

**UNIVERSITY OF VETERINARY AND PHARMACEUTICAL  
SCIENCES BRNO  
FACULTY OF PHARMACY  
ADVANCED MASTER'S REGULATIONS**

**Article 1**

**Introductory Provisions**

- 1) The Advanced Master's Regulations of the Faculty of Pharmacy of the University of Veterinary and Pharmaceutical Sciences Brno (hereinafter only as the "Advanced Master's Regulations") are based on Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (Higher Education Act), as amended (hereinafter only as the "Act") and are in accordance with any other internal regulations of the University of Veterinary and Pharmaceutical Sciences Brno (hereinafter only as the UVPS Brno").
- 2) The Advanced Master's Regulations shall prescribe the terms and course of the advanced Master's state examination at the Faculty of Pharmacy of the UVPS Brno (hereinafter only as the "Faculty of Pharmacy").
- 3) The aim of the advanced Master's state examination consists in enhancing the qualifications, expertise and social recognition of the graduates of the pharmaceutical studies. Within the procedure, which is completed with the advanced Master's state examination, the candidates present deeper knowledge in the selected field, the capacity to obtain new scientific and research knowledge on their own, and its creative application in the practice.
- 4) At the Faculty of Pharmacy, the advanced Master's state examination may be taken in the following fields:
  - a) Social Pharmacy;
  - b) Pharmacognosy;
  - c) Pharmaceutical Technology – Galenical Pharmacy;
  - d) Pharmacology and Toxicology;
  - e) Pharmaceutical Chemistry.
- 5) Upon the successful completion of the advanced Master's state examination, the candidates are awarded the academic degree of the "Doctor of Pharmacy" (abbreviated "PharmDr." and placed before the name) in accordance with § 46, para. 5, letter d) of the Act.
- 6) The advanced Master's state examinations organised in all the fields of study at the Faculty of Pharmacy shall be supervised by the Dean, whose advisory and initiative body shall be the Advanced Master's Examination Board (hereinafter only as the "Board").

**Article 2**

**Advanced Master's Examination Council**

- 1) The Advanced Master's Examination Council (hereinafter only as the "Council") shall have at least 7 permanent members, appointed by the Dean following the statement of the Faculty's Scientific Board. Its Chairman is the Vice-Dean, while its members may include the academic staff of the UVPS Brno or other universities, the Academy of Sciences of the Czech Republic and other science and research organisations, and important practitioners.
- 2) The Council shall submit to the Dean the proposals of the concept of the advanced Master's examination and the proposals of the chairpersons of the individual examination boards.

- 3) The main task of the Council consists in maintaining high level of advanced Master's examinations. The Council shall meet at least once per year to discuss their course and level. It shall subsequently inform the Dean on the results of its deliberations and any potential proposals.

### **Article 3**

#### **Advanced Master's Examination Board**

- 1) A separate board shall be appointed for each advanced Master's examination. The Board consists of the Chairman and at least three other members appointed by the Dean. The Board members commonly include the consultant and the opponent of the thesis.

### **Article 4**

#### **Chairman of the Advanced Master's Examination Board**

- 1) The Chairman of the Advanced Master's Examination Board is an academic staff member of the Faculty with the pedagogical and scientific degree of Associate Professor or Professor in the specific or related field. The Chairman of the Board shall be appointed and removed by the Dean following the Council's recommendation.
- 2) The Chairman of the Board:
  - a) Manages the work of the Board and submits its proposals to the Faculty's Dean and the Advanced Master's Examination Council;
  - b) Assesses the focus and topic of the advanced Master's thesis and expresses on its acceptance;
  - c) Upon submission of the advanced Master's thesis, he determines its opponent (or exceptionally more opponents);
  - d) Upon receipt of the opinions of the opponent of the advanced Master's thesis and possibly the consultant of the advanced Master's examination candidate, he submits the opinions to the Board to decide whether the candidate may be appointed to the advanced Master's examination;
  - e) Prior to the advanced Master's examination, he submits to the Dean the complete documentation of the candidate, including the advanced Master's thesis and opinions, the proposal for the Board composition, and the date of the advanced Master's examination,
  - f) Manages the advanced Master's examination and is responsible for its level and flawless course;
  - g) Is responsible for handing over the complete documentation of the advanced Master's examination of individual candidates for archiving.

### **Article 5**

#### **Consultant of the Advanced Master's Examination Candidate**

- 1) The consultant of the advanced Master's examination candidate (hereinafter only as the "Consultant") expresses their views on the focus of the submitted advanced Master's thesis or the topic and the concept of the advanced Master's thesis under preparation. The Consultant shall provide the candidate with consultations and express their views on the thesis quality and possible fulfilment of identified objectives. The Consultant shall submit a written opinion of these facts.
- 2) The members of the group of consultants of advanced Master's examination candidates are appointed by the Dean with their consent, following the proposal of the Chairman of the Council. The members are appointed from academic staff members or exceptionally from other experts. The Consultant may be only a person with the academic degree DrSc. or CSc., the academic and scientific degree Dr. or the academic degree Ph.D., or possibly with corresponding qualifications (independent scientific staff member or chief scientific staff member).
- 3) Upon the candidate's proposal, the Dean may appoint the Consultant from the group of consultants. The appointment requires the consent of the person concerned.
- 4) The Consultant is a member of the Board. When voting on the candidate for whom he serves as a consultant, he shall be excluded from voting of the Board.

#### **Article 6**

##### **Opponent of the Advanced Master's Thesis**

- 1) The Opponent may be only a person with the academic degree DrSc. or CSc., the academic and scientific degree Dr. or the academic degree Ph.D., or possibly with the corresponding scientific qualifications (independent scientific staff member or chief scientific staff member).
- 2) The Opponent shall assess in writing the level and quality of the thesis, or possibly the fulfilment of the assigned objectives. The Opponent shall submit his opinion to the Board Chairman within 30 days upon the day when the Chairman provided him with the thesis.
- 3) The Opponent is a Board member. Unless he can take part in the examination, the Chairman shall act as his proxy and acquaint the Board members with the text of the Opponent's opinion.

#### **Article 7**

##### **Candidate of the Advanced Master's Procedure**

- 1) A candidate with whom the advanced Master's procedure has been initiated based on their application and following the Dean's decision becomes the party to the advanced Master's procedure.
- 2) The advanced Master's procedure candidate does not have the student status in accordance with Section 61 of the Act.
- 3) The advanced Master's procedure candidate is entitled to select the field of the advanced Master's examination, propose the Consultant from the group of consultants, select the scope of services provided by the Faculty, and use the equipment and information

technology of the Faculty, as necessary for preparing for the advanced Master's examination in accordance with the concluded contract.

- 4) The advanced Master's procedure candidate shall:
  - a) Comply with the applicable legal regulations and the standards and internal regulations of the Faculty of Pharmacy and the UVPS Brno;
  - b) Upon the invitation of the Dean or the Chairman of the Board, the candidate shall attend to discuss the issues related to their advanced Master's procedure.
- 5) In the event of a serious and culpable breach of duties of the advanced Master's procedure candidate, the Dean may, following the proposal of the Chairman of the Board, suspend or set aside the advanced Master's procedure. Prior to adopting such measures, the advanced Master's procedure candidate will be provided with the possibility to discuss the matter with the Dean.

## **Article 8**

### **Initiating and the Course of the Advanced Master's Procedure**

- 1) An application to the advanced Master's examination may be submitted by a graduate of the Master's study programme in the field of pharmacy who was awarded the academic degree "Master" under Section 46 of the Act or whose foreign university education is equal to the education obtained in the Master's study programme in the field of pharmacy in the Czech Republic.
- 2) The application shall be submitted in writing using the prescribed form, which constitutes Annex No. 1 to these Regulations. The application shall also contain the title and the basic structure of the intended advanced Master's thesis, the signed consent of the Consultant with the candidate's expert supervision, and the selection of the scope of services provided by the Faculty of Pharmacy (i.e. the equipment and the information technology required for preparing for the advanced Master's examination). The candidate shall enclose the following documents to the application:
  - a) A certified copy of the university diploma;
  - b) A certified copy of the diploma supplement or a certified copy of the certificate of the state final examination or an equivalent examination;
  - c) A professional CV;
  - d) A list of published works (if any);
  - e) The title of the defended Master's thesis or the thesis for comparison with the advanced Master's thesis;
  - f) Any other materials as requested by the Dean.
- 3) The graduates of the pharmacy studies at the Faculty of Pharmacy of the University of Veterinary and Pharmaceutical Sciences Brno may enclose to the application the copy of the diploma and the diploma supplement without an official certification. The graduates of the faculties of pharmacy of other universities in the Czech or Slovak Republic shall enclose a certified copy of the diploma and the diploma supplement to the application.
- 4) Instead of the first two documents, the graduates of the pharmacy studies abroad (except the Slovak Republic) who have been awarded the "Master's" academic degree shall enclose to the application the certified copies of the certificates of completion of study abroad and the certified copies of the recognition of foreign university education, i.e. the validation.

- 5) Unless the application is properly completed or unless the application contains the prescribed annexes or unless the fee has been paid, the Dean shall invite the candidate to remove the inaccuracies and provides a sufficient time limit. Unless the inaccuracies have been removed within this time limit, the application shall be disregarded. The fee shall be refunded to the candidate.
- 6) The Dean shall decide on initiating the advanced Master's procedure with individual candidates, taking into account the capacity and the term possibilities of the Boards in the order in which the applications were received.

## **Article 9**

### **Advanced Master's Thesis**

- 1) The Dean shall publish a scope of themes of advanced Master's theses, their extent and formalities, as well as the relevant requirements, in the public section of the UVPS Brno website, following the proposal of the Chairmen of the Boards.
- 2) Upon request of the candidate and following the consent of the Chairman of the Board, the Dean may allow submitting the advanced Master's thesis in Slovak, English or German, or any other world language, and to take its defence and the oral examination in this language. In the event of drafting the thesis in any other language than Czech or Slovak, the submitted thesis must include an abstract in Czech.
- 3) The advanced Master's thesis must have the character of the original scientific work and must include knowledge suitable for publication in the professional press. The advanced Master's thesis can also be drafted at a non-faculty workplace. It may also be submitted in the form of a publication or a set of publications of the same focus, extended with an introductory part of the on the specific topic. The publications means the work published in a scientific journal or collection where they have been subject to internal journal review procedures. The basis for defence may also include a monograph in the field of pharmaceutical sciences, having a character of scientific research or a textbook.
- 4) The author of the advanced Master's thesis shall take due care in order not to violate Act No. 121/2000 Coll., on Copyright and Rights Related to Copyright and on Amendment to Certain Acts (Copyright Act), as amended, in particular avoiding plagiarism.
- 5) The text of the submitted advanced Master's thesis shall be subject to comparison with the texts of the final theses and stored in the university database of the final theses and with the texts of other publications. The results of the comparison shall always be made available to the candidate the consultant and the opponent.
- 6) The candidate shall submit the thesis to the Chairman of the Board in two paper copies and at the same time in the electronic form. The electronic version of the thesis shall be uploaded to the database for the publication of the final theses. The conformity of an electronic and paper version shall be confirmed by the candidate's signature. By submitting the advanced Master's thesis, the author grants their consent to its publication, regardless of the result of the defence pursuant to § 47b of the Act.
- 7) The advanced Master's theses shall be published pursuant to the provisions of § 47b of the Act. Publishing the dissertations shall take place by means of the database of the final theses

located in the public section of the UVPS Brno website and through the Central Library of the UVPS Brno.

- 8) The Chairman of the Board shall forward the advanced Master's thesis to the opponent (opponents) and the consultant (if appointed). Following a positive statement of the opponent or the consultant, the Chairman of the Board shall turn to the Dean to determine the date of the advanced Master's state examination. In the case of a negative statement of the opponent or the consultant, the Chairman of the Board shall return the thesis to the candidate for reworking. The Dean shall decide on the date and venue of the advanced Master's state examination on the basis of the proposal of the Chairman of the Board and shall notify the candidate of these facts within 3 months upon the day of submitting the advanced Master's thesis, yet no later than one month prior to the examination.

### **Article 10**

#### **Advanced Master's State Examination**

- 1) The advanced Master's state examination before the Board in the presence of its Chairman and at least three other members.
- 2) The advanced Master's state examination is public. It consists of the oral examination of the selected study field and the defence of the advanced Master's thesis on the date published on the official board of the faculty at least 15 days prior to the examination.
- 3) By means of the oral examination, the candidate is expected to demonstrate more profound knowledge in the selected scientific field.
- 4) The defence of the advanced Master's thesis consists of presenting the outline of the advanced Master's thesis, the opinions of the consultant and the opponent, the response to their questions, and discussion.
- 5) The Board shall decide on the result of the advanced Master's examination in a private session using a public ballot in which the decision is adopted by a simple majority of the present members. In the case of the equality of votes, the vote of the Chairman shall be decisive. If the Chairman of the Board is at the same time the consultant of the advanced Master's procedure candidate, he does not have the right to and his right of the decisive vote shall pass onto the Board member designated by the Dean.
- 6) The Chairman of the Board shall publicly announce the result of the advanced Master's state examination on the same day when the examination is held with the result "Passed" – "Failed". The minutes (protocol) shall be drawn up on the course and the result of the advanced Master's state examination, containing the date and venue of the examination, name and surname of the candidate, the field and the board, the title of the advanced Master's thesis, the questions of the oral examination, the questions raised within the discussion during the advanced Master's thesis defence, and the result of the advanced Master's state examination. The protocol is to be signed by all the present Board members. The protocol with the complete documentation of the advanced Master's state examination shall be archived at the faculty in accordance with the applicable regulations.
- 7) In the event of failure in the advanced Master's state examination, the Dean may, at the written request of the candidate, allow resitting it not earlier than three months later. In the case of failure in one part of the advanced Master's state examination, the successfully

completed part shall be recognised. It is not possible to resit the advanced Master's state examination or its part more than twice. The Dean shall set a fee for resitting the advanced Master's state examination.

- 8) Unless the candidate request the Dean in writing to resit the advanced Master's state examination within 12 months upon the date of the unsuccessful attempt, the Dean shall discontinue the advanced Master's procedure.

### **Article 11**

#### **Failure to Participate in the Advanced Master's State Examination**

1) In the event that the candidate cannot attend, due to serious (in particular health) and plausibly justified reasons, the advanced Master's state examination, the Dean may, upon a written request and following an agreement with the Chairman of the Board, allow taking the advanced Master's state examination on an alternative date. The request must be delivered to the Dean together with the evidence of the reasons for the non-attendance within 5 working days upon the date of the advanced Master's state examination.

2) Any unexcused absence at the advanced Master's state examination shall be classified as "failed". The Dean may allow any such candidate to resit the advanced Master's state examination. The provisions of Art. 10, para. 7 shall analogously apply to resitting the advanced Master's state examination.

### **Article 12**

#### **Suspending and Discontinuing the Advanced Master's Procedure**

1) In justified cases, upon the written request of the candidate and the consent of the Chairman of the Board, the Dean may suspend the advanced Master's procedure, even repeatedly, yet no longer than for a total of three years.

2) On the basis of a written request of the candidate, the Dean shall issue a decision on discontinuing the advanced Master's procedure.

3) The Dean shall decide on discontinuing the advanced Master's procedure if the candidate has failed to submit the advanced Master's thesis within 24 months upon initiating the procedure. Discontinuing the advanced Master's procedure shall not be counted in this time limit. In cases worthy of special consideration, the Dean may decide to extend this period.

3) The decision on discontinuing the advanced Master's procedure shall take into effect one month upon the day of notifying the candidate of this fact. Discontinuing the advanced Master's procedure shall not give rise to the refund of the paid fees.

### **Article 13**

#### **Fees for the Advanced Master's State Examination**

1) The Dean shall set the fees for the acts associated with admitting the application to this examination and holding this examination.

2) The candidate is entitled, in return for payment, to use the equipment and information technology necessary for preparing for this examination in accordance with the rules prescribed by the university, provided that they have accepted this offer. The Dean shall set the individual fees.

3) Owing to serious (in particular health) and plausibly justified reasons, the Dean may reduce or waive the payment of the fees associated with organising the advanced Master's state examination upon request of the advanced Master's procedure candidate. The candidates from the existing UVPS Brno staff members and UVPS Brno students who study in the doctoral programme in pharmacy at the Faculty of Pharmacy shall be exempt from the fees for using the equipment and information technology.

4) The Dean shall set a fee for resitting the advanced Master's state examination.

#### **Article 14**

##### **Service of Documents and Remedies**

1) Within the advanced Master's procedure, the UVPS Brno shall serve the documents to candidates either on its own or through a postal service provider.

2) The candidate may appeal the decision within 30 days from the date of its notification. The appeal shall be submitted to the Dean in the manner specified in the instruction. The Dean shall assess the appeal and if he concludes that the decision was issued in violation of the Act or the internal regulations, he shall allow the appeal and change the decision. Unless the Dean finds the reason for changing the decision, he shall refer the appeal to the Rector.

3) The Rector shall assess the appeal and if he concludes that the decision was issued in violation of the Act, internal regulations or the conditions set forth for the specific procedure, he shall allow the appeal and change the decision of the Dean. In another case, he shall uphold the original decision.

#### **Article 15**

##### **Issuing the Diploma**

The UVPS Brno shall issue a diploma on completing the advanced Masters state examination, confirming the award of the academic degree "PharmDr.", the annex to which includes a diploma supplement. The diploma and the diploma supplement are commonly awarded within an academic ceremony.

#### **Article 16**

##### **Final Provisions**

1) These Advanced Master's Regulations have been adopted by the Academic Senate of the Faculty of Pharmacy of the University of Veterinary and Pharmaceutical Sciences Brno pursuant to Section 27 (1) (b) of the Act on .....

2) These Advanced Master's Regulations have been adopted by the Academic Senate of the University of Veterinary and Pharmaceutical Sciences Brno on .....



- 3) These Advanced Master's Regulations shall replace the existing Advanced Master's Regulations.
- 4) These Advanced Master's Regulations shall come into force on the day of approval by the Academic Senate of the University of Veterinary and Pharmaceutical Sciences Brno.
- 5) These Advanced Master's Regulations shall come into effect on the day following the day of entry into force.

In Brno, on .....2017

MUDr. Tomáš Paráček, Ph.D.

Dean



**UNIVERSITY OF VETERINARY AND PHARMACEUTICAL  
SCIENCES BRNO**

FACULTY OF PHARMACY

---

Application to the advanced Master's examination (pursuant to Section 46 (5) of Act No. 111/1998 Coll., on Universities)

Name and surname, title: .....

Date and place of birth: ..... Birth certificate number: .....

ID card number: ..... Nationality: .....

Contact telephone: ..... E-mail address: .....

Mailing address: .....

Employer: .....

Graduate of the Faculty of Pharmacy: ..... Year:.....

Diploma thesis topic: .....

Field in which I would like to complete the advanced Master's procedure: .....

Topic of the advanced Master's thesis in Czech: .....

.....

Topic of the advanced Master's thesis in English: .....

.....

I request using the equipment of the UVPS Brno (YES/NO):.....

Consultant: .....

Consultant's signature: .....

.....

Date

.....

Signature

Annexes to the application:

- 1) A certified copy of the diploma;
- 2) A certified copy of the final certificate for graduates until 2005 inclusive;
- 3) A certified copy of the "Diploma Supplement" for graduates from 2006;
- 4) A professional CV (and a list of published works, if any).

**The graduates of the pharmacy studies at the Faculty of Pharmacy of the University of Veterinary and Pharmaceutical Sciences Brno may enclose to the application the copy of the diploma and the diploma supplement without an official certification.**

**In the event of a change in the surname in the course of the advanced Master's procedure, it is necessary to submit a copy of the marriage certificate or any other equivalent certificate.**