application, it will be rejected.
5. The application comprises an electronic application and annexes in paper form. A completed doctoral study application must include:
 - a) the application for doctoral studies, which is sent electronically via UIS,
 - b) a structured, professional CV in paper form,
 - c) a university diploma in paper form, whereas foreign students and graduates of other universities must provide this as an officially certified copy,
 - d) an overview of professional activities to date, including a list of publications and other creative activities, in paper form,

e) for foreign applicants, 2 letters of recommendation from experts in the field holding a position of assistant professor, full professor or a doctorate in natural sciences in paper form and a document on the nostrification of the master studies or a comparable type of confirmation issued by the appropriate Czech Embassy.

6. The deadline for the application proceedings is listed in the current faculty schedule. The Dean can set additional dates for the admissions procedure, excuse applicants from the oral tests and can make exceptions in the case of foreign students.

7. The dean nominates the recruitment committee for each doctoral programme. The chair of the recruitment committee is usually the chair of the programme council.

8. The chair of the recruitment committee will receive the application documents from the study department. During the recruitment interview, which lasts at most 15 minutes, the recruitment committee will verify the applicant's prerequisites for scientific work, their language skills (language examination) and prepare a final ordering of the applicants that will then be provided to the dean along with a proposal for whether to accept the applicants or not. In cases requiring special attention (e.g., for foreign applicants), the committee may assess the quality of an applicant based on the provided documents without the applicant's presence.

9. The applicants as well as potential advisors are informed of the results of the recruitment proceedings by the study department in writing or via email.

Article 10

Evaluation of the course of the studies

1. The evaluation is carried out once per year. The evaluation is entered by the advisor into UIS via the Report on Doctoral Studies. One printed copy of the Report on Doctoral Studies is delivered by the advisor to the study department, at the latest by 31 October of the next academic year. The student is obliged to demonstrate the correctness of the information listed in the evaluation.

2. If the chair of the programme council or the study department discovers deficiencies in the Report on Doctoral Studies, the advisor is obliged to rectify these without unnecessary delay.

3. The programme council will discuss the Report on Doctoral Studies at the next upcoming proper meeting. During their meeting and based on the Report on Doctoral Studies, the programme council will propose whether to continue in the studies and/or further measures. If the student is not meeting the conditions of the ISP and the student's obligations, the advisor or programme council may propose a termination or interruption of the studies.

Article 11

Interruption and termination of the studies

1. The general conditions governing the interruption of the studies are determined by § 54 of the Act and articles 31 and 32 of the STR.

2. The interruption or termination is proposed by the advisor or chair of the programme council based on a discussion with the programme council, and especially in the following cases:

- a) the ISP has not been completed by the specified deadline,
- b) the conditions of the ISP are not being met,
- c) the student's obligations as per article 4 of the directive are not being met,
- d) based on the Report on Doctoral Studies,
- e) not adhering to the resolutions of the programme council,

- f) in other cases worth consideration.
- 3. A student may also request a termination of their studies without justification.

Article 12 State doctoral examinations

1. The general conditions governing the doctoral examination are determined by § 53 of the Act and article 33 of the STR.
2. The date of the state doctoral examination (SDE) is determined by the dean. All students who completed all the examinations for their courses as prescribed in the ISP will be assigned a date of their examination in this way.
3. The dates of the SDEs are usually announced twice per year for all programmes.
4. Students register for the exam at the appropriate employee of the study department no later than 1 month before the date of the examination.
5. The dean appoints a committee for state doctoral examinations, whereas the committee consists of members approved by the faculty's scientific council. The committee of the SDE is also assembled in view of the student's area as per their ISP.
6. The committee's meeting is commenced and organized by the chair. The chair will ask the examiners to provide questions, and the student then responds to these questions. The course of the SDE is documented in a protocol prepared by the secretary nominated by the dean. The secretary is not a member of the committee.
7. The total duration of the SDE should not exceed 1.5 hours.

Article 13 Doctoral thesis and its defence

1. The general conditions for doctoral theses and their defence are determined by § 47 of the Act and articles 34 and 35 of the STR.
2. To commence the defence proceedings, the student submits the following documents to the study department:
 - a) Four printouts of the doctoral thesis in book binding, whereas an electronic version of the thesis is inserted into UIS along with other bibliographical data. The name of the thesis during the submission must be identical to the name of the thesis approved by the programme council. The work must be written in the same language as the language of its name.
 - b) an overview of the activities carried out during the DDP studies, including an overview of published works, as per the conditions set forth by the programme council and the STR. The student must demonstrate the performance of publication and professional or grant activities via an excerpt from the OBD system and by attaching printouts of the works,
 - c) 20 copies of the extended abstract of the thesis,the study department will confirm that all essentials required to commence the thesis defence have been met.
The thesis and extended abstract are formatted according to the respective templates.
3. The study department will immediately inform the chair of the appropriate programme council and ask them for their statement regarding the commencement of the thesis defence.

4. The chair of the programme council will then provide a statement to the study department, whereas the statement will address:
 - a) the student's publication outputs and whether these meet the requirements,
 - b) formal essentials and formatting of the thesis and extended abstract,
 - c) whether the conditions specified in the ISP have been met.
5. In case of deficiencies, the chair of the programme council will ask the student and their advisor to rectify these and provide an adequate deadline to do so. The proceedings are interrupted until the requirements are met. If the documents are not ready and submitted by the deadline given by the maximum length of study, the study is terminated.
6. Based on a discussion in the programme council, the chair of the programme council will propose 3 reviewers for the thesis, whereas at least two are not from the university. At least one opponent must be a professor, associate professor or doctor of science. The chair of the programme council will also propose a backup reviewer if the case described under paragraph 7 occurs.
7. After all conditions are met, the dean will nominate the reviewers, who will then be sent the thesis along with a request for their review. A reviewer is entitled to an adequate time period for preparing their review, however at most 2 calendar months. If the review is not ready in this adequate time period or the reviewer declines the request to review the thesis, the backup reviewer is asked instead.
8. After all reviews for the thesis are secured, a notification of the defence of the thesis will be posted on the faculty's notice board. The notification must be located on the official notice board at least one calendar month before the planned defence.
9. As a requirement for the defence, the advisor must provide a written assessment of the doctoral studies in Czech or Slovak language.
10. The student will insert the thesis as well as the required data into UIS no later than 2 weeks before the date of the defence. The study department will ensure that the reviews of the thesis are inserted into UIS. Errata are inserted into the appropriate application within UIS and no later than 5 days after the end of the defence. The insertion of all errata (if applicable) is a condition for the awarding of the diploma.

Article 14 **Closing provisions**

1. This directive annuls Dean's Directive 1/2017, on the Conditions and Procedures of Doctoral degree programmes at the Faculty of Horticulture of Mendel University in Brno, of 24 October 2017.
2. This directive enters into effect on: 1.6. 2020

doc. Dr. Ing. Alena Salašová
Dean of the FH