

Measure No. 4/2020 Faculty of Pharmacy of Masaryk University

Advanced Master's Proceedings

(effective as of 5 September 2022)

In accordance with Section 46 of Act No. 111/1998 Coll., on Higher Education Institutions and on Modification and Amendment of Other Acts (Higher Education Act), as later amended (hereinafter referred to as the "Act") and in accordance with The Masaryk University Study and Examination Regulations (hereinafter referred to as the "Regulations") I issue the following Measure:

Section 1

Introductory Provisions

- (1) This Measure implements the provisions of Part Five of the Regulations and sets out more detailed conditions for the organisation of Advanced Master's proceedings at the Faculty of Pharmacy of Masaryk University (hereinafter referred to as the "Faculty" and "MU").
- (2) Advanced Master's State Examinations in all fields of study at the Faculty of Pharmacy are managed by the Dean and coordinated by the vice-Dean in accordance with the Faculty's Organizational Rules. The Dean's advisory and initiatory body is the Board for Advanced Master's Proceedings (hereinafter referred to as the "Board").

Section 2

Focus of Advanced Master's Proceedings

- (1) Graduates of Master's degree programmes in pharmacy can take the Advanced Master's State Examination, if they have obtained the academic degree of "Master" (abbreviated as "Mgr.").
- (2) The Advanced Master's Examination can be taken at the Faculty in the areas of:
 - a) Social Pharmacy-Pharmacy Practice,
 - b) Pharmacognosy,
 - c) Pharmaceutical Technology,
 - d) Pharmacology and Toxicology,
 - e) Medicinal Chemistry.
- (3) After successfully passing the Advanced Master's State Examination, in accordance with Section 46(d) of the Act, candidates obtain the degree "Doctor of Pharmacy" (abbreviated as "PharmDr." in Czech and placed before the name).
- (4) The aim of the Advanced Master's Proceedings is to increase the qualifications, professional level, and social recognition of graduates of pharmaceutical studies. As part of the proceedings, which end with an Advanced Master's State Examination (hereinafter referred to as "Advanced Master's Proceedings"), participants certify deeper knowledge in the chosen field, the ability to independently acquire new knowledge of science and research and their creative application in practice.

Section 3

Advanced Master's Proceedings Board

- (1) The Dean's advisory and initiatory body is the Board for Advanced Master's Proceedings.
- (2) The Board consists of Chairmen of the permanent committees and is presided over by vice-Dean responsible for coordination of Advanced Master's Proceedings in accordance with the Faculty's Organizational Rules.
- (3) Meetings of the Advanced Master's Proceedings Board are convened by its chair at least once a year. The chair informs the Dean of the results and proposals of the meetings.
- (4) The Board may also vote *per rollam*.
- (5) Minutes are taken of each meeting of the Board.

Section 4

Permanent Committee for Advanced Master's Proceeding

- (1) Tasks connected with the implementation of Advanced Master's Proceedings management in individual specified areas are carried out by Permanent Committee for Advanced Master's Proceedings (hereinafter referred to as the „Permanent Committee“) which in particular:
 - a) discuss issues related to the direction and quality of Advanced Master's Proceedings,
 - b) discuss proposals for the appointment of consultants for participants in the Advanced Master's Proceedings,
 - c) discuss proposals for initiation of Advanced Master's Proceedings,
 - d) discuss proposals for reviewers of Advanced Master's theses,
 - e) proposals for the date of the Advanced Master's State Examinations,
 - f) proposals for the composition of Committee for Advanced Master's State Examinations.
- (2) The Chairman of Permanent Committee is an academic staff member of the Faculty with the pedagogical-scientific degree of associate professor or professor in the given or a related field. The Chairman of Permanent Committee for the given area is appointed and removed by the Rector. Proposals for the appointment or removal of the Chairmen of the Permanent Committees are submitted to the Rector by the Dean.
- (3) The Chairman of the Permanent Committee:
 - a) manages activities of Permanent Committee in the given area,
 - b) submits to the Dean the proposal of members of Permanent Committee,
 - c) assesses the focus and topic of the Advanced Master's thesis and comments on its acceptance,
 - d) based on discussion in the Permanent Committee, submits a proposal to the Dean for:
 - i. a list of consultants for appointment for participants in the Advanced Master's Proceedings,
 - ii. initiation of Advanced Master's Proceedings,
 - iii. the appointment of reviewers of Advanced Master's theses,
 - iv. the appointment of the date of the Advanced Master's State Examination,
 - v. the composition of the Committee for Advanced Master's State Examination,
 - vi. leads the Advanced Master's State Examination and is responsible for its standard and flawless course.
- (4) For reasons worthy of special attention (especially health) the Dean appoints deputy to substitute the Chairman of the Permanent Committee. In the absence of the Chairman of Permanent Committee, a deputy is entrusted with conducting the Advance Master's State Examination.
- (5) The right to be examiners in Advanced Master's State Examination could be:

- a) professors, associate professors appointed by Dean,
 - b) persons with a Ph.D. or the scientific degree of DrSc., CSc., or the academic-scientific degree of Dr. appointed by Dean and approved by Scientific Board of the Faculty.
- (6) Permanent Committee consists of 5 members. At least one member of the Committee must not be an employee of Masaryk University.
- (7) The Permanent Committee is quorate if the majority of its members, including the Chairman, are present.
- (8) Discussion of proposals and voting by the Permanent Committee may also take place *per rollam*.

Section 5

Initiation and Course of Advanced Master's Proceedings

- (1) An application for the Advanced Master's State Examination may be submitted by a graduate of a Master's degree programme in pharmacy who has obtained the degree of "Master" or an applicant whose foreign University degree has been recognised as equivalent to that obtained in a Master's degree programme in pharmacy in the Czech Republic.
- (2) The participant submits the application via the Information System of Masaryk University (hereinafter referred to as "IS MU"). Applications are accepted throughout the academic year. Part of this application is also agreement with paying the fee for Advanced Master's Proceedings as specified in an internal regulation of the Faculty, and the chosen field of the Advanced Master's State Examination in accordance with the Section 2, art. 2).
- (3) The submission of the electronic application is considered complete after uploading the attachments specified below to the IS MU. In the case that the Faculty needs the originals of some documents, it shall request them individually. These are:
- a) Advanced Master's thesis corresponding to the formal requirements set out in Section 7 of this Measure,
 - b) graduates of Master's degree programme at the Faculty of Pharmacy of Masaryk University and at the Faculty of Pharmacy of the University of Veterinary and Pharmaceutical Sciences Brno, may attach a copy of the diploma and the diploma supplement to the application without official verification. Or an officially certified copy of the graduation certificate and „Diploma Supplement“,
 - c) graduates from a foreign University with a headquarters in one of the member countries of the European Union submit with an application an officially certified copy of documents on higher education in the field of pharmacy or the decision of the Ministry of Health of the Czech Republic on the recognition of professional qualifications and on the recognition of professional competence to exercise the medical profession of pharmacist in the Czech Republic,
 - d) graduates from a foreign University with a headquarters outside the European Union submit to the application a degree programme in the field of pharmacy, a recognition clause (official verification) to all documents,
 - e) curriculum vitae and professional overview of the participant's professional activities including published results and publications, or results accepted for publication,
 - f) statutory declaration that the submitted Advanced Master's thesis has not been used in other proceedings for the award of an academic degree,
 - g) in the case that the participant needs for working out the Advanced Master's thesis data obtained from a workplace outside of the Faculty, it is necessary to submit the agreement of this workplace to the processing of data as part of the Advanced Master's thesis presented at the Faculty.
- (4) If the application form is not duly filled in or if the application does not contain the specified annexes or if the fee has not been paid, the faculty shall invite the participant

to eliminate these shortcomings and set a reasonable deadline for this. If the shortcomings are not remedied within this period, the application shall be disregarded. The fee shall be refunded to the participant.

- (5) The Dean decides on the commencement of the Advanced Master's proceedings with individual participants on the proposal of the Chairman of the Permanent Committee in the order in which the applications were delivered, taking into account the capacity and availability of the committee for Advanced Master's State Examination.

Section 6

Fees for the Advanced Master's State Examination

- (1) For acts connected with the acceptance of the application for this Examination and with the organisation of the Examination, the Dean shall set a fee.
- (2) The participant has the right to use, for a fee, the equipment of the Faculty necessary for the preparation for the exam in accordance with the rules set by the faculty.
- (3) For a fee, the participant has the right to continuously consult the preparation of the thesis with a selected consultant from the list of consultants appointed by the Dean.
- (4) The fees for resitting the Advanced Master's State Examination or its parts are set by the Dean in his/her measures.
- (5) The participant is obliged to pay the fee for the Advanced Master's proceedings without delay through the Shopping Center in the IS MU at the time of submitting the electronic application for the Advanced Master's proceedings and two copies of the Advanced Master's thesis.

Section 7

Advanced Master's Thesis

- (1) An Advanced Master's thesis must include original results or an original treatment of a comprehensive area in the given field of study at a level consistent with the publication standard of that field.
- (2) The Advanced Master's thesis may take the form of a set of published works of the applicant or works accepted for publication, which the applicant provides with a comprehensive introduction to the issue and a commentary.
- (3) The author of the Advanced Master's thesis must take care not to infringe Act No. 121/2000 Coll., on Copyright, on Rights Related to Copyright and on Modification of Certain Acts (Copyright Act), as later amended (the Copyright Act), as amended (hereinafter referred to as the "Copyright Act"), and to avoid plagiarism.
- (4) The text of the submitted Advanced Master's thesis is subject to comparison with the texts of final theses stored in the University or interuniversity database of final theses and with the texts of other publications. Section 47(b) of the Act shall apply to the procedure of publishing Advanced Master's theses.
- (5) The Advanced Master's thesis must be printed or otherwise reproduced and placed in a binding suitable for archiving. The participant shall deliver two copies of his/her Advanced Master's thesis to the Office for Quality and Academic Affairs.
- (6) The electronic version of the thesis must be uploaded to the database for publishing final theses (IS MU). The conformity of the electronic and paper version is confirmed by the participant's signature. By submitting the Advanced Master's thesis, the author agrees to its publication, regardless of the result of the defence according to Section 47(b) of the Act.
- (7) The Advanced Master's thesis can be submitted in Czech, Slovak or English language.
- (8) A participant who has an access password to the IS MU from previous studies at MU is obliged to upload an electronic version of the Advanced Master's thesis into this system, at the latest 7 days after confirmation of the application for the Advanced Master's State Examination by the Faculty.

- (9) A participant who does not have a password to the IS MU from previous studies will, after confirming the application in the IS MU, collect the password to the IS MU at the Department for Quality and Academic Affairs. The participant shall then upload the Advanced Master's thesis to the system without undue delay, at the latest within 7 days from the collection/delivery of the password.
- (10) A template based on the MU Unified Visual Style shall be used for writing the Advanced Master's thesis. This template is freely accessible in the IS MU Document Server in the Faculty folder.

Section 8

Participant to Advanced Master's Proceedings

- (1) An applicant who has met all the conditions set out in Section 5 shall become a participant to the Advanced Master's proceedings.
- (2) A participant to the Advanced Master's proceedings does not have the status of a student according to Section 61 of the Act.
- (3) Before starting the Advanced Master's proceedings, the participant has the right to choose the area of the Advanced Master's State Examination, to choose the range of services provided by the faculty and to use the equipment of the faculty necessary for preparation for the Advanced Master's State Examination. As part of the fee paid for the Advanced Master's proceedings, the candidate is entitled to an initial consultation with the Chairman of the permanent committee concerning the course of the Advanced Master's proceedings. Within this consultation, consultancy of the Advanced Master's thesis or its supervision are not addressed. The amount and content of fees is determined by the Dean in his/her measure.
- (4) A participant to the Advanced Master's proceedings is obliged to:
 - a) observe valid legal standards and internal regulations of the Faculty of Pharmacy and Masaryk University,
 - b) at the invitation of the Dean or the Chairman of Permanent Committee, appear to discuss issues related to his/her Advanced Master's proceedings.
- (5) In the event of a serious and culpable breach of the obligations of a participant to the Advanced Master's proceedings, the Dean may, on the proposal of the Chairman of Permanent Committee, suspend or cancel the Advanced Master's State Examination. Prior to the adoption of these measures, the participant shall be given the opportunity to discuss the matter with the Dean.

Section 9

Consultants for Participants to Advanced Master's Proceedings

- (1) On the proposal of the Permanent Committee the Dean shall appoint consultants for participants to the Advanced Master's proceedings from among the academic staff of the faculty or, exceptionally, other experts.
- (2) A consultant must have at least the academic degree of Ph.D., the scientific degree of DrSc. or CSc., or the academic-scientific degree of Dr.

Section 10

Reviewers of Advanced Master's Theses

- (1) Based on the proposal submitted by the Chairman of the Permanent Committee, the Dean appoints at least two reviewers of the Advanced Master's thesis, who will assess its content and formal level.
- (2) At least one of the reviewers must not be an employee of Masaryk University.
- (3) A reviewer of the Advanced Master's thesis must have at least a Ph.D., the scientific degree of DrSc. or CSc., or the academic-scientific degree of Dr.
- (4) The reviewer cannot be a person who provides consultation to the participant based on Section 9 of this measure.

- (5) Each reviewer's report is written in Czech, Slovak or English language.
- (6) Reviewers will prepare a review no later than 30 days after receiving the thesis and being appointed and submit it to the Department for the Quality and Academic Affairs of the Faculty.
- (7) The participant has the right to be acquainted with the reviewer's assessment no later than 7 working days before the date of the Advanced Master's State Examination.
- (8) In the case of one negative review, the participant is admitted to the defence. In the case of negative reviews from both reviewers, the Chairman of the Permanent Committee will return the Advanced Master's thesis to the participant for revision and suggest postponing the Advanced Master's State Examination. The fee is not returned to the participant.
- (9) If reviewers are not members of the Examination Committee, they may participate in its discussion, including non-public parts, with an advisory vote.
- (10) If the reviewer is unable to attend the Examination, the members of the Examination Committee shall be acquainted with the text of the reviewer's assessment by the Chairman on his/her behalf.

Section 11

Advanced Master's State Examination

- (1) The Dean shall decide on the date and place of the Advanced Master's State Examination based on the proposal of the Chairman of Permanent Committee. Applicants registered in the period from 1 January to 30 June take the Examination no later than on 31 December of the given calendar year, and applicants registered from 1 July to 31 December take the Examination no later than on 30 June of the following calendar year. The defence of the Advanced Master's thesis will take place within one year of the submission of the work at the latest.
- (2) The date of the Advanced Master's State Examination must be communicated to the participant no later than 30 days before the Examination.
- (3) The Advanced Master's State Examination is carried out before the Committee for Advanced Master's State Examination.
- (4) Members of Advanced Master's State Examination Committee are appointed by the Dean for every Advanced Master's State Examination separately based on a proposal submitted by the Chairman of Permanent Committee.
- (5) The examiners in the Advanced Master's State Examination Committee could be:
 - a) professors and associate professors appointed by Dean,
 - b) persons with a Ph.D. or the scientific degree of DrSc., CSc., or the academic-scientific degree of Dr. appointed by Dean and approved by Scientific Board of the Faculty.
- (6) Advanced Master's State Examination Committee consist if at least 5 members and at most 9 members. At least 2 members of this Committee must not be an employee of Masaryk University.
- (7) Advanced Master's State Examination Committee is competent to reach a resolution if the majority of its members, including the Chairman, are present and at the same time at least one of the external members not employed by MU is present.
- (8) The Advanced Master's State Examination is public and consists of the defence of the Advanced Master's thesis and an oral examination of the subjects set for the given area. Successful defence of the Advanced Master's thesis is a prerequisite for the participant's admission to the oral part of the Advanced Master's State Examination.
- (9) The committee for Advanced Master's State Examination decides on the result of the Advanced Master's Examination in a closed session by secret ballot, in which it decides by a simple majority of votes of the members present. In the event of a tie, the opinion of the Chairman board shall be decisive.

- (10) The Chairman shall officially announce the result of the Advanced Master's State Examination on the day it is held with the evaluation "passed" – "failed".
- (11) A record of the course and result of the Advanced Master's State Examination shall be prepared and shall be archived at the faculty together with the complete documentation on the Advanced Master's State Examination in compliance with the valid regulations.
- (12) In the case of failure in the Advanced Master's State Examination, the Dean may, based on a written request of the participant, permit the resit after three months at the earliest. In the case of failure in the oral part of the Advanced Master's State Examination, its successfully completed part – the defence of the Advanced Master's thesis – shall be recognised. A maximum of one resit of the Advanced Master's State Examination or a part thereof is permissible.
- (13) If the participant does not request from the Dean in writing to resit the Advanced Master's State Examination within 12 months from the date of the unsuccessful attempt, the Advanced Master's proceedings shall be suspended by the Dean's decision.
- (14) If a participant is unable to attend the Advanced Master's State Examination for serious, especially medical, and credibly documented reasons, the Dean may, upon written request and agreement of the Chairman of the Permanent Committee, allow taking the Advanced Master's State Examination at an alternate date. The application must be delivered to the Dean together with proof of the reason for nonparticipation no later than 5 working days from the date of the Advanced Master's State Examination.
- (15) Unexcused absence from the Advanced Master's State Examination is evaluated as "failed". The Dean may allow such a participant to resit the Advanced Master's State Examination. The provisions of art. 12) shall apply mutatis mutandis to the repetition of the Advanced Master's State Examination.

Section 12

Termination and Suspension of Advanced Master's Proceedings

- (1) The Advanced Master's Proceedings shall be terminated:
 - a) by passing of the Advanced Master's State Examination (evaluation "passed") and the awarding of the academic degree of Doctor of Pharmacy ("PharmDr."),
 - b) by unsuccessful taking of the Advanced Master's State Examination (evaluation "failed"),
 - c) based on a written notification from the participant,
 - d) by the decision of the Dean of the Faculty, if there is a falsehood in any of the data stated in the application and its appendices, the violation of copyright, plagiarism or the non-originality of the Advanced Master's thesis come to light,
 - e) upon expiry of the specified period for the elimination of defects in the application or its annexes, without the participant removing the defect,
 - f) in deciding whether to comply with and infringing Section 8, art. 5).
- (2) The decision to suspend the Advanced Master's proceedings shall take into effect one month from the date of notifying the fact to the participant. The suspension of the Advanced Master's Proceedings shall not establish the right to a refund of fees paid.

Section 13

Issuance of a Diploma

- (1) MU shall issue a Diploma confirming the award of the academic degree "PharmDr." on the completion of the Advanced Master's State Examination, which is attached the Diploma Supplement. The Diploma and the Diploma Supplement are usually awarded during an academic ceremony.

Section 14

Concluding Provisions

- (1) This Measure cancels Measure No. 4/2020 of Faculty of Pharmacy of Masaryk University „Advanced Master’s Proceedings“, in the version effective since 24. 9. 2020.
- (2) The individual provisions and its administration of this Measure interpretation are proceeded by vice-dean responsible for coordination of Advanced Master’s Proceedings in accordance with the Faculty’s Organizational Rules.
- (3) The individual administration of this Measure interpretation is proceeded by Chairmen of Permanent Committee and the Department for Quality and Academic Affairs of Faculty.
- (4) This Measure comes into effect on 5 September 2022.

Brno, 5 September 2022

*prof. PharmDr. Mgr. David Vetchý, Ph.D.
Dean of the Faculty of Pharmacy*