

Fulfilment of the study requirements

Annual Activity report for the academic year 2025/2026

The deadline for the fulfilment of all study requirements for the academic year 2025/2026 is **4 September 2026**.

Instructions for Completing and Submitting the Annual Activity Report (AR)

1. Completing the Annual Activity Report

To complete the individual items of the Annual Activity Report, use the Annual Activity Report Template, which can be found on the website (<https://www.pdf.upol.cz/en/degree-studies/administration/>) in the Forms and Documents for Ph.D. students section. **Both Annual Activity Report Form and The template will be available there during July 2026.** Students are required to comply with the required standards for completion for all groups: individual items must be described specifically and in detail. For each activity, please indicate the number of credits proposed by the student in accordance with the Doctoral Study Standard of the Faculty of Education, Palacký University Olomouc. The credits will subsequently be reviewed by the supervisor and Subject Area Board.

The student is required to sign the completed Annual Activity Report.

2. Submission of the AR to the supervisor for review

Submit the signed report (either as a hard copy or a scanned file) to your supervisor. **The deadline for submission is 7 September 2026, 12:00. The supervisor shall subsequently forward the AR, together with their assessment, to the Subject Area Board for consideration.**

Along with the AR, you must also provide your supervisor with all supporting documents on the basis of which your activities will be recognized and credits awarded (for example full-text of the paper, confirmation and report from a foreign scientific research internship, confirmation of active participation in a conference, etc.).

3. Uploading the AR and supporting documents to IS/STAG

Upload the annual activity report and supporting documents to the portal (STAG) by the **7 September 2026, 12:00** in the following format and to the appropriate sections:

- Annual Activity Report: Upload the scanned document in the following format: **Surname_Annual_Report_2025-2026** (e.g., **Novakova_Annual_Report_2025-2026**) to the section: My study – Student's files – Annual report files.
- Attachments and supporting documents: Upload scans of all confirmations and supporting documents for credit recognition **as one file** in the following format: **Surname_Annexes_AR_2025-2026** to portal (STAG) in the section: My study – Student's files – Other files uploaded by student.

The evaluated Annual Activity Report, together with the Supervisor's and Subject Area Board's statement, will be uploaded to the student's files in portal (STAG), under the following section: My study – Student's files – Annual report files, no later than 15 December 2026.

Information on the recommended distribution of credits can be found in the Internal Norm FE UP PdF-B-25/03 Standard of Doctoral Studies at the Faculty of Education, Palacký University Olomouc, or on the website in the Forms and Documents for Ph.D. students section.

Course pre-registration for the academic year of 2026/2027:

Electronic pre-registration for courses for the winter semester will take place from 8 July 2026, 09:00 to 1 November 2026.

Electronic pre-registration for courses for the summer semester will take place from 19 January 2027, 09:00 to 29 March 2027.

In the event that the capacity of a specific course is full, ask the secretary of the relevant Department/Institute to increase it.

Recommendations:

Students are advised to follow the website of the Faculty of Education for degree students: <https://www.pdf.upol.cz/en/degree-studies/>. The website shows important information concerning all students.

Important:

For all types of requests, it is necessary to use the Request Form, which is available on the on the website at: <https://www.pdf.upol.cz/en/degree-studies/administration/>). Requests must be submitted through the Faculty of Education Registry Office, which will forward them to the Department of Science, Research and Doctoral Studies. This department will obtain the opinion of the Supervisor and the Chairperson of the Subject Area Board, or, where applicable, the Subject Area Board.

Additional Information:

Courses that have not been completed in the respective year must be registered and completed in the following year (Study and Examination Code of Palacký University, Article 14, Section 3, Sub-section 4.)

If you are subject to an adverse situation that threatens your study (standard length), please report such situation as soon as possible.

Identification cards – information about renewing the validity of the identification cards is available on the website of the Computer centre, Palacký University.

<https://cvt.upol.cz/identifikacni-karty-ik/>

Full-time students – **Accommodation** – Please follow the website of Accommodation and Dining Services to register in the database for the next academic year.

Any changes in personal information (change of address, ID card number, etc.) must be reported immediately to the Department of Science, Research and Doctoral Studies.