

## Dean's Instruction No. 1/2012

# **to ensure equipment for students of full-time doctoral study programme**

*(in force as of 1 September 2012)*

*According to Article 5, par. 3a) of the Organisational Regulations of Masaryk University I issue this instruction:*

### Article 1

#### **Object of Instruction**

1. Instruction specifies the basic rights and duties of full-time doctoral degree students in the area of presence in the workplace and of the claim to technical equipment and facilities.

### Article 2

#### **Presence in the workplace**

1. Each full-time doctoral degree student have to agree with his/her supervisor times when s/he will work full time on the faculty, and to inform about this the Office for Research & Development & Doctoral Studies and publish it on his/her website.
2. In the case of absence in stipulated time, the student must inform his/her supervisor.
3. The Faculty management and Doctoral Board members will carry out random checks of doctoral students' availability at the time of their declared presence in the workplace.

### Article 3

#### **Technical and other equipment for students**

1. Full-time doctoral students can apply through their supervisors for workplace and the adequate technical equipment.
2. Personal computer with the Linux operating system is provided to the full-time doctoral students by the supervisor's department.
3. Students whose supervisors are heads of some research laboratories at the FI, the workplace is ensured by supervisor in that laboratory.
4. Students whose supervisors are not heads of any research laboratories, FI ensures a separate desk and chair in the common office of PhD students according to the current space capacity.
5. Full-time doctoral students can apply for access to additional technical equipment of FI (eg. copy machines).

6. FI does not provide technical equipment those full-time doctoral students, whose presence in the workplace is less than 20 hours per week or whose share on the teaching at FI is less than 4 hours a week.
7. Equipment provided from departmental resources beyond this base is provided to students from upper years depending on the results and recommendations of the supervisor and the financial resources of the department. It is assumed that the supervisor shares his/her grants and others, also extra budgetary financial resources.
8. The scope of work for FI, which was agreed with the supervisor, will be taken into consideration when requests for workplace with technical equipment and other facilities are approved.
9. All requests for extension and other equipment are submitted by the student together with supervisor´s statement to the relevant head of department.

Article 4  
**Final provisions**

1. This instruction revokes the FI Dean´s instruction No. 01/2006 from 7 March 2006.
2. I authorize the Vice-dean for Research & Development & Doctoral Studies by providing information about the provisions and checking compliance.
3. Instruction takes effect from the date of its publication.

In Brno on 31 August 2012

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