



DEAN'S REGULATION

No. 11/2025

Concerning study in doctoral programmes and the assessment of the fulfilment of study obligations at the Faculty of Horticulture, Mendel University in Brno

Intended for: the Dean, study officers and students in full-time and part-time doctoral programmes

Ref. No.: UM/1268/2025-2

Regulation owner: Dean of the Faculty of Horticulture

Drafted by: Vice-Dean for Creative Activities and Postgraduate Studies

Effective from: 1 September 2025

Effective from: 1 September 2025 Repealed

on:

Article 1 Introductory provisions

1. This Regulation governs, in accordance with Act No. 111/1998 Coll. on Higher Education Institutions, as amended (hereinafter referred to as the "Act"), the Study and Examination Regulations of Mendel University in Brno (hereinafter referred to as the "MENDELU SER"), the Scholarship Regulations of Mendel University in Brno (hereinafter referred to as the "MENDELU Scholarship Regulations") and the Statutes of the Faculty of Horticulture, the rules for study in doctoral study programmes (hereinafter referred to as "DSP") conducted at the Faculty of Horticulture of Mendel University in Brno (hereinafter referred to as the "Faculty").
2. The activities of all persons in doctoral study programmes, the mutual relations between students and supervisors, members of subject boards and other persons involved in the implementation of doctoral studies at the Faculty are governed by the rules of ethics in teaching and scientific research, which are generally specified in particular by the Code of Ethics for Employees, students and graduates of Mendel University in Brno. Any unequal treatment based on gender or age, or the initiation and maintenance of intimate or sexual relationships between a supervisor and their doctoral student, is strictly prohibited.
3. Supervisors and other persons involved in the organisation and implementation of individual doctoral study programmes are obliged to prevent and avoid any conflict of interest with doctoral students. Should such a situation nevertheless arise, supervisors are obliged to inform the relevant chair of the subject area board without delay.
4. The standard duration of study in a doctoral study programme is set by accreditation at 4 years, and the programme is organised into academic years. The maximum duration of study is set at twice the standard duration of study specified by the study programme. A student's studies may be suspended at their request or by official order in accordance with the MENDELU Study Regulations. The decision to suspend studies is made by the Dean on the basis of the supervisor's and the chair of the subject board's opinions. The total duration of the suspension of studies must not exceed the standard duration of study. The period of suspension is counted towards the maximum duration of study.
5. Changes to specialisation and mode of study, and transfers between doctoral study programmes, are governed by the MENDELU Study Regulations.
6. Study in the doctoral study programme takes place under the supervision of a supervisor on the basis of an approved Individual Study Plan (hereinafter referred to as "ISP") and may be completed in a shorter period, but no earlier than 3 years from the start of study.
7. A supervisor may supervise a maximum of 5 DSP students; this number does not include the dissertations of students whose studies have been interrupted. Only one candidate may be accepted for a single dissertation topic announced by a supervisor.

Article 2 DSP Supervisor

1. The conditions for appointment and requirements for the DSP supervisor are governed by the law, the Statutes of Mendel University in Brno, the MENDELU Study and Examination Regulations, Government Regulation No. 274/2016 Coll. on standards for accreditation in higher education, and the Accreditation Regulations of Mendel University in Brno. Pursuant to Section 70, a DSP supervisor may only be an associate professor, professor or extraordinary professor who is an academic staff member of the university in question.
2. An academic staff member may act as the guarantor of no more than one doctoral study programme delivered in the Czech language at a higher education institution, and in the case of a study programme with the same subject focus, also in a foreign language.

3. The supervisor of a study programme must be a full-time academic staff member of the higher education institution applying for accreditation of the study programme, i.e. working 40 hours per week at that institution.

Article 3 Disciplinary Board

1. The Disciplinary Board (hereinafter referred to as the "DB") ensures the functioning of the doctoral study programme. It organises and manages a selected range of activities entrusted to it by law, the internal regulations of MENDELU and the faculty.

2. The DC is authorised to submit proposals to the Dean of the Faculty. Through the Chair of the DC, it communicates with students, supervisors, or consultants, and with the Faculty management; any member of the DC may also contact the Faculty management directly.

3. The general conditions for the activities and composition of the Subject Area Council are laid down in Section 47 of the Act and Articles 33 and 46 of the MENDELU Study and Examination Regulations.

4. The Dean appoints the Programme Board for each study programme, for a maximum period corresponding to the validity of the accreditation of the relevant study programme. Members of the Programme Board may be professors, associate professors and eminent experts, approved by the relevant Scientific Board. The Programme Board has at least 7 members, of whom at least 1 is not a member of the university's academic community.

5. The chair of the programme board is the guarantor of the relevant study programme. The chair and other members of the programme board are appointed and dismissed by the Dean, with the consent of the relevant scientific council, for a maximum period corresponding to the validity of the accreditation of the relevant doctoral study programme. The vice-chair of the programme board is elected by its members from among themselves. A simple majority of the votes of all members of the programme board is required for election.

6. The subject area board is quorate to adopt resolutions if a majority of all its members are present, either in person or via remote communication tools. A resolution is adopted if a simple majority of the members present vote in favour of it. In urgent cases, decisions on draft resolutions of the subject area board may also be taken without a meeting, by circular via email ("*per rollam*"). Voting by email may be used in particular for the nomination of opponents for the defence of a doctoral thesis, the nomination of supervisors, the nomination of members of examination boards for state doctoral examinations and the defence of doctoral theses, and for the discussion of proposed topics for doctoral theses and annual evaluations. In this case, a resolution is adopted if two-thirds of all members of the subject area board have voted in favour of the proposal. Minutes are drawn up of all meetings of the subject area board and of the results of voting by email, and these must be received by all its members within 14 days.

The subject area board meets at least twice a year, in accordance with the current academic year schedule, and submits its conclusions to the dean of the faculty. This requirement need not be met if no students are enrolled in the doctoral study programme.

7. In particular, the programme board:

- a) monitors and evaluates the entire course of study in the DSP to ensure it is in line with the focus and content of the study programme;
- b) assesses and approves the fulfilment of individual study plans (hereinafter "ISP") on the basis of reports on the progress of doctoral studies;
- c) discusses and proposes to the Dean of the Faculty the appointment and dismissal of supervisors for DSP students;
- d) ensures that the topic of the dissertation is in line with the study programme the student is following;

- e) discusses and approves changes to the dissertation topic on the basis of the student's request and the supervisor's opinion;
- f) proposes to the Dean, where necessary, the appointment and dismissal of specialist supervisors;
- g) specifies the requirements for state doctoral examinations in accordance with the content of the current accreditation;
- h) discusses and proposes to the Dean the composition of the committees for state doctoral examinations and for the defence of dissertations;
- i) approves the external examiners for doctoral theses;
- j) in accordance with the provisions of Article 19 of the MENDELU Rules of Procedure, may, in the event of failure to fulfil the obligations arising from the ISP, propose to the Dean a reduction or withdrawal of the doctoral scholarship.

Article 4 Chair of the Programme Board

1. The DSP guarantor is also the chair of the DSP programme board. He or she is an academic staff member who, through his or her expertise and personal integrity, guarantees the quality and proper implementation of the study programme for which he or she is the guarantor. He or she is responsible for ensuring the quality of the study programme's content and methodology, the proper conduct of its teaching and research activities, as well as its development and regular evaluation.

2. Chair of the Programme Board:

- a) is responsible for the activities of the Departmental Board; their importance stems from their responsibility to the Dean of the Faculty and the Rector of the University for compliance with the internal regulations of MENDELU and the Faculty;
- b) is responsible for the documentation of the study programme for the purposes of the accreditation process and the evaluation of the quality of educational activities;
- c) approves the ISP of DSP students;
- d) approves changes to a student's ISP based on the supervisor's opinion;
- e) coordinates study matters for DSP students;
- f) together with the supervisor, recommends the student's request to change the form of study to the Dean;
- g) in the interests of the high-quality delivery and forward-looking development of the study programme, consults and coordinates their activities with the Dean, the relevant Vice-Deans, the heads of departments and the guarantors of related study programmes;
- h) proposes to the Dean the dates for state doctoral examinations and the defence of doctoral theses;
- i) on the basis of a decision by the Academic Council, proposes to the Dean the termination of doctoral studies in the event of failure to fulfil study obligations;
- j) on the basis of a decision by the Academic Council, proposes changes to the payment of doctoral scholarships to the Dean.

3. The Chair of the OR may be removed from office by the Dean if they fail to fulfil their duties adequately, breach applicable regulations, or no longer meet the eligibility criteria for the role of DSP supervisor. Such removal is valid subject to prior approval by the Faculty of Agriculture's Scientific Council.

Article 5 Training departments and supervisors

1. The training units guaranteeing a student's ISP are the faculty departments at which

supervisors of an accredited DSP.

2. The head of the training unit shall assign the full-time DSP student to a specific position within the training unit. The DSP student is entitled to have access to the necessary material and technical equipment of the unit for the fulfilment of the objectives of the dissertation.

3. The DSP student's studies within the study programme are conducted under the supervision of a supervisor.

4. The supervisor must meet the conditions for the habilitation procedure set out in Rector's Regulation 22/2019 and the conditions set out in Dean's Regulation 7/2021.

5. A supervisor may be a member of the university's academic staff, usually a professor or associate professor, who works in a scientific field corresponding to the relevant doctoral study programme, has a broad overview of developments in science and practice within that field, and possesses the personal qualities required to supervise students. An employee of another legal entity engaged in educational, scientific, research, development or other creative activities who meets the above requirements may also be appointed as a supervisor.

6. A proposal for the appointment of a supervisor is submitted to the faculty's scientific council by the dean. Following approval by the scientific council, the dean appoints a supervisor for the relevant doctoral study programme. The dean may, following consultation with the subject area council, dismiss the supervisor of a given study programme.

7. The supervisor participates in the student's education in accordance with the activities of the training unit, in particular by:

- a) draws up the student's individual study plan together with the student;
- b) provides the student with guidance during the preparation of their dissertation;
- c) ensures the student's involvement in research, teaching and other creative activities, and their participation in research seminars and conferences;
- d) continuously monitors the student's progress in fulfilling their individual study plan and, through the subject board, submits an annual assessment to the Dean, along with any proposals for measures to ensure the fulfilment of the study objectives;
- e) provides feedback on the student's requests regarding their studies during the course of their studies;
- f) enters the dissertation proposal into the UIS system. The dissertation proposal must be entered into the UIS system and approved prior to enrolment in the second year. The proposal is approved by the student, the supervisor, the head of the department and the chair of the programme board.

8. If the supervisor is dismissed, the supervisor resigns from the position of supervisor for a specific student, or other circumstances arise that prevent the originally appointed supervisor from continuing to supervise the student properly, the Dean shall appoint a new supervisor for the student upon the recommendation of the programme board.

9. A specialist supervisor specialising in a specific part of the dissertation topic may also be involved in the supervision of the doctoral student. This is a leading specialist in the field who is able to contribute to the supervision of the student thanks to their specialised expertise or methodological and technical capabilities. The specialist supervisor complements the academic work of the supervisor, maintains regular contact with the student, and communicates with the programme board and the supervisor. The doctoral student consults with the specialist supervisor on specific issues relating to the topic of their dissertation which the supervisor is unable to address. The specialist supervisor need not be an employee of the university. The supervisor may propose a maximum of two specialist supervisors to the student for a specific part of their studies, depending on the focus of the dissertation. The Dean appoints the specialist supervisor following prior approval by the subject area board. The specialist supervisor must be named in the dissertation proposal. The Dean may dismiss the specialist supervisor.

Article 6

DSP students, their rights and basic obligations

1. DSP students are required to demonstrate a high level of motivation to study, appropriate professional competence, the prerequisites for independent creative work, an active approach to fulfilling their obligations in the ISP, and personal responsibility.
2. A DSP student:
 - a) is obliged to fulfil the requirements arising from the study programme in accordance with the valid accreditation, as confirmed, inter alia, in the ISP, as well as in accordance with the MENDELU Study and Examination Regulations, the internal regulations of MENDELU and the faculty, and the legal standards relating to higher education;
 - b) records individual study obligations in the ISP, thereby committing to fulfilling them within the specified period;
 - c) has further study-related obligations as defined in Article 30 of MENDELU's Study Regulations;
 - d) is obliged to refrain from fraudulent or other dishonest conduct in connection with their studies or participation in creative activities, or from fraudulent or dishonest conduct towards the University, its constituent parts, students or University staff, in accordance with the provisions of Article 31 of the MENDELU Study Regulations;
 - e) has the right and duty to maintain regular contact with their supervisor or specialist supervisor, and is obliged to follow their instructions;
 - f) participates in the drafting of the ISP together with their supervisor;
 - g) has the right to request a change to the ISP, which is approved by the supervisor and subsequently by the Chair of the Departmental Board. The request is submitted to the Student Affairs Office via the Contact Centre; the change to the ISP is authorised by the Dean following discussion and approval by the Departmental Board. The request may concern changes to modules or examination dates and must be submitted by 31 July of the relevant academic year at the latest. Following approval and authorisation of the change, a member of the Dean's Office responsible for the relevant administrative tasks will make the necessary changes in the UIS system;
 - h) has the right to ask the Dean to transfer from one form of study to another form of study in which the study programme is also offered;
 - i) has the right to request the Dean to suspend their studies;
 - j) has the right to submit a reasoned request to the Dean, accompanied by a statement from the OR, for a change of supervisor; in the case of a request for a specific new supervisor, the consent of the proposed supervisor is required;
 - k) has the right to request a change to the dissertation topic, provided this is done sufficiently in advance of the planned defence of the dissertation;
 - l) may participate in the academic, administrative, technical and other activities of their department.
3. In relation to the doctoral programme being studied and the dissertation topic, students are obliged to engage in continuous professional development and to expand their knowledge and skills.
4. A full-time doctoral student is entitled to four weeks' leave in each academic year.
5. A full-time DSP student without a full-time job has study and other duties at the department of the relevant institute set at a minimum of 20 hours per week. The remaining 20 hours must be scheduled in consultation with the supervisor and the head of the institute. Students enrolled in the first year of study in 2025 and in subsequent years have study obligations set at 40 hours per week.

6. A DSP student enrolled in the first year of study in 2025 and in subsequent years on a full-time programme with a part-time job – directly related to the DSP topic at the faculty – must comply with the relevant provisions of the Labour Code (e.g. the obligation to keep attendance records) and their employment contract. Their study and other duties at the workplace of the relevant institute are set at a minimum of 20 hours per week.

7. A DisP student enrolled in the first year of study in 2025 and in subsequent years in full-time study combined with employment – directly related to the DisP topic outside the faculty – must comply with the terms of the contract concluded between the university and the external employer. Their study and other duties at the department's workplace are set at a minimum of 20 hours per week.

8. DSP students are entitled to participate in all official activities organised for university or faculty students, and to take advantage of any leave granted by the Rector or Dean.

9. A DSP student is required to have a description and duration of their overseas placements and stays at foreign institutions specified in their ISP. The cumulative duration of the placement or stays must be at least 1 month. With the exception of cases discussed and approved by the OR, this placement may be replaced by participation in an international creative project with results published or presented abroad, or by another form of the student's direct participation in international cooperation.

10. A doctoral student has the right to propose a compulsory or optional module taught at another faculty or university for inclusion in their own ISP, provided that it is accredited for the doctoral programme. The student is obliged to monitor the accreditation status of modules from other faculties and universities included in their ISP. Following an examination taken at another university, the student is required to submit a duly completed "Examination Record" on the prescribed form to the Student Affairs Office no later than 14 days after the examination has been taken. The Student Affairs Office will enter the examination result into the university information system.

11. A DSP student enrolled in the first year of study in 2025 and in subsequent years, in the Landscape Architecture – Ph.D. (which does not use the credit system), are required to pass two course examinations prescribed in the ISP by the end of the first year of study, and the remaining course examinations prescribed in the ISP by the end of the second year at the latest. In terms of study load, the examinations in the ISP must be spread evenly across the first and second halves of the given academic year. By the end of the third year at the latest, they must complete a one-month overseas placement. If a student has not duly completed all examinations and the placement requirement by the deadlines specified in the ISP, any request to suspend their studies may not be accepted and their studies may be terminated.

12. A DSP student enrolled in the first year of the Horticulture – Ph.D. programme in 2025 and in subsequent years, and in the European Horticulture programme (which uses a credit system), must have earned at least 40 credits by the end of the first year, at least 80 credits by the end of the second year, and in Horticulture and European Horticulture (using the credit system) must obtain a minimum of 40 credits by the end of the first year, a minimum of 80 credits by the end of the second year, and a minimum of 120 credits by the end of the third year. At the same time, in the first year, students must complete the following modules during the winter semester: D-LTDIS Literary Research on the Dissertation Topic and D-MEINA Methodology and Instrumental Analysis. By the end of the third year at the latest, they must complete a one-month overseas placement. If a student fails to obtain the required number of credits by the deadlines specified in the ISP, any request to suspend their studies may not be accepted and their studies may be terminated.

13. With the supervisor's consent, a DSP student may participate in projects carried out at the institute, faculty and university. A student may also be permitted to participate in projects at other universities, but only on condition that this does not restrict their obligations arising from their doctoral studies.

14. Both full-time and part-time DSP students are required to present the interim results of their dissertation at a scientific conference organised as part of the Internal Grant Agency's project competition, or at another similar event.

15. A DSP student may, at the initiative of and with the prior consent of their supervisor, be involved in direct teaching; however, the teaching carried out by the student may exceed 4 hours of tutorials per week for a given semester only in justified cases. The Head of Department, in consultation with the course coordinator and the supervisor, shall select a suitable course and area of teaching, generally with a specialisation closely related to the topic of the student's dissertation. The course coordinator shall determine the dates for the teaching delivered by the student. All teaching delivered by the student is recorded in the UIS system and in the annual Report on the Progress of Doctoral Studies within the UIS system.

16. A PhD student must have at least two publications to their name prior to the defence of their dissertation:

- a) for the study programme Horticulture – Ph.D. and Ph.D. in Horticulture, at least two publications must be published in scientific journals indexed in the Web of Science (J_{imp}) database or, where applicable, Scopus (J_{scop});
- b) for the Landscape Architecture – Ph.D. programme, at least one publication must be in the Web of Science (J_{imp}) database, or Scopus (J_{scop}) database, and the second result must be a peer-reviewed original scientific paper or a scientific monograph, or it must involve authorship or co-authorship of a field-relevant applied result (certified methodology, specialised map with technical content, exhibition organisation);
- c) for the European Horticulture study programme, at least one result must be published in the Web of Science (J_{imp}) database (with the student listed as the first author) and the second result must be published in the Web of Science (J_{imp}) or Scopus (J_{scop}) database. For the European Horticulture programme, it is also the case that authored articles may be equivalently replaced by authorship/co-authorship of a variety, patent or prototype.

All students must have at least one publication as first author prior to the defence of their dissertation, which must contain original results published in a peer-reviewed scientific journal or proceedings, or results accepted for publication, or original project results that have been publicly exhibited.

Students on the European Horticulture programme are also required to present their findings at least once at an international conference, either as an oral presentation or a poster, and to submit at least one project proposal (internal or external) during their studies on a topic related to the subject matter of their dissertation. For the European Horticulture programme, it is compulsory to undertake a semester-long study and research placement at a partner university in Poland, which will include the completion of at least one compulsory elective module.

Article 7 Individual Study Plan

1. Study in doctoral programmes is conducted in accordance with an individual study plan (hereinafter referred to as ISP). The general conditions defining the ISP are set out in Section 44 of the Act and Article 41 of the MENDELU Study and Examination Regulations.

2. Further requirements for the ISP are based on the accreditation file of the relevant study programme.

3. The ISP is drawn up in the UIS system by the supervisor in collaboration with the student. The ISP must be discussed and approved by the subject area board, taking into account the opinion of the head of the supervisor's department, within three months of the student's enrolment. The chair of the subject area board submits the ISP for approval

to the Dean. The student confirms in the UIS system that they have familiarised themselves with the approved Individual Study Plan. If the programme board or the Dean does not approve the ISP, they shall return it to the supervisor for revision. In justified cases, the supervisor or the student, with the supervisor's consent, may request a change to the ISP, which shall be discussed and approved again by the programme board and the Dean, in the same manner as when creating a new ISP. If the ISP or the methodology for the dissertation is not approved by the programme board within six months of the student's admission to the programme, the chair of the programme board shall propose to the Dean that the student's studies be terminated.

4. An examination in a specialist subject listed in the student's ISP cannot be conducted by the supervisor. The examiner for individual subjects is usually the subject coordinator. In cases where the supervisor is also the subject coordinator, the relevant examiner is approved by the Departmental Board. Subject examinations cannot be scheduled for the summer months of July and August in the ISP.

5. The discussion of the ISP and the methodology of the dissertation takes the form of a presentation at a designated meeting of the relevant Departmental Board. The Departmental Board receives printed materials (ISP) from the Study Department for the meeting. During the Departmental Board meeting, the student presents:

- a) the expected contribution of the thesis;
- b) the objectives of the dissertation and the scientific hypothesis;
- c) the methodology;
- d) the expected results and placements;
- e) the timetable for the individual study plan.

Article 8

Assessment of the fulfilment of study obligations and Report on the progress of doctoral studies

1. Fulfilment of the ISP is subject to regular assessment, based on the division of the academic year into two halves.

2. At the end of the winter semester, an interim assessment of the DSP student's fulfilment of the ISP is carried out. The report containing the interim assessment (hereinafter referred to as the "ZPH"), which includes information on the progress of the studies to date, including a list of fulfilled and unfulfilled obligations and the reasons or circumstances for their non-fulfilment, is prepared and submitted by the supervisor by 31 January of the relevant year at the latest. By this date at the latest, a printed report in MS Word format, completed in a structured form and not exceeding one standard page, shall be submitted to the Student Affairs Office after being signed by the supervisor and the head of the department.

3. At the end of the summer semester, a Report on the Progress of Doctoral Studies (hereinafter "ZoPDS") must be submitted, covering the assessment of ISP fulfilment for the entire academic year. This Report on the Progress of Doctoral Studies is prepared in the UIS system by the supervisor in collaboration with the doctoral student by 30 June of the relevant year at the latest. The report must contain detailed information on the progress of the dissertation, including a list of fulfilled and unfulfilled obligations and the reasons or circumstances for their non-fulfilment. No later than the aforementioned date, i.e. 30 June of the relevant year, the printed and supervisor-signed report on the evaluation of the progress of doctoral studies shall be submitted to the Student Affairs Office.

4. The supervisor, together with the doctoral student, is responsible for the accuracy of the information provided in the ZPH or ZoPDS. If the chair of the subject area board or the Student Affairs Office identifies any shortcomings in the ZPH or ZoPDS, the supervisor is obliged to rectify them without delay.

5. The student shall attach supporting documents to each report to verify the fulfilment of the reported study obligations. If necessary, the Dean, the Vice-Dean responsible for doctoral studies, the Subject Area Board (OR), the Chair of the OR, or the supervisor are entitled to request additional supporting documents from the student.

6. Both the ZPH and the ZoPDS are submitted to the members of the OR, via the Chair of the OR, for final assessment.
7. At its meeting, the OR assesses the content of the reports and the fulfilment of the ISP, proposes measures to be taken and formulates a final assessment. When discussing the ZPH, the result of the assessment must be known by the end of February at the latest; when discussing the ZoPDS, the result of the assessment must be known by the end of August at the latest.
8. The assessment consists of the OR's statement that, during the past period, the student:
 - a) fulfilled the ISP without reservation;
 - b) fulfilled the ISP with a minor reservation, i.e. failed to fulfil selected obligations arising from the ISP, but through no fault of the student or taking into account serious circumstances worthy of special consideration (e.g. a long-term adverse health condition supported by a medical certificate);
 - c) fulfilled the ISP with a reservation, i.e. failed to fulfil certain specific obligations arising from the ISP; or
 - d) has failed to fulfil the obligations arising from the ISP – in such a case, the student has failed to meet the requirements of the DSP and their studies will be terminated.
9. On the basis of an assessment under (b) or (c), the student's doctoral scholarship may be reduced or withdrawn entirely.
10. If the fulfilment of obligations under the ISP was prevented by serious circumstances arising through no fault of the student, they cannot be assessed as d).
11. The Chair of the OR DSP is responsible for assessing the progress of studies (ZPH and ZoPDS) and the fulfilment of the ISP, as well as for the accuracy of the records.
12. The Chair of the OR DSP shall submit the record containing the results of the final assessment of the fulfilment of the ISP for individual DSP students to the Student Affairs Office by 31 August of the relevant year at the latest.

Article 9 Head of Department

1. When approving a proposed dissertation topic in the UIS system, the Head of Department shall comment on the material, technical and financial provision for the work and its alignment with the department's research focus. The Head of Department may not, by virtue of their opinion, exclude a student from the admissions process.
2. In the event that the dissertation work involves high financial costs, the Head of Department may require the supervisor to secure financial coverage.
3. The Head of Department is obliged to ensure equal access to the department's financial and technical resources for all approved supervisors at the department within the doctoral programme.
4. The Head of Department is responsible for ensuring compliance with the specified limit on the number of PhD students per supervisor within their department.

Article 10 Study Department

1. The Study Department comprehensively manages the organisational and technical aspects of the doctoral programme. In particular, it handles academic administration and ensures the updating of

individual study plans in accordance with the requirements of the programme board. At the same time, it collects the required documents from supervisors or departments and compiles them for meetings of the programme board.

2. It updates the list of course coordinators or examiners for individual courses and examiners for the state doctoral examinations (hereinafter referred to as SDZ) and examiners for thesis defences, as approved by the Faculty Scientific Board.

Article 11 Admission Procedure

1. The general and other conditions for the admission of applicants to study programmes are laid down in Sections 48 and 49 of the Act and Article 28 of the MENDELU Study and Examination Regulations.

2. The conditions for the admission procedure at the faculty are published annually in the form of an internal faculty regulation. Applications must be submitted in both electronic and printed form by the deadline specified in the faculty's timetable for the relevant period.

3. Supervisors propose doctoral thesis topics and enter them into the UIS by 10 April at the latest; the right of a doctoral candidate to propose their own doctoral thesis topic remains unaffected.

4. The application must be submitted electronically to the Student Affairs Office by the specified deadlines. If the materials are incomplete, the application will not be accepted and the applicant will be asked to provide the missing information. If the applicant fails to complete the application within 7 days of being asked to do so, the application will be rejected.

5. The application consists of an electronic application form and paper-based attachments. A complete application for doctoral study must include:

- a) an application for doctoral study, which is submitted electronically via the UIS system;
- b) a structured, academic CV in hard copy;
- c) a hard copy of the university degree certificate; for international students and graduates of other universities, an officially certified copy;
- d) an overview of professional activities to date, including a list of publications and other creative work, in hard copy;
- e) for international applicants, two letters of recommendation from experts in the field holding the rank of associate professor, professor or Doctor of Science, in hard copy, and proof of recognition of a master's degree or a comparable type of confirmation issued by the relevant regional Embassy of the Czech Republic.

6. The dates for the admissions procedure are set out in the faculty's current timetable. The Dean may set dates for the admissions procedure outside this period, or may waive the oral examination, or may grant an exemption in the case of international students.

7. The Dean appoints the admissions committee for the relevant doctoral programme. The chair of the admissions committee is usually the chair of the subject area board.

8. The chair of the admissions committee receives supporting materials for the admissions procedure from the Student Affairs Office. During the admission interview, which lasts a maximum of 45 minutes, the admissions committee assesses the applicant's aptitude for academic work, evaluates the feasibility of the proposed project and assesses language proficiency (language test), and draws up a ranking of applicants, which it submits to the Dean with a recommendation for admission or rejection. In cases worthy of special consideration (e.g. for international applicants), the committee may, at the Dean's request, assess the applicant's suitability

on the basis of the materials provided, without the applicant's presence.

9. The Student Affairs Office shall inform applicants and potential supervisors of the outcome of the admissions procedure in writing or by email.

Article 12 Interruption and Termination of Studies

1. The general conditions for the interruption of studies in the DSP are laid down in Section 54 of the Act and Articles 39 and 45 of the MENDELU Study Regulations.

2. Suspension or termination is proposed by the supervisor or the chair of the programme board following discussion within the programme board, particularly in the following cases:

- a) the ISP has not been completed by the specified deadline;
- b) the conditions of the ISP are not met;
- c) the student fails to fulfil their obligations under Article 4 of these Regulations;
- d) on the basis of the ZoPDS;
- e) failure to comply with a resolution of the programme board;
- f) in other cases worthy of consideration.

3. A doctoral student may also request termination of studies without giving reasons.

Article 13 Dissertation and defence of the dissertation

1. The general requirements for the dissertation and the procedure for its defence are laid down in Section 47 of the Act and Articles 49 and 50 of the MENDELU Study Regulations.

2. To initiate the procedure for the defence of the dissertation, the student shall submit to the Student Affairs Office:

- a) the dissertation in electronic form, which must be made available to the public for inspection in the UIS system at least 5 days prior to the defence. Dissertations for which a defence has taken place are made available via the UIS system.
- b) The student submits one copy of the dissertation to the Student Affairs Office. The title of the dissertation upon submission must be identical to the title of the dissertation stated in the assignment and approved by the Subject Area Board. The dissertation must be written in the same language as its title.
- c) an overview of activities carried out during their studies in the doctoral programme, including a list of published works, in accordance with the conditions set by the subject area board and the MENDELU Study and Examination Regulations. The student must provide evidence of their publishing, creative, professional or grant-related activities by means of an extract from the OBD system and attached offprints of contributions,
- d) an abstract of the dissertation, in 10 copies,
- e) The Student Affairs Office will confirm that all requirements necessary for the commencement of the dissertation defence procedure have been met.
- f) Requirements regarding the formal layout of the dissertation and the abstract are set out in a template document.

3. The dissertation thesis may be submitted as a compilation of original scientific and

accepted works (manuscripts) in the Web of Science (^{Jimp}) or Scopus (^{Jscop}) database, with a minimum of three, of which the student must be the first author in at least two.

4. The Registrar's Office shall immediately inform the chair of the relevant subject area board and request their opinion on the initiation of the procedure for the defence of the dissertation.

5. The chair of the subject area board shall subsequently submit to the Student Affairs Office an opinion in which they comment on:

- a) the fulfilment of the requirements for the student's publications,
- b) the formal requirements for the dissertation and the abstract,
- c) and the fulfilment of the conditions set by the ISP.

6. If any shortcomings are identified, the chair of the subject area board shall invite the student and their supervisor to rectify them within a reasonable timeframe. Until the requirements are met, the procedure is suspended. If the necessary materials are not submitted by the deadline, which is the maximum duration of study, the study programme will be terminated.

7. Following discussion within the subject area board, the chair of the subject area board shall propose three external examiners for the dissertation, at least two of whom shall not be members of the university's academic community. At least one external examiner must be a professor, associate professor or Doctor of Science.

8. Once all conditions have been met, the Dean appoints the examiners, to whom the dissertation is sent with a request for a review. The examiner has a reasonable period of time not exceeding one calendar month to prepare the review. If the review is not prepared within a reasonable time or the examiner refuses to prepare the review, a substitute examiner is approached with a request to prepare the review.

9. Once all reviews of the dissertation have been received, a notice of the dissertation defence is published on the faculty noticeboard. The notice must be posted on the noticeboard at least one calendar month before the scheduled defence.

10. A written assessment by the supervisor regarding the progress of the doctoral studies, in Czech, Slovak or English, is required for the defence.

11. No later than on the day of submission of the dissertation, the student shall submit one hard copy of the dissertation to the Student Affairs Office and, on the same day, upload the electronic version and supplementary information to the UIS. The Student Affairs Office shall ensure that the reviews of the dissertation are uploaded to the UIS system. Errata must be uploaded to the relevant UIS application no later than 5 days after the defence. The uploading of any errata is a condition for the award of the degree.

Article 14 Final Provisions

1. This Dean's Regulation repeals Dean's Regulation No. 8/2024.

2. This regulation shall enter into force on 1 September 2025.

Prof. Ing. Patrik Burg, Ph.D., Dean of
the Faculty of Horticulture