

Directive of the Faculty of Pharmacy of Masaryk University No. 1/2024

Advanced Master's Proceedings

(effective as of 16 December 2024)

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") and the Masaryk University Advanced Master's State Examination Regulations (hereinafter referred to as "the Regulations"), I issue this Directive:

Section 1

Introductory Provisions

- (1) This Directive sets out the detailed conditions for the organisation of the Advanced Master's Proceedings at the Faculty of Pharmacy of Masaryk University (hereinafter referred to as "Faculty" and "MU").
- (2) Advanced Master's procedure at the Faculty is managed by the Dean and coordinated by the Vice-Dean in accordance with the Organisational Regulations of the Faculty's Organizational Rules, who cooperates with the guarantor of the Master's degree programme (hereinafter referred to as the "guarantor") to which the Advanced Master's proceeding belongs. The dean's advisory and initiatory body is the Board for Advanced Master's Proceedings Board (hereinafter referred to as "the Board"), of which the guarantor is the chairman.
- (3) The terms rector, dean, vice-dean, guarantor, chairman, professor, associate professor, doctor, master, specialist, worker, employee, student, graduate, participant, applicant, member, reviewer, consultant, author and pharmacist also include their feminine noun gender. The generic masculine is used only for reasons of clarity and comprehensibility of the text and does not refer to the identity of specific persons.

Section 2

Focus of Advanced Master's Proceedings

- (1) The aim of the Advanced Master's Proceedings is to increase the qualifications and social recognition of graduates of pharmacy studies. As part of the proceedings, which end with an Advanced Master's State Examination and defence of the Advanced Master's thesis (hereinafter referred to as the "Advanced Master's Proceedings"), the 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.
- (2) 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.").
- (3) The Advanced Master's Examination in connection with the Master study programme can be taken at the Faculty in the areas of:
 - a) Social Pharmacy-Pharmacy Practice,
 - b) Pharmacognosy,

- c) Pharmacy Technology,
 - d) Pharmacology and toxicology,
 - e) Medicinal Chemistry.
- (4) 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).

Section 3

Advanced Master's Proceedings Board

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

Section 4

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. In case of doubt as to whether the graduate has obtained a degree in the same field of study, the guarantor will decide.
- (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.
- (3) The submission of the electronic application is considered complete after uploading the attachments specified below to the IS MU. These are:
 - a) name of the Advanced Master's thesis,
 - b) authorised conversion of study documents, except for studies completed at MU after 1 January 1998
 - c) graduates from a foreign university located in a member state of the European Union shall submit an officially certified copy of the documents of higher education in pharmacy or a decision of the Ministry of Health of the Czech Republic on the recognition of professional qualifications and on the recognition of professional competence to practise the healthcare profession of pharmacist in the Czech Republic,
 - d) graduates from a foreign university located outside the European Union shall attach a nostrification clause to all documents of higher education in the field of pharmacy to their application,
 - e) advanced Master's thesis in electronic form in PDF format,
 - f) professional overview of the participant's professional activities including published results and publications, or results accepted for publication,
 - g) statutory declaration that the submitted Advanced Master's thesis has not been used in other proceedings for the award of an academic degree,
 - h) 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.

Section 5

Fees for the Advanced Master's State Examination

- (1) The fees for resitting the Advanced Master's State Examination or its parts are set by the Dean in his/her measures.
- (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 fee for repeating the state examination, or a part, shall be set by the dean by an internal standard of the faculty.
- (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.

Section 6

Advanced Master's Thesis

- (1) The Advanced Master's thesis must include the original results of the candidate's creative activity demonstrating that the candidate has deepened his/her professional knowledge beyond the scope of the Master's degree and developed the ability to work independently with new theoretical and practical knowledge. The thesis exceeds in its professional level the standard required for theses in the given field of study.
- (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 (hereinafter referred to as the "Copyright Act"), and to avoid plagiarism.
- (4) The submission, access, control and archiving of Advanced Master's theses are governed by Article 36 of the MU Regulations.
- (5) If data obtained from a workplace outside the faculty were used for the preparation of the Advanced Master's thesis, it is necessary to submit the consent of this workplace to process the data within the Advanced Master's thesis is submitted to the faculty. The participant is responsible for the accuracy of this published data.
- (6) The Advanced Master's thesis can be submitted in Czech, Slovak or English language.
- (7) 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.
- (8) 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. 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.

- (9) 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 and on the faculty website.

Section 7

Participant to Advanced Master's Proceedings

- (1) An applicant who has met all the conditions shall become a participant to the Advanced Master's proceedings.
- (2) A participant of the Advanced Master's proceedings does not have the status of a student according to Section 61 of the Act.
- (3) 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 examination committee concerning the course of the Advanced Master's proceedings.
- (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 guarantor 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 guarantor, 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.

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Consultants for Participants to Advanced Master's Proceedings

- (1) On the proposal of the Guarantor the Dean shall appoint consultants for participants to the Advanced Master's proceedings from among the academic staff of the faculty. Recommendations for appointment to the guarantor shall be made by the chairman of the examination committee for the given field.
- (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 9

Reviewers of Advanced Master's Theses

- (1) Based on the proposal submitted by the Guarantor, the Dean appoints at least two reviewers of the Advanced Master's thesis. At least one of the reviewers must not be an employee of Masaryk University. When submitting a proposal for reviewers, the guarantor shall seek the recommendation of the chairmans of the Examination committee or Board.
- (2) 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. Each reviewer's report is written in Czech, Slovak or English language. In the assessment, the author evaluates the quality of the Advanced Maste thesis, the author's own contribution and, in particular, his/her ability to engage in independent creative activity in the field of study. It shall also assess the content and formal level of

- the thesis. At the end of the assessment, the reviewers shall state whether the Advanced Master's thesis meets the requirements laid down in the Regulations and this Directive.
- (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 8 of this measure.
 - (5) The participant has the right to be acquainted with the reviewer's assessment no later than 5 working days before the date of the Advanced Master's State Examination.
 - (6) 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 Examination 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.
 - (7) The participant is obliged to submit the revised Advanced Master's thesis within 6 months of the notification of this fact. In the event of failure to submit the thesis within this time limit, the participant's Advanced Master's procedure shall be terminated in accordance with Article 11(1)(e) of this Directive. If the participant cannot meet the deadline for the revision of the Advanced Master's thesis for serious and credible reasons, he/she may request in writing to the Dean an exception and an extension of the deadline.
 - (8) If reviewers are not members of the Examination Committee, they may participate in its discussion, including non-public parts, with an advisory vote.
 - (9) 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 10

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 Guarantor. The defence of the Advanced Master's thesis will take place within one year of the submission of the work at the latest. The guarantor shall request the recommendation of the chairman of the Examination committee
- (2) The date and place 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 (hereinafter referred to as the "committee").
- (4) The Rector appoints the chairman of the examination board for individual areas of the Advanced Master's study examination on the proposal of the guarantor.
- (5) 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 Guarantor. The guarantor shall request the recommendation of the chairmen of the Examination committee.
- (6) 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.
- (7) 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. At least one of whom shall be an associate professor or professor.

At least 2 members of the examination board are not employees of the faculty, at least one of whom is not an MU employee.

- (8) 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.
- (9) The Advanced Master's State Examination is public and consists of the defence of the Advanced Master's thesis and an oral examination on topics within the field of study determined by the guarantor. The topics for fields are published on the faculty's website. When setting the topics for the examination, the guarantor shall request the recommendation of the chairmen of the examination committee or the Board. 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.
- (10) 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.
- (11) 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".
- (12) 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.
- (13) 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.
- (14) 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.
- (15) 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 Examination 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.
- (16) 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. 13) shall apply mutatis mutandis to the repetition of the Advanced Master's State Examination.

Section 11

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"),
 - b) by unsuccessful taking of the Advanced Master's State Examination (evaluation "failed"),
 - c) based on a written notification from the participant,
 - d) upon expiry of the specified period for the elimination of defects in the application

- or its annexes, without the participant removing the defect,
- e) failure to submit a revised Advanced Master's thesis within the time limit,
 - f) 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.
- (2) The date of completion of the Advanced Master's procedure is in the case of:
- a) Paragraph (1) (a) or (b) the date of the state examination,
 - b) paragraph (1)(c) the date on which the participant's declaration is received,
 - c) paragraph 1(d) and (e) the last day of the time limit,
 - d) paragraph 1(f) the date on which the decision was taken by the Dean.
- (3) The suspension of the Advanced Master's Proceedings shall not establish the right to a refund of fees paid.

Section 12

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 to the Diploma Supplement. The Diploma and the Diploma Supplement are usually awarded during an academic ceremony.

Section 13

Concluding Provisions

- (1) This Directive cancels Measure No. 4/2020 of Faculty of Pharmacy of Masaryk University „Advanced Master's Proceedings", in the version effective since 5.9.2022.
- (2) On the effective date of this Directive, the consultants appointed until then shall expire.
- (3) The individual provisions and its administration of this Directive interpretation are proceeded by vice-dean responsible for coordination of Advanced Master's Proceedings in accordance with the Faculty's Organizational Rules.
- (4) The individual administration of this Directive interpretation is proceeded by Guarantor and the Department for Quality.
- (5) This Directive comes into effect on 16.12.2024.

Brno, 16 December 2024

prof. PharmDr. Mgr. David Vetchý, Ph.D.
dean of the Faculty of Pharmacy
electronically signed